

Guidelines for Preparing Full Papers

Publications: Full paper with a maximum of 10 pages will be published in the proceedings.

Conference Language: The official language of the Conference is English. The full paper must be written in English.

Paper Organisation: The full paper should include the following parts:

- * **Title:** The title should clearly indicate the subject of the paper.
- * **Author's Name:** Surname should be put in front of the first name.
- * **Affiliation:** The organisation where the author currently works.
- * **Country:** The country where the author currently stays.
- * **Abstract:** An abstract is a collection of statements that summarize the full paper.
- * **Keywords:** Keywords should be no more than 6.

Introduction: The introduction orients the readers with respect to the problem and should include the nature, background, purpose and the significance of the paper.

Body of Paper: The body should contain the primary message of the paper in detail. The author should focus on the topic proposed and should transfer the message efficiently and effectively to the readers.

***Conclusion:** The conclusion should cover the results, significance, limitations and advantage.

Acknowledgments: People or organizations who have contributed significantly to the paper should be acknowledged.

Appendix: Graphic or supplementary information may be included in one or more appendices.

Reference: The reference section should appear at the end of the paper. Citation should be complete and correct.

Paper Format: The full paper should be prepared in **WinWord format** with page set up to **A4 (210 x 297 mm) size paper**.

Page Layout: The full paper should be in **one-column format** and **single-line spacing**.

Length: The **full paper should contain a maximum of 10 pages**. The page limit includes tables, figures, graphs, illustrations, appendices and reference.

Page Setup: It should have a **top margin of 2.5 cm, bottom margin 2.5 cm, left and right margin 1.75 cm each**. All text paragraphs are justified.

Typeface/Fontsize: The typeface is **"Times New Roman"** and the **pitch is "11"**. The paper title is all capital with a pitch of "14", all heading and subheading should be in **bold** type with pitch "12".

Abbreviations and Units of Measurement: When using abbreviations in the full paper, the term should first be written in full name before the corresponding abbreviation is used. S.I. units are used for measurements in the full paper.

Editing and Publishing: The Technical Review Board may, as appropriate, edit the materials submitted by the author(s) for the Conference, as to tie up with the theme and style. The authors are assumed to have given the permission to the Conference to publish all the full papers/materials they sent for the Conference publication.

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Submission of Full Papers: Authors are required to submit the full papers according to the above described format. Please note that the deadline for submission is **31 December 2010**. The completed paper in **Word format** should be sent by email to conference@uti.hk or by post in CR-ROM format with a hard copy.

You are required to zip the file to reduce the file size below 4 MB. When putting in photo/picture/drawing, please pay special attention to possible excessive file size. Try to use photo editing software to reduce the size/resolution of the picture to 300dpi to meet normal printing requirement.

Enquiries

For further information and inquiries, please contact

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