

PAPER FORMAT/ ICEEP2007

INSTRUCTIONS FOR SENDING PAPERS

Once the abstract is accepted, the author is invited to send his complete paper before January 31st, 2007. This operation is done the same way, via the Web site by sending a file in a PDF format according to the provided model.

Papers should be in English and simultaneous translation Arabic/English is planned for the opening session.

Any modification (sending of another file) is possible as long as the paper is under examination or accepted with some modification, and before the deadline of papers acknowledgment which is on June 30, 2006. The sending, modification and the follow-up of papers sent (accepted, refused, under examination, accepted with modification) are done only via the secured zone (by typing the username and password).

INSTRUCTIONS FOR ORAL PRESENTATION

All the presentations will have the same format, namely 20 minutes.

The chairpersons are recommended to keep the schedules sharp in order to facilitate the transferring of the attendants from one room to another in between talks.

The material for presentation (CD-ROM or USB-key) must be delivered by the speakers at least 6 hours before the afternoon session or the day before (not later than 5 p.m.) in the case of the morning sessions.

PowerPoint projections will be available in all the conference rooms. If using projection of slides or transparencies, please advise us by e-mail (iceep@ppu.edu) no later than May 1st, 2007.

Online Manuscript Submission

ICEEP chooses the option of using the fully web-enabled online manuscript submission and review system. To keep the review time as short as possible (no postal delays!), we ask authors to submit manuscripts online. Our online manuscript submission and review system offers authors the option to track the progress of the review process of manuscripts in real time. The online manuscript submission and review system offers easy and straightforward log-in and submission procedures. We appreciate any efforts that you make to ensure that the language is corrected before submission.

NOTE

By using the online manuscript submission and review system, it is NOT necessary to submit the manuscript also in printout + disk. In case you encounter any difficulties while submitting

your manuscript on line, please get in touch with the ICEEP Conference Coordinator at (iceep@ppu.edu).

Manuscript Presentation

Authors must ensure that submissions contain, where possible and necessary, replicated experiments, statistical analysis, proper and up to date references. Papers should report new science and technology knowledge, discoveries or information that are of international value from hypothesis driven research. Papers must contain complete descriptions of materials and methods with proper controls and calibrations, where necessary. Simple data collection and reporting may not be acceptable. Authors should carefully study the existing literature to ensure that what they are reporting has not been published elsewhere. Submissions that do not meet the above requirements will not be considered for review. Please don't exceed 10 pages (A4 format).

Number the pages consecutively with the first page containing:

- running head (shortened title)
- paper type (if relevant) : 14 point Times or Times New Roman bold, centered.
- title :14 point Times or Times New Roman bold, centered.
- author(s) , affiliation(s) , full address for correspondence, including telephone and fax number and e-mail address : 12 point Times or Times New Roman, italic, centered

Abstract

Please provide a short abstract of 100 to 300 words. The abstract should not contain any undefined abbreviations or unspecified references.

- Abstract text: 12 point Times italic or Times New Roman italic, full justified.
- Begin the Abstract with the word Abstract - in Times italic or Times New Roman italic Bold text.
- Do not indent the first paragraph.

Text

- Regular text: 12 point Times or Times New Roman, full justified, single spacing, no space between the paragraphs.
- Figure captions: 12 point Times or Times New Roman italic, centered; place below the figure, leave one blank line above and below.
- Table caption: 12 point Times or Times New Roman italic, centered; place above the table, leave one blank line above.
- Section Headings: 12 point Times or Times New Roman, bold, centered, leave one blank line above and below.
- Section Sub-headings: 12 point Times or Times New Roman, underlined, left-justified, leave one blank line above but not below.

Key words

Please provide 5 key words in alphabetical order.

Section headings

First-, second-, third-, and fourth-order headings should be clearly distinguishable and should be numbered (1., 1.1, 1.1.1, 2., 2.1, etc.).

Figures

All photographs, graphs and diagrams should be referred to as a 'Figure' and they should be numbered consecutively (1, 2, etc.). Multi-part figures ought to be labeled with lower case letters (a, b, etc.). Please insert keys and scale bars directly in the figures. Relatively small text and great variation in text sizes within figures should be avoided, figures must be reduced in size. Provide a detailed legend (without abbreviations) to each figure, refer to the figure in the text.

Tables

Each table should be numbered consecutively (1, 2, etc.). In tables, footnotes are preferable to long explanatory material in either the heading or body of the table. Such explanatory footnotes, identified by superscript letters, should be placed immediately below the table. Please provide a caption (without abbreviations) to each table, refer to the table in the text and note its approximate location in the margin. Finally, please place the tables after the figure legends in the manuscript.

Appendices

Supplementary material should be collected in an Appendix and placed before the Notes and Reference sections.

Notes

Please avoid notes, but if any, use footnotes rather than endnotes. Notes should be indicated by consecutive superscript numbers in the text. A source reference note should be indicated by means of an asterisk after the title. This note should be placed at the bottom of the first page.

Cross-referencing

In the text, a reference identified by means of an author's name should be followed by the date of the reference in parentheses and page number(s) where appropriate. When there are more than two authors, only the first author's name should be mentioned, followed by "et al.". In the event that an author cited has had two or more works published during the same year, the reference, both in the text and in the reference list, should be identified by a lower case letter like "a" and "b" after the date to distinguish the works.

Examples:

Salam (1986, p. 204)

(Salam, 1986a, b)

(Salam, 1986; Sabah et al., 1988)

(Jamal and Jalal, 1990)

Acknowledgements

Acknowledgements of people, grants, funds, etc. should be placed in a separate section before the References.

References

1. Journal paper:

Barlow, D. H. & Lehman, C. L. (1996). Advances in the psychosocial treatment of anxiety disorders. *Archives of General Psychiatry*, 53, 727-735

2. Book chapter:

Cutrona, C. E. & Russell, D. (1990). Type of social support and specific stress: Towards a theory of optimum matching. (In I.G. Sarason, B. R. Sarason, & G. Pierce (Eds.), *Social support: An interactional view* (pp. 341-366). New York : Wiley.)

3. Book, authored:

Capland, G. (1964). *Principles of preventive psychiatry*. (New York : Basic Books)

4. Book, edited:

Felner, R. D., Jason, L. A., Moritsugu, J. N. & Farber, S. S. (Eds.) (1983). *Preventive psychology: Theory, research and practice*. (New York : Pergamon Press)

5. Paper presented at a conference:

Phelan, J. C., Link, B. G., Stueve, A. & Pescosolido, B. A. (1996, November). Have public conceptions of mental health changed in the past half century? Does it matter? (Paper presented at the 124th Annual Meeting of the American Public Health Association, New York)

6. Patent:

Name and date of patent are optional

Norman , L. O. (1998) *Lightning rods*. US Patent 4,379,752, 9 Sept 1998

7. Dissertation:

Trent , J.W. (1975) Experimental acute renal failure. Dissertation, University of California

8. Published and In press papers with or without DOI:

8.1 In press

Wilson, M., et al. (2006). References. In: Wilson , Mm (ed) Style manual. Springer. (Berlin Heidelberg New York : Springer) (in press)

8.2. Paper by DOI (with page numbers)

Slifka, M. K.& Whitton, J. L. (2000). Clinical implications of dysregulated cytokine production. Journal of Molecular Medicine 78,74–80. DOI 10.1007/s001090000086

8.3. Paper by DOI (before issue publication with page numbers)

Slifka, M. K. & Whitton, J, L, (2000), Clinical implications of dysregulated cytokine production. Journal of Molecular Medicine (in press). DOI 10.1007/s001090000086

8.4. Paper in electronic journal by DOI (no paginated version)

Slifka, M. K.& Whitton, J. L. (2000). Clinical implications of dysregulated cytokine production. Journal of Molecular Medicine. DOI 10.1007/s801090000086

9. Internet publication/Online document

9.1. Internet papers based on a print source

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. Journal of Bibliographic Research, 5, 117-123.

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. Journal of Bibliographic Research, 5, 117-123. Retrieved October 13, 2001 , from <http://jbr.org/articles.html>

9.2. Paper in an Internet-only journal

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. Prevention & Treatment, 3, Article 0001a. Retrieved November 20, 2000 , from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

9.3. Paper in an Internet-only newsletter

Glueckauf, R. L., Whitton, J., Baxter, J., Kain, J., Vogelgesang, S., Hudson, M., et al. (1998, July). Videocounseling for families of rural teens with epilepsy -- Project update. Telehealth News,2(2). Retrieved from <http://www.telehealth.net/subscribe/newslettr4a.html>

9.4. Stand-alone document, no author identified, no date

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000 , from <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>.

9.5. Document available on university program or department Web site

Chou, L., McClintock, R., Moretti, F., Nix, D. H. (1993). Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures. Retrieved August 24, 2000 , from Columbia University , Institute for Learning Technologies Web site:

<http://www.ilt.columbia.edu/publications/papers/newwine1.html>Other Electronic Sources

9.6. Electronic copy of a journal paper, three to five authors, retrieved from database

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology*, 78, 443-449. Retrieved October 23, 2000 , from PsycARTICLES database