



**ICoASL 2023**  
**22–24 February 2023**  
**Cebu City, Philippines**

**on**

**Advancing Asian Special Libraries towards the Fifth Industrial Revolution**

## **Guidelines for Authors**

### **Conference Proceedings Manuscripts**

*Author(s) Name(s)*  
*Author Affiliation(s), E-mail*

#### **Abstract**

*The abstract must be in fully-justified, italicized text as it is here, below the author's information. Use the word “Abstract” as the title, in 12-point Times New Roman, boldface type, centered relative to the column, initially capitalized. The text is to be in 11-point, single-spaced type and may be up to 150 ~ 250 words. Leave two blank lines after the abstract, then begin the main text. All manuscripts must be in English. All text material for proceedings will be formatted in a single column per page.*

**Keywords:** *Provide 4 to 5 keywords to describe what your article is about*

**Topic:** *Indicate which Sub-theme you are submitting to.*

#### **1. Introduction**

As you prepare your paper, please follow the steps outlined below when submitting your final draft to the Conference Committee. These guidelines include complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts. If you have questions, please contact the Conference Committee at [icoasl2023@gmail.com](mailto:icoasl2023@gmail.com).

#### **2. Formatting your paper**

Margins are 3.3 cm of an inch on the sides, 2.2 cm of an inch on the top, and 3 cm of an inch on the bottom.

#### **3. Main title**

The main title (on the first page) should begin 3 cm from the top edge of the page, centered, and in Times New Roman 14-point, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Please initially capitalize only the first word in other

titles, including section titles and first, second, and third-order headings (for example, “Titles and headings” — as in these guidelines). Leave two blank lines after the title.

#### **4. Author name(s) and affiliation(s)**

Author names and affiliations are to be centered beneath the title and printed in Times New Roman 12-point, non-boldface type. Multiple authors may be shown in a two or three-column format, with their affiliations below their respective names. Affiliations are centered below each author's name, italicized, not bold. Include e-mail addresses if possible. Avoid using academic degrees and society affiliations. Follow the author's information with two blank lines before the main text.

#### **5. Type-style and fonts**

Wherever Times is specified, Times Roman or New Times Roman may be used—as well as Helvetica—throughout the text, including figures and tables. If neither is available on your word processor, use the font closest in appearance to Times. All fonts must be Type 1 or 3 Postscript fonts from the Latin 1 Font set. Do not use TrueType, bitmapped, or Ryumin fonts.

#### **6. Main text**

Type your main text in 11-point Times New Roman, single-spaced with 13-point interline spacing. Do not double-space text. All paragraphs should be indented 0.422 cm. Be sure your text is fully justified—that is, flush left and flush right. Please do not place any additional blank lines between paragraphs.

Figure and table captions should be 11-point Helvetica boldface (or a similar sans-serif font). Capitalize only the first word of each figure caption and table title. Figures and tables must be numbered separately. For example: “Figure 1. Database contexts”, “Table 1. Input data”. Place figure captions below the figures; center table titles above the tables.

#### **7. First-order headings**

For example, “1. Introduction”, should be Times New Roman 12-point boldface, initially capitalized, flush left, with one blank line before. Use a period (“.”) after the Arabic heading number, not a colon.

##### **7.1. Second-order headings**

As in this heading, they should be Times New Roman 11-point boldface, initially capitalized, flush left, with one blank line before, and one after.

**7.1.1. Third-order headings:** Third-order headings, as in this paragraph, are discouraged. However, if you must use them, use 11-point Times New Roman, boldface, initially capitalized, flush left, and preceded by one blank line, followed by a colon and your text on the same line.

#### **8. Page numbering:** Do not paginate.

#### **9. Footnotes**

Avoid using footnotes; incorporate footnotes as parenthetical material. Only when necessary, place footnotes at the bottom of the column on the page on which they are referenced. Use Times New Roman 9-point type, single-spaced with 10-point interlining spacing.

#### **10. References**

List and number all bibliographical references in 11-point Times New Roman, single-spaced with 10-point interlining spacing, at the end of your paper. The style of the manuscript should follow *American Psychological Association (APA), 7<sup>th</sup> edition*.

References should be cited in the text using the 'name and date' style, e.g. "Summers & Kim (1993) said that ..." or "research shows that ... (Summers & Kim, 1993)".

References at the end of the article should be listed in alphabetical order. The following are examples of the recommended reference style:

- **Book**
  - Rushdie, S. (1999). *The Ground beneath her feet*. Henry Holt.
  - Harnack, A., & Eugene, K. (2000). *Online! A reference guide to using internet sources*. St. Martin's Press.
- **Book - edited no author**
  - Soltes, O. Z. (1999). *Georgia: Art and civilization through the ages*. Philip Wilson.
- **Book – organization, association, or corporation as author**
  - University of Chicago Press (2003). *The Chicago manual of style*, 15<sup>th</sup> ed. University of Chicago Press.
- **Chapter or other titled parts of a book**
  - Mith, K., & Brown, M. (2012). Author impact factor by weighted citation counts. In G. Martin (Ed.), *Bibliometric approach to quality assessment* (pp. 101-121). Springer.
- **Article from a journal**
  - Mcmillen, S. G. (1994). Antebellum southern fathers and the health care of children. *Journal of Southern History*, 60(3), 513-32.
- **Conference paper**
  - Smith, K. & Brown, M. (2012). Digital curation of scientific data. In G. Martin & L. J. Jones (Eds.), *Proceedings of the 12th International Conference on Digital Curation* (pp. 41-53). Springer.
- **World Wide Web site**
  - Evanston Public Library Board of Trustees. (2014). *Evanston Public Library Strategic Plan, 200-2010: A Decade of Outreach*. Evanston Public Library.  
<http://www.epl.org/library/strategic-plan-00.html>.

## 11. Copyright form

Complete and sign the Conference copyright release form when you submit your paper. We must have this form before your paper can be published in the proceedings.

## 12. Poster presentation

You may submit a poster proposal for presentation. Some paper proposals may be invited for a poster presentation.

### Guidelines for poster presenters

Measurements: will be confirmed later

Content and design:

- All posters should include title, name of authors, institution, city and country. The lettering of the title should be at least 25 mm high and the main text at least 10 mm high.
- The poster should be easily readable from a distance of 2 meters.

- Grants and support received in regard of the work described should be acknowledged on the poster.

The Conference Secretariat provides equipment for setting up the posters on the boards.

The Conference Secretariat takes no responsibility for left or damaged posters.

When submitting, indicate that this is for a poster presentation.

Poster proposals should be submitted to [icoasl2023@gmail.com](mailto:icoasl2023@gmail.com)

### **Guidelines for lightning talks**

Lightning Talks are works in progress that provide ideas or opportunities for collaborative work. The purpose of a Lightning Talk can be to start a discussion, find collaborators, or receive input and critique about an idea. Proposals are limited to 500 words, including the abstract of 250 words, and will be reviewed prior to acceptance. Lightning Talk presentations will be a maximum of 5 minutes each. When submitting, indicate that this is for a lightning talk.

Lightning talk proposal should be submitted to [icoasl2023@gmail.com](mailto:icoasl2023@gmail.com)