INSTRUCTIONS FOR AUTHORS

35rd Annual IATUL Conference at Aalto University, Espoo Finland

Authors who submitted paper proposals that have been accepted by the IATUL Programme Committee are requested to follow these guidelines when submitting your full paper. Your paper will be reviewed before being published on the IATUL website. Authors are responsible for the grammar of their papers.

1. Deadline for submission

Biodata and final abstract

A Conference Programme Guide with speaker information and abstracts will be published and distributed to all delegates of the Conference. To ensure that we can publish this on time, please submit your brief biodata and final abstract to us **on or before 15 February 2014**.

Due to limitation of space in the guide, please keep the length of your biodata to **150 words** and the abstract to **300 words**.

Full written paper and copyright form

No later than **1 May 2014.**

2. Paper format

- Paper must be submitted in MS-Word-compatible format
- Paper must be in English
- The maximum paper length is 4,000 words
- Paper is to be typed single spaced using Arial font size 10 points
- Pages are to have 25 mm margins (top and bottom) and 30 mm (left and right)
- Do not number the pages
- Do not use headers or footers

3. Paper title

The title of the paper is to be typed in Uppercase Letters (boldface 16 pt) and centered on the page. The author's name in bold letters and centered on the page. Directly under the author's name and also centered is the author's affiliation institution and country, plus e-mail address in Arial font size 10 points.

4. Abstract

Underneath the paper title section, please type the heading "Abstract" and insert the text of the abstract which summarizes the material contained in the paper. Keywords are to be placed after the abstract.

5. Figures and tables

Figures and tables are to be inserted at the appropriate place in the text, centered, numbered consecutively throughout the text, and each should have a caption underneath. Care should be taken that the lettering is not too small. The use of color in figures and tables is permitted and encouraged.

6. Acronyms

All acronyms are to be defined the first time they appear.

7. Acknowledgements

The acknowledgement for funding organizations etc., are to be placed in a separate section at the end of the text.

8. References

Authors are requested to use the APA referencing style. Details are available at http://www.apastyle.org. The list of references must be ordered alphabetically according to the first author surname. All references are to be cited in the text.

9. IATUL's copyright policy

IATUL, in line with open access principles, does not claim shared copyright with the author, only a non-exclusive right to publish. IATUL may publish both the abstract and the full-text of the paper on the IATUL Web site. IATUL may also disseminate or license the content of the paper to appropriate third parties.

Please complete the copyright form or download it from the IATUL 2014 website (under "Call for papers"). This form which must be signed, scanned and emailed or faxed to the Chair of the IATUL 2012 Conference Organizing Committee:

Email to: IATUL2014@aalto.fi

OR fax to: +358 9 855 0072

c/o IATUL 2014 Conference Organizing Committee, Otaniemi Campus Library, PO Box 17000, FI-00076 AALTO FINLAND

10. PowerPoint presentations

All presentations must be brought to the Conference on USB flash drive or emailed prior to the conference opening to the Conference Organizing Committee (IATUL2014@aalto.fi). The 2014 IATUL Conference cannot guarantee connection for individual laptop computers. A technician will be on duty to assist you. Please submit your PowerPoint presentation to us **on or before 15 May 2014**.

11. Electronic submission

All submissions should be directed to IATUL2014@aalto.fi

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Thank you for your cooperation in complying with these instructions