

INSTRUCTIONS FOR PREPARING MANUSCRIPT FOR CONFERENCE PROCEEDINGS

Bronia Tiger

*ISAS International Seminars
POB 34001, Jerusalem 91340, Israel
Tel: 972-2-6520574, Fax: 972-2-6520558, confer@isas.co.il*

General

This year the Conference Proceedings will include a book of abstracts and a CD. For the CD we will be using the electronic version of your full paper and slide presentation. However, occasionally special characters or tables/graphs are distorted when sent by e-mail and we therefore request that you fax or mail us a hard copy in addition to the electronic copy of your paper.

It is important to remember that the manuscript you submit will be used 'as is' for the Proceedings. Therefore, please proofread your final manuscript carefully to eliminate all errors, e.g. spelling. The sole responsibility for the contents and presentation of the manuscript rests with the author. However, the committee reserves the right not to publish papers with commercial rather than scientific content. To ensure that your paper will be reproduced clearly and in proper size and form, please follow the following instructions carefully.

Deadline for all material to reach the Secretariat (both hard and e-mail copy): October 20, 2008.

Maximum length of paper: 8 pages, including all tables, figures, bibliography, etc.

Electronic Copy

Send as **attachments** in WORD and PowerPoint to confer@isas.co.il. **Do not send a PDF file.** PLEASE SEND A HARD COPY EVEN IF YOU ARE SENDING AN ELECTRONIC COPY OF YOUR MANUSCRIPT.

Hard-Copy

Please send to: ISAS International Seminars, POB 34001, Jerusalem 91340, Israel or to fax: +972-2-6520558.

Language

All manuscripts should be submitted in English.

Page Size

Please use plain A4 size paper (21x29.7 cm) with margins of 2.5 cm on all sides (top, bottom, left and right). **Do not use company stationary.**

Fonts

Times New Roman, 10 points. No fancy or graphic fonts, no colors. **Do not underline.**

Spacing

All texts must be single spaced. Double space only between paragraphs. Text should be fully justified.

Title

Title must be typed in upper case 14 points letters, bolded and centered. Leave one line empty between title and author's name.

The author's name, business affiliation, address and other contact details should be centered on separate lines below the title, typed in 12 points italic letters, only first letter of each word in upper case (Title Case - see above). Leave one line empty between the author's name and the affiliation.

If there are co-authors, similar information should be shown for each co-author.

For multiple authors/workplaces, a superscript number should be added after each author's name. The contact information for each should appear on numbered lines below the names. For example:

Oren Nakar¹, Haim Kornfeld², Bronia Tiger³

¹ *Motorola Israel, Kremitski 16, Tel Aviv 67899, Israel*

² *NRCN, POB 9001, Be'er Sheva 84190, Israel*

³ *ISAS International Seminars, POB 34001, Jerusalem 91340, Israel*

Headings

Subtitles must be typed in Title Case (only first letter of each word in upper case) and bolded. Do not put any punctuation after the heading, e.g. colon or period.

Paragraphs

Double space between paragraphs. Paragraphs should not be indented and should be fully justified. **Do not use footnotes.**

Bulleted or Numbered Lists

- Use standard black bullets as shown, or numbers with a period (1., 2., etc).
- Bullets or numbers should be aligned with the left margin. Text should be indented 0.5 cm on the left and fully justified on the right.
- Do not leave space between lines.
 - o Subtopics should appear with a hollow bullet or lower case letters and be indented an additional 0.5 cm.

Equations

Equations should be centered and incorporated in place in the manuscript. When numbering equations, enclose numbers in parentheses and place the number flush to right hand margin (not as part of the equation). Use standard symbols and abbreviations in text and illustrations.

Symbols, Graphs, Charts, Drawings and Tables

All equations, symbols, graphs, charts, drawings and tables are to be incorporated in place in the manuscript itself, centered between the right and left margins. Lettering should be no smaller than 7 points. Please make certain that they are imported into the WORD file and can be read as a WORD document.

Sections of your Manuscript

There are up to six sections in each manuscript.

Section 1: Title and Author Information – this section is discussed in detail above.

Section 2: Abstract – the abstract accepted by the program committee should appear at the beginning of your paper or slide presentation.

Section 3: Text – text is to be typed continuously, leaving no empty spaces excluding those between headings and paragraphs.

Section 4: Conclusion – the conclusion should include a review of the principal elements of the manuscript, making final remarks and/or recommendations.

Section 5: Endnotes – each endnote should be designated with a number corresponding to its reference in the text. In the body of the text this number should appear in superscript. Do not use the endnote function of the word processing program. (See “Numbered Lists” above)

Section 6: Bibliography – the bibliography should be alphabetized by author and numbered and include works used in development of the text but not specifically cited. (See “Numbered Lists” above)

Slide Presentation

Please send your slide presentation as that will also be included in the CD. Be certain to include the presentation's title and author information in the first slide.

If you have any questions regarding the manuscript's preparation, please contact the conference secretariat. This paper was prepared according to the instructions.