

Formatting instructions

Data for Policy 2016

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Introduction

The Data for Policy team is currently discussing options for publishing material from the 2016 conference. To ensure that all papers in the publication have a uniform appearance, we have provided Word and LaTeX templates. We ask authors to adhere to them using the following instructions.

Files to submit

We ask you to provide the PDF files only, but may also require source files (e.g. Word or Latex) during publication process. Templates are provided on our website. Signed copyright form provided should also be enclosed.

If your paper contains many in-line equations, and a significant amount of display mathematics, you may achieve better results using LaTeX.

Please name your files as:

- Submission Number_Last (family) name of the corresponding author for the paper (e.g. 141_Brown)
- Submission Number_Last (family) name_Copyright (e.g. 141_Brown_Copyright)

Article types and lengths

At present we are just asking for short discussion papers for both research and policy submissions. These should be between 4 and 6 pages in length, when formatted as described in this document.

Page size and columns

Papers should be submitted in two-column format. See the template that we have provided.

Type font and size

In order to ensure consistency we ask that the main text is provided in 10 point Times New Roman font.

Title

Your title should appear in sentence case near the top of the first page, centred over both columns (e.g. Times New Roman, 18 point in bold type). The title should reflect the content and be concise but informative.

Authors and affiliations

Author's names should appear below the title of the paper along with affiliation(s) and country. Corresponding author should be indicated and email address provided. 10 point Times New Roman font should be used using **bold** type for the author name(s), and *italic* for the affiliations and email address for the corresponding author.

Abstract

Abstract should be placed at the beginning of the first column. It should summarise the purpose of the paper. The abstract should be no more than 250 words in length. Do not include references in your abstract.

Keywords

Provide up to five keywords of your choosing, separated by semi colons. These should be beneath the abstract.

Text

The main text of the paper should be Times New Roman 10 point with 12 point line spacing, as in this document.

Headings and subheadings can be used to separate major sections of your paper with numbers. Headings should be in sentence case, 14 point in Times New Roman bold type.

Subsection headings should be in 12 point Times New Roman bold type, and Subsubsection headings in 10 point Times New Roman bold type.

Citations

We suggest the American Psychological Association style, Sixth Edition for citations and references, which is used widely across disciplines.

For papers with one author, list the author's last name, followed by a comma, a space and the year, throughout the paper:

(Moreno, 1953)

For papers with one or two authors, include an ampersand between the author names throughout the paper:

(Hutchins & Benham-Hutchins, 2010; Borgatti & Everett, 2005)

For papers with three or more authors, et al. is used after the first author throughout the paper:

(Doe et al., 2012)

Acknowledgements

The acknowledgments section appears after the main body of text. This section should include acknowledgments of help from associates and colleagues. It should also include any grant support (including grant number) and credits to sponsoring agencies.

References

The references section appears at the very end of the paper. References appear in the order in which they first appear in the text, formatted in 9 point Time Roman. See the examples below.

Book

Moreno, J. L. (1953). *Who shall survive? Foundations of sociometry, group psychotherapy and socio-drama* (2nd ed.). Oxford, England: Beacon House.

Multi-authored book

Borgatti, S. P., & Everett, M. G. (2005). Extending centrality. In P. J. Carrington, J. Scott & S. Wasserman (Eds.), *Models and methods in social network analysis* (pp. 57-76). Cambridge: Cambridge University Press.

Journal article

Hutchins, C., & Benham-Hutchins, M. (2010). Hiding in plain sight: Criminal network analysis. *Computational & Mathematical Organization Theory*, 16(1), 89-111.

Technical report

Frantz, T. L., & Carley, K. (2005). A formal characterization of cellular networks (CASOS - Center for Computational Analysis of Social and Organizational Systems, Trans.) CASOS Technical Report (pp. 14): Carnegie Mellon University.

Conference proceedings

Clancey, W. J. 1984. Classification Problem Solving. In *Proceedings of the Fourth National Conference on Artificial Intelligence*, 49-54. Menlo Park, Calif.: AAAI Press.

Figures

Figures should be placed throughout the paper near the place where they are first discussed. Number figures sequentially, for example, figure 1, and so on. Captions can be presented beneath figures in nine-point Times New Roman italic.

Please also provide figure files as separate files. The optimal files are TIFF or EPS. For halftones and colourwork we recommend a minimum resolution of 300dpi when viewed at final size, for linework a minimum of 1200dpi and for a combination of both 600dpi.

Tables

Tables should be editable. They should also be placed throughout the paper near the place where they are first discussed and numbered sequentially.

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