

Proceedings of EBRF 2011 – Instructions for the full paper submission

Please follow these instructions carefully. The template part will begin on page 2.

General

- Submit your full paper by January 31th, 2012.
- Submit the paper in PDF format through the EBRF conference system by using your login and password at <http://ebrf10.suvisoft.net/corg/>
- The paper has to be proofread for spelling and grammar.
- Contact ebrf@tut.fi if you have any questions or you don't have the opportunity to make PDF conversions.
- NOTE! In the full paper phase, you can change the title of your paper and remove/add authors if needed.

Page setup

- Paper: A4
- Margins: top and bottom 3cm, left and right 2,5cm
- Header: 1,3cm, Footer: 2,3cm
- Page numbers: center the page numbers to the bottom of the page.

Structure

- Length of the paper: 10 - 15 pages
- Begin your paper with a title, author names and author information.
- Continue with an abstract of 150-200 words, keywords and acknowledgements, if necessary.
- End your paper to conclusions and references.

Title

Name Surname¹; Name Surname²

¹*Title, Organization, e-mail address*

²*Title, Organization, e-mail address*

The title of the paper should be written in bold 18 point font, centred on the top of the paper. The first letters of significant words should be capitalized. The authors' names following the title should be in bold 12 point font. The authors' affiliations following the authors' names should be in italic 12 point font.

Title of the paper

Format -> Font ->	Font:	Times New Roman, Bold, 18 pt
Format -> Paragraph ->	Indents and Spacing:	Alignment: Centered Indentation: none Spacing: Before: 0 pt After: 24 pt Line spacing: single

Author name

Format -> Font ->	Font:	Times New Roman, Bold, 12 pt
Format -> Paragraph ->	Indents and Spacing:	Alignment: Centered Indentation: none Spacing: Before: 0 pt After: 0 pt Line spacing: single

Author information

Format -> Font ->	Font:	Times New Roman, Italic, 12 pt
Format -> Paragraph ->	Indents and Spacing:	Alignment: Centered Indentation: none Spacing: Before: 0 pt After: 0 pt Line spacing: single

Abstract

Every paper should include an abstract with 150 – 200 words. Use the formatting of heading (level 2) with the title “Abstract”.

Keywords

After the abstract, write the keywords (3 to 8 words that describe the focus and contribution of the paper). Use the formatting of heading (level 2) with the title “Keywords”.

Acknowledgements

After the abstract and keywords, write your acknowledgements, if necessary. Use the formatting of heading (level 2) with the title “Acknowledgements”.

Headings (level 1)

Format -> Font ->	Font:	Times New Roman, Bold, 14 pt
Format -> Paragraph ->	Indents and Spacing:	Alignment: Left Indentation: none Spacing: Before: 30 pt After: 12 pt Line spacing: single

Heading (level 2)

Format -> Font ->	Font:	Times New Roman, Bold, 12 pt
Format -> Paragraph ->	Indents and Spacing:	Alignment: Left Indentation: none Spacing: Before: 18 pt After: 6 pt Line spacing: single

Heading (level 3)

Format -> Font ->	Font:	Times New Roman, Italic, 12 pt
Format -> Paragraph ->	Indents and Spacing:	Alignment: Left Indentation: none Spacing: Before: 12 pt After: 6 pt Line spacing: single

Body of the text

The whole paper should be written in font “Times New Roman”. The whole paper should be written in 12 point font, except the title of the paper that is in 18 point font, the headings (level 1) that are in 14 point font and the references in 12 point font. Every paragraph should be justified. The line spacing should be single line and one line space should be left between two paragraphs. The length of the paper should be from 10 to 15 pages.

Normal text

Format -> Font ->	Font:	Times New Roman, Regular, 12 pt
Format -> Paragraph ->	Indents and Spacing:	Alignment: Justified Indentation: none Spacing: Before: 0 pt After: 0 pt

Line spacing: single

Please set the paper size as A4 (29.7cm*21cm). Leave 3cm margins at both the top and the bottom of the page and 2,5cm on both right and left sides. Please write your paper using MS-Word. The newest versions of Microsoft's office's Word are strongly preferred.

Figures and tables

Figures and tables should be placed as close as possible to where they are cited. Figures and tables should be numbered separately and consecutively. The captions should be flush left below the figures and tables. Initially capitalize only the first word of each caption.

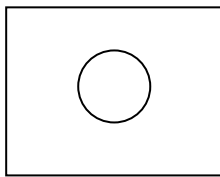


Figure 1. Sample figure

Sample text				

Table 1. Sample table

NOTE! Make sure that your figures and tables are readable after PDF conversion. The pictures and/or tables cannot exceed the margins.

Variables and equations

All variables should be italic and centred through the text. All equations should be placed on separate lines and numbered consecutively. Equation numbers should be placed within parentheses (1).

$$\text{Min } C = \sum_{i=1}^N \sum_{t=1}^T (h_i y_{it} + s_i \delta_{it}) \quad (1)$$

Be sure that the symbols in your equation have been defined before the equation appears or immediately following.

References

When publications are referred to in the text, enclose the author's name and the year of publication within brackets.

- For one author, use author's surname, the year and the pages (Figallo 1998, 20-21).
- For two authors, give both names, the year and the pages (Hagel & Armstrong 1997, 20-21).
- For three or more authors, use the first author, plus „et al.“, the year and the pages (Desanctis et al. 2003, 20-21). If giving a list of reference, separate them using semicolons.

Do not use footers.

The list of references has to be complete, accurate, and arranged alphabetically according to the first author, subsequent lines indented. Do not number references. Publications by the same author(s) should be listed in order of the year of the publication. If there are more than one manuscript by the same author(s) and with the same date, label them a, b, etc. Please note that all references listed here must be directly cited in the body of the text.

Brown, S.L., Tilton, A. & Woodside, D.M. The case for online communities. The McKinsey Quarterly,

<http://www.mckinseyquarterly.com/article_page.asp?ar=1143&L2=24&L3=45>, 26.5.2002

Desanctis, G., Fayard, A-L., Roach, M. & Jiang, L. 2003. Learning in Online Forums. European Management Journal. Vol. 21. No. 5, 565-577

Figallo, C. 1998. Hosting Web communities: building relationships, increasing customer loyalty and maintaining a competitive edge. The Unites States of America: John Wiley & Sons, Inc.

Hagel, J.& Armstrong, A. 1997. Net gain: Expanding markets through virtual communities. The United States of America: Mc Kingsey & Company, Inc.

References

Format -> Font ->	Font:	Times New Roman, Regular, 12 pt
Format -> Paragraph ->	Indents and Spacing:	Alignment: Left
		Indentation: Special:
		Hanging By: 1,27cm
	Spacing:	Before: 0 pt
		After: 0 pt
		Line spacing: single