Paper Formatting for this Conference (papertitle)

Things You Need to Know for the Preparation of Your Paper for this Conference (paper_subtitle)

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Abstract—This document gives you an overview about how to prepare your article for publication in one of the scholarly online journals that are published at http://online-journals.org. After having read this text, you will understand which styles should be used and how to apply them. Abstract should have approximately 10 to 20 lines.

Keywords—paper publishing, online journals, styles, how-to

1 How to Work with this Template

1.1 Applying the styles to an existing paper

Open the document you would like to format and import the styles. How this works depends very much on the version of MS WORD that you use. The styles' names to be used for online-journals.org are preceded by a "0_" which makes them appear first in the styles list and therefore easier to be found.

Now just place the cursor in the paragraph you would like to format and click on the corresponding style in the styles window (or ribbon).

1.2 Writing a new document with this template

Double-click the template.dot file in order to open it. A new document should open, it will be named "Document 1" or another number, depending on how many times you have already opened it. Do not open the template.dot by using the *File-Open* dialogue, this will most likely edit the template itself.

Now simply start writing your text. When finished your paragraph click the style you wish to apply.

2   The Styles

Most of the styles are intuitive. However, we invite you to read carefully the brief description below.

2.1   Document title and meta-data

Use *papertitle* to format the title of your paper, and *subtitle* if you need a subtitle. Write the authors one under another, each one followed by his/her affiliation and e-mail address. Use the styles *author, affiliation,* and *e-mail.*

Continue by abstract and keywords; use the styles *abstract* and *keywords.*

2.2   Document content

Heading1 and Heading2 are numbered (sub)section headings. Write them, place the cursor in it and click the style.

Heading3 and Heading4 are so-called run-in headings which means that they are not extra paragraphs but they are placed in the same paragraph as the text that follows – like in this paragraph and the one before. Basically, *heading3* is a simple bold and *heading4* a simple italic formatting. So you may equally use the basic formatting functions of WORD.

Never mix up heading levels. A heading1 should not be followed by a heading3.

Body Text is used for normal reading text like this one. You may use the *Normal* style, it is the same, but harder to find as it's much more down in the styles list.

Lists may be inserted too; for this you have the styles *numitem, bulletitem,* and *dashitem.* Several list levels are available by using the *Decrease* or *Increase Indent* buttons of WORD.

Do not try to structure your paper by lists, do not misuse list-items as headings. A list item (a bullet, a dash) contains maximum one paragraph. If there is more than one paragraph in one list item then it's most likely a sub-section. Consider using a run-in heading level 3 or 4.

Equations my be inserted:

1. Make a new paragraph
2. Press TAB
3. Insert the equation
4. Press TAB
5. Write the equation number
6. Apply *equation* style

$$(x + a)^n = \sum_{k=0}^{n} \binom{n}{k} x^k a^{n-k} \tag{1}$$

$$A = \pi r^2 \qquad\qquad (2)$$

Images/figures can be inserted as you usually do. Apply the style *figure* to the figure, and *figurecaption* to the figure caption ☺. Depending on the WORD version you use, you can either select the figure and apply the style or you have to apply the style to the empty paragraph before inserting the image file.

Fig. 1. The ICL conference logo

Fig. 2. ICBL conference logo

Fig. 3. IMCL conference logo

Fig. 4. REV conference logo

In your text, please refer to the figure number, not to its position. Write "see Figure 2" instead of "see figure below/above". Figures may be re-positioned during the editorial process and references to a figure's position may no longer make sense.

Please verify the figure numbers and their references in the text before submitting your article for review.

Table captions are formatted using the *tablecaption* style.

Table 1. Example table

Item1	Item2	Item3	Item4	Item5
Test1	.001	.004	.341	.01
Test2	4.5	3.4	12	21
Test3	28	30	41	65

Likewise to figures, please refer to the table number, not to its position. Write "see Table 2" instead of "see table below/above", and please verify the table numbers and their references in the text before submitting your article for review.

Program or markup code is formatted by the *programcode* style. Use the TAB key to indent lines. Example:

```
<dataset>
  <name>
    <first_name></first_name>
    <middle_name></middle_name>
    <last_name></last_name>
  </name>
</dataset>
```

2.3   The References List

In your text, number citations consecutively in square brackets [1]. You may refer to them like "as stated in [3]" or "as stated in Ref. [3]. A list of all cited references is placed at the end of your document, that is, in a list that is formatted and numbered automatically by applying the *referenceitem* style.

3   Acknowledgment

You may mention here granted financial support or acknowledge the help you got from others during your research work.

4   References

The following references are real ones, but have not been cited in this document. They have been pasted here for demonstration purposes.

1. Budiman, R. (2013). Utilizing Skype for providing learning support for Indonesian distance learning students: A lesson learnt. Procedia - Social and Behavioral Sciences, 83: 5-10
2. Chandrasena Premawardhena, N., ICT in the foreign language classroom in Sri Lanka: A journey through a decade. 10th World Conference on Computers in Education (WCCE 2013), Nicolaus Copernicus University, July 2-5 2013, Torun, Poland.pp 223-224
3. Chandrasena. Premawardhena, N. (2012). Introducing Computer Aided Language Learning to Sri Lankan Schools: Challenges and Perspectives. 15th International Conference on Interactive Collaborative Learning and 41st International Conference on Engineering Pedagogy (ICL & IGIP), Villach, Austria.