NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE
8th INTERNATIONAL CONFERENCE ON COMMUNICATION
AND INFORMATION SCIENCE (ICCIS)
Theme: Safeguarding Cultural Heritage for Sustainable Development

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Authors' Guide for Submission of Full Papers

Authors are kindly requested to submit their final papers electronically in MS Word format (not PDF) so that they can be copy-edited by the Abstracts and Paper Review Committee members. **Please follow the format meticulously so that the preparation of the Conference Proceedings is not delayed.**

The paper should be in English and should have the A4 paper format. See more details below:

Length of the paper: 4 000-5 000 words (Maximum)

Font Type: Times New Roman

Font Style: Normal

Font Size: 12 and bold for Headings; 12 and bold for second level; and 12 for other text as illustrated below

Left Margin: 2.54 cm, or 1 inch

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Line Spacing: 1.0

The Sample format of the paper is provided in the following pages:

TITLE OF THE PAPER

Name SURNAME[1], Second author Name SURNAME[2]

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Abstract

Abstracts should contain no more than 350 words, and presented in Times New Roman in 12pt. Write concisely and clearly. The abstract should reflect only what appears in the original paper.

Keywords

4 or 5 keywords arranged alphabetically, should be included, each separated by a semicolon.

1. Headings

Headings should be numbered as illustrated, and presented in bold Times New Roman at 12pt.

1.1 Second level headings

Second level section headings should be 12pt bold Times New Roman numbered as shown.

1.1.1 Third level headings

Third level section headings should be 12pt normal Times New Roman numbered as shown.

The main text of the paper should be presented in 12pt Times New Roman single line spaced with full justification. The paper should be presented in single column, one side format.

Images and Tables

Any images or tables should be included in the document at the position the author wishes them to appear but ensure that you do not leave blank spaces unnecessarily. They should be centred with respect to the text and provided with a numbered caption. Caption text for images should be below the image and those for tables should be above the table, in Times New Roman 10pt, e.g.:

Figure 1: Title of the figure

Table 1: Title of the table

Please Note: Authors' brief biographies should be presented in Times New Roman in 12pt, single line spaced with full justification. For papers with more than one author each biography should be a maximum of 100 words and in separate paragraphs.

Citation Style

The paper should follow Harvard Referencing Style (see page 3 for the citation guidelines). Complete bibliographical details of the same author should be provided in the Reference section of the paper. All the references should be promptly included and alphabetically provided in the Reference Section at the end of the paper.

<u>References</u>

A book by a single author:

Abell, A. 2001. *Competing with knowledge: the information professional in the knowledge management age*. London: Library Association Publishing,

A book with more than one author:

Matingwina, T., Dewah, P. and Masuku, M. 1999. *Mastering information skills*. Bulawayo:Mambo Press.

A book produced by an editor rather than an author:

Stone, R.L. (Ed). 1989. *Essays on the closing of the American mind.* Chicago: ReviewPress.

An edition of a book other than the first:

Visser, N. 1992. *Handbook for writers of essays and theses*. 2nd ed. Cape Town:Maskew Miller Longman.

A section or a chapter in a book:

Burns, T. 1984. Mechanistic and organismic structures. In:*Organization theory: selectedreadings*. 2nd ed. edited by D. S. Pugh. Harmondsworth, Middlesex: Penguin. 40-51.

Journal article:

Blackburn, R. 2000. Breaking down the barriers: using focus groups to research small and medium-sized enterprises. *International Small Business Journal*. 19(1): 44-63.

Electronic Journal article with a DOI:

Chaterera, F.,Ngulube, P. and Rodrigues, A. 2013. Records surveys in support of a framework for managing public records in Zimbabwe.*Information Development.* 57(5): 527-535. doi.org/10.3200/JACH.57.5.527-535 [2017, May 22]

Electronic Journal article without a DOI

Bouthillier, F. and Shearer, K. 2002. Understanding knowledge management and information management: the need for an empirical perspective.*Information Research*. 8(1): 22-25. Available: http://InformationR.net/ir/8-1/paper141.html. [2017, May 22]

Website article:

Buor, D. 2008. *Analysing the socio-spatial inequities in the access of health services in sub-Saharan Africa: interrogating geographical imbalances in the uptake of health care.* Available: http://www.knust.edu.gh/downloads/18/18216.pdf [2017, October 26].

A paper from a conference publication:

Poll, R. 1998. The house that Jack built: the consequences of measuring. *Proceedings of the 2nd Northumbria International Conference on Performance Measurement in Library & Information Services.* 7-11 September 1997, Longhirst Hall, Northumberland. 39-45.

Theses and dissertations:

Matingwina, T.2017. Public libraries in the provision of adult basic education programmes: the case of the Western Cape Province, South Africa. D.Bibl. Thesis. Department of Library and Information Science, National University of Science and Technology.

Unpublished work:

Thapisa, A.1998. Co-operation with the University of Botswana. [Personal interview, 10 March]. Cape Town. (Unpublished).