

ICST transactions: style guide for authors[★]

ICST Publications*

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Abstract

A concise guide to help authors meet the stylistic requirements of the *ICST Transactions*.

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1. General overview

Submissions to the *ICST Transactions* should be written in English (with British spelling preferred but not required), and prepared using the provided \LaTeX or Word submission templates, available respectively (together with instructions) from:

- <http://doc.icst.org/publications/transactions/latex/>
- <http://doc.icst.org/publications/transactions/word/>

Careful use of these templates should help ensure that an article meets most or all of the stylistic guidelines issued here.

2. Article frontmatter

All *ICST Transactions* submissions must include certain key information, as follows.

[★]Please ensure that you use the most up to date style guide, available from ICST at <http://doc.icst.org/publications/transactions/icstauthorstyle.pdf>.
*Email: publications@icst.org.

2.1. Title

The title should be simple and concise, preferably not containing symbols or formulae. Only the first word should be capitalized, apart from proper names—so no capitals after hyphens, colons or dashes. Abbreviations should be avoided unless extremely well known, i.e. if a non-specialist reader could be expected to grasp their meaning without a definition.

2.2. Author names

First names should be written out in full, not provided as initials. Middle names may be provided as initials or written out as preferred. For example, 'John L. Smith' is acceptable, as is 'John Leonard Smith', but 'J. L. Smith' is not. Separate authors' names with a comma, including the last two authors' names (i.e. do not separate their names with 'and'). Indicate author affiliations with superscript numerals (1, 2, 3, ...), and author footnotes with symbols (*, †, ‡, ...). Provide an email address for at least one author.

2.3. Author affiliations

Affiliation details should be as complete as possible, including a department/unit, institution/hospital, city, state, post code/zip code or the equivalent and country. Where there is more than one affiliation, use superscript numerals (1, 2, 3, ...) to link with author names. Place multiple affiliations on a single line, separated by semi-colons, e.g.:

¹ICST, Begijnhoflaan 93, BE-9000 Gent, Belgium; ²CREATE-NET Research Consortium, via alla Cascata 56/D, I-38123 Povo di Trento, Italy

Where authors come from different departments in the same institution a variant of this may be employed, e.g.:

¹Department of Computer Science and ²Department of Mathematics, University of Nowhere, ...

Present addresses should be provided using author footnotes, as for emails and other details (see e.g. the author footnote of this document, which provides an email address for the ICST publications team):

*Present address: Department of Applied Statistics, University of Eastern Transylvania, ...

2.4. Abstract

The abstract should be a self-contained single paragraph, containing a summary of purpose, methodology, results and conclusions. Abbreviations may be used if they appear more than once, but should be written out in full on the first occasion and abbreviated only thereafter. Displayed equations should be avoided unless essential; references may be included only if written out. References are strongly discouraged and if included should be written out in full, like this [Bucciero *et al.* (2011) *ICST Trans. e-Educ. e-Learn.* **11**(7–9): e3]. Abstracts should not contain any figure or table citations.

2.5. Keywords

Keywords should be arranged in alphabetical order and separated by commas.

3. The main text of the paper

Material for the main text of the paper is published in the following order:

- main body (sections, subsections, ...), with figures and tables appearing as soon as possible after first mention;
- appendices (but if written by different authors, they should go after the acknowledgements);
- acknowledgement(s);
- notes added in proof (if present);
- references.

3.1. Section headings

Section headings should be numbered 1, 2, 3, Subsection headings should be numbered according to their containing section (1.1, 1.2, ..., 2.1, 2.1, ..., etc.). Appendix headings and subheadings should be labelled A, B, C, ..., A.1, A.2, ..., etc.

Sub-sub-section headings. These are not numbered but are placed at the beginning of the opening paragraph, followed by a full stop.

3.2. Figures

Figures should be numbered sequentially through the article in the order mentioned in the text; different sections of a figure should be labelled (a), (b), (c), ... Each figure should be accompanied by a descriptive caption. Figures should be placed at the top or bottom of the page rather than inline in the text.

For diagrams, graphs, etc. resolution-free formats such as Encapsulated PostScript (EPS) are preferred. Where bitmap graphics (JPG, PNG, GIF) are used (e.g. for photographs), please ensure they are of high enough resolution to appear well on screen and in print.

3.3. Tables

Tables should be numbered sequentially through the article in the order mentioned in the text. Each table should be accompanied by a descriptive caption. Tables should be placed at the top or bottom of the page rather than inline in the text.

3.4. Equations

Equations should be numbered sequentially through the article in the order of appearance, (1), (2), (3),

3.5. Cross-references

Cross-references to figures, tables and equations should be written out in full: Figure 1, Table 3, Equation (2), Figure 4(c), etc.

Where there are lots of cross-references to equations, they may be referred to by shorthand: ‘Combining (3) and (4), we can ...’

3.6. Footnotes

Excessive use of footnotes should be avoided. The footnote symbol (superscript number) goes before punctuation¹.

3.7. Acknowledgements

Acknowledgements should be entered in a small sub-sub-section at the end of the text:

Acknowledgements. We would like to thank ...

3.8. Citations and the reference list

Citations may be numbered [1] in sequential order [2–4], or author-year (Vincenti and Braman, 2011; Tinka *et al.*, 2011).

Entries in the reference list should be sorted sequentially (for numbered references) or by first author surname and year (for author-year citation style). The text of references should be the same in either case, as follows:

Journal articles. Citations to journal articles should contain the authors’ names, year, article title, journal title, volume, issue (if available) and page numbers or article ID. Please also include the DOI if possible. For example:

ZHOU, T., KUSCSIK, Z., LIU, J.G., MEDO, M., WAKELING, J.R. and ZHANG, Y.-C. (2010) Solving the apparent diversity-accuracy dilemma of recommender systems. *Proc. Natl. Acad. Sci. USA* **107**(10): 4511–4515. doi:10.1073/pnas.1000488107.

RADAIDEH, A. and DAIGLE, J.N. (2011) Analytical modeling of address allocation protocols in wireless ad hoc networks. *ICST Trans. Mobile Commun. Appl.* **11**(7–9): e3. doi:10.4108/icst.trans.mca.2011.e3.

¹ Like this.

Books. Citations to books should contain the authors' or editors' names, year, book title, publisher and publisher address, and (if appropriate) the edition. Put [ed.] or [eds.] after editors' names.

- JAYNES, E.T. (2003) *Probability Theory: The Logic of Science* (Cambridge: Cambridge University Press).
 DIRAC, P.A.M. (1981) *The Principles of Quantum Mechanics* (Oxford: Oxford University Press), 4th ed.
 DEAN, K. and RAJARAJAN, M. [eds.] (2011) *The Health and Care Revolution* (Newton, MA: EAI Publishing).

Book chapters or sections. Citations to book chapters or sections should contain the authors' names, year, chapter or section title, book editors' names, book title, publisher, publisher address, and either page/section number or page numbers. For example:

- GRAY, J.A.M. (2011) The third healthcare revolution. In DEAN, K. and RAJARAJAN, M. [eds.] *The Health and Care Revolution* (Newton, MA: EAI Publishing), 11–26.
 MUNRO, J. (2011) Patient empowerment in the in the world of Web 2.0. In DEAN, K. and RAJARAJAN, M. [eds.] *The Health and Care Revolution* (Newton, MA: EAI Publishing), chap. 2.

Conference proceedings articles. Proceedings articles should be cited with the authors' names, year, article title, conference title, publisher and publisher address, and page numbers or article ID. Please also include the DOI if possible. E.g.:

- ZIEGLER, C.-N., MCNEE, S.M., KONSTAN, J.A. and LAUSEN, G. (2005) Improving recommendation lists through topic diversification. In *Proceedings of the 14th International World Wide Web Conference* (New York: ACM), 22–32.
 doi:10.1145/1060745.1060754

3.9. Preprints and technical reports

Preprints and technical reports should be cited with the authors' names, year, article/report title, repository and report number and (where appropriate) the institution and address. Optionally, provide a URL. For example:

- GRUNE, D. (1986) Concurrent versions system, a method for independent cooperation. Technical Report IR 113, Vrije Universiteit, Amsterdam.
 DE WILDE, P. and BRISCOE, G. (2011) Stability of evolving multi-agent systems. *arXiv:1111.7033*
 FABER, M.T. (2010) Relative strength strategies for investing. *SSRN eLibrary* article 1585517, <http://ssrn.com/abstract=1585517>

Websites. Where possible, provide author names and year for websites. Provide the webpage title and URL, and the date accessed. For a serial publication such as a blog or online newspaper, please also provide the title of the publication and the publication date of the article. Examples:

- WIKIPEDIA. History of computer science. https://en.wikipedia.org/wiki/Computer_Science (accessed on 1 December 2011).
 The European Alliance for Innovation. <http://eai.eu/> (accessed on 1 December 2011).
 MOLLA, M. and GARDNER, T. (2007) Roll credits: sometimes the authorship byline isn't enough. *PLoS Blogs* (6 November), <http://blogs.plos.org/plos/2007/11/roll-credits-sometimes-the-authorship-byline-isnt-enough/> (accessed on 30 November 2011).
 ZIMMER, C. (2011) It's science, but not necessarily right. *New York Times* (25 June), <http://www.nytimes.com/2011/06/26/opinion/sunday/26ideas.html> (accessed on 29 November 2011).