**Preface to Authors**

Dear Prospective Authors:

The purpose of this author kit is to provide you guidance in submitting your paper and preparing your presentation. Note that you cannot make a verbal presentation unless you submit a paper which is acceptable to the Technical Review Committee.

In addition, you need to complete and send in a signed copy of the Copyright Form (in separate attachment) in order for your paper to be presented and printed.

Thank you for submitting a paper and helping make this conference a success

Best Regards,

ICOLSE Technical Committee

**Author Kit**

**Enclosures**

* Participant Record Form
* ICOLSE 2019 Key Dates List
* Paper Format
* Presentation Format
* Final Paper Submitting
* Final Presentation Submitting (optional)

**Important:**

Final Paper and Copyright Transfer Forms must be received by the ICOLSE committee **no later than July 31st, 2019**.

Final Presentations may also be submitted to the ICOLSE committee prior to the conference. This is encouraged to assure compatibility with electronic media.

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| **PARTICIPANT RECORD FORM****ICOLSE 2019**  Return this form to**: Tim McDonald by: July 15, 2019**EMAIL: icolse2019@gmail.com |

Please use the spaces below to provide details concerning your ICOLSE 2019 Paper. **INFORMATION SHOULD BE COMPLETE FOR EACH PARTICIPANT**; this information will be used to prepare the printed program, and prepare meeting badges.

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| **PRESENTING AUTHOR/SPEAKER**:This person will be giving the talk and receive all correspondence, unless otherwise instructed. His/Her name will appear first in the program. |  | **CO-AUTHOR (1)** |
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**ICOLSE 2019 Key Dates List**

**Participant Record Form (enclosed): Due July 15, 2019**

**Copyright Transfer Form (separate attachment): Due July 15, 2019**

**Final Paper:**

**First Submission: Due April 20, 2019**

**Notification of Revisions: Due June 30, 2019**

**Final Submission: Due July 31, 2019**

**(Also please check our website at** [**www.icolse.org**](http://www.icolse.org) **for update)**

**Final Presentation (optional): Due September 1, 2019**

**ICOLSE 2019 Paper Format**

**Instructions to Authors:** Use letter size paper (8.5 in. x 11 in.) and Arial or Helvetica font or similar, size 10. The length of the paper must be restricted to 14 pages. Please use the general layout given below and deleting the instructions. Please submit the paper in either a word or pdf file format to icolse2019@gmail.com. Use your name and allocated abstract number as a file name, eg ‘SMITH\_abs99.pdf’.

**PAPER TITLE *(All in upper case and centered across both columns)***

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Author’s and Co-author’s Organization

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Your paper should start with an abstract of between 300 and 500 words which summarizes the paper in such a way that the reader does not need to refer to the full paper in order to understand it.

**ACRONYMS AND SYMBOLS**

A list of acronyms and symbols used, both in the illustrations and text, should be given in alphabetical order. Also include definition of all unfamiliar terms.

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(To left of column, bold and all capital letters)

Please use Arial or Helvetica font or similar, font size 10 for text.

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References should be marked clearly by numbers in parentheses (e.g. Ref 1) in the text where they appear and a complete list of references given at the end of the paper.

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Footnotes should be marked by roman numerals running consecutively through the paper and should appear at the foot of the relevant column, separated from the text [i].

[i] Footnotes should appear like this.

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Please keep illustrations to a minimum. They may be placed in the text with the relevant caption typed underneath, ranged from left. If necessary, illustrations diagrams and figures can be placed across both columns of text or given on separate sheets at the end of the text, providing this does not increase the page number over the limit of 14. Please remove company logos or other forms of identification.

ALL ILLUSTRATED MATERIAL MUST BE PRODUCED IN BLACK AND WHITE. If using graphs and charts, please use symbols instead of colors to mark different lines and areas. All illustrative material will be produced as it is submitted, so please ensure that it is legible.

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Type page numbers at the bottom center of each page. The following method will be used for numbering**: *paper number.page number****,* e.g. if your paper has been allocated number 1, your pages will be numbered 1.1, 1.2, 1.3 etc.

**REMEMBER**: Use black type throughout; keep to the 14-page maximum allowance.

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The time allocated for your presentation is **20** minutes with **10** minutes for questions and answers. An electronic copy of the presentation will be included in the conference proceedings.

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**Visual Charts should look like this**

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When submitting your paper to ICOLSE 2019 committee, please provide the following:

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At conference:

1. CD-ROM

2. USB Memory Stick

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