

ICEGOV

2019 MELBOURNE
AUSTRALIA

12th International Conference
on Theory and Practice of
Electronic Governance

3-5 APRIL 2019

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Instructions for paper submission



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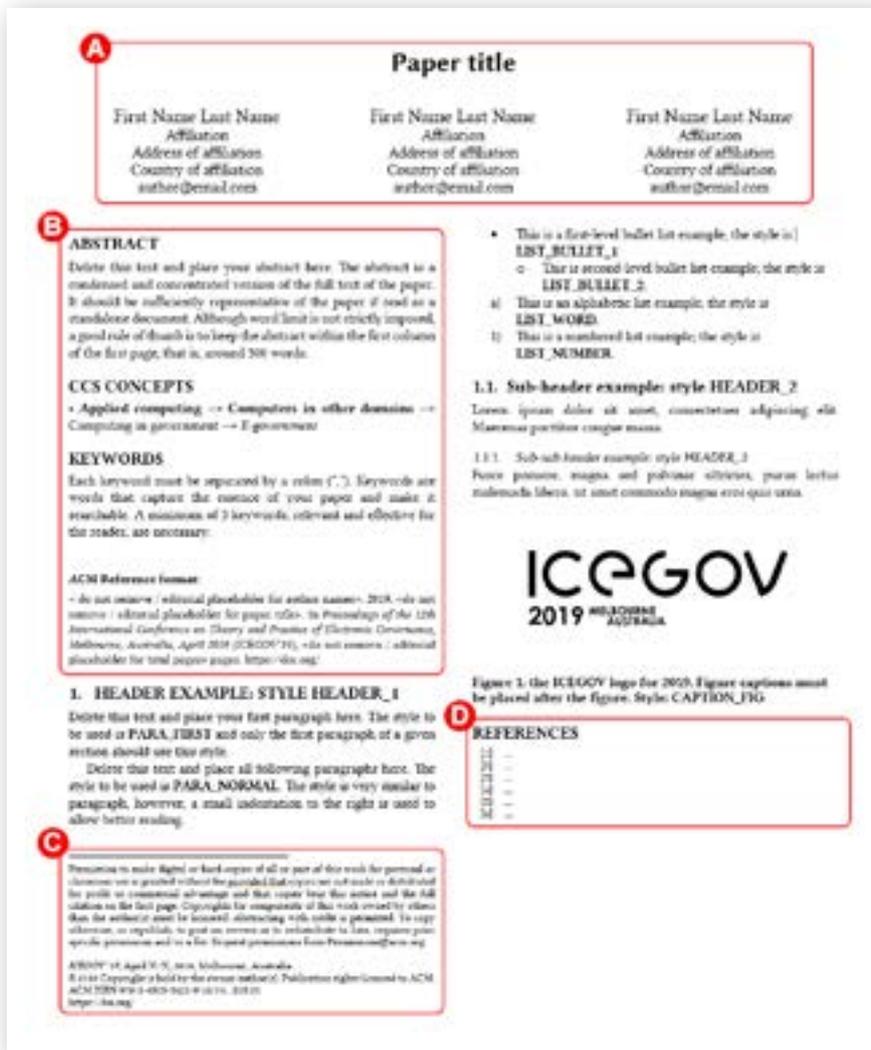
1. Preparing your paper

Before you start writing your paper, please ensure that you are using the **ICEGOV2019 Microsoft Word template**. The template and respective fonts are available for download on the left bar.

All submitted papers must use this template. Templates from other conferences, including previous ICEGOV conferences, are not allowed. If you submit your paper using the incorrect template, you will be required to **resubmit it**, otherwise the paper will be **desk-rejected**. We recommend that Word 2016 is used with this template, as it provides the best compatibility. However, older versions of Word should work fine.

ICEGOV does not allow the submission of abstracts only. Any abstract-only submission will be desk-rejected. The paper must include the following sections, as shown in **Figure 1**. All other sections of the paper are at the discretion of the author.

Figure 1 | mandatory paper sections



- A** Title and author information;
- B** Abstract, CCS Concepts, Keywords, and ACM reference format;
- C** ACM copyright text;
- D** References.

2. Using the template

To ensure a time-efficient workflow for the ICEGOV editorial team and reduce the possibility of ACM rejecting your paper due to formatting issues, the template is restricted to a set of **pre-defined styles**. In Microsoft Word, a style is a collection of formatting instructions. Styles are used to format the text so that the look and layout is consistent throughout a document. Only two fonts are allowed in the paper: **Linux Libertine** and **Linux Biolinum**. These fonts are free of charge and they are included in the ICEGOV2019 paper template package. Therefore, in the Home ribbon tab, all icons for manual formatting are disabled, as shown in **Figure 2 – A**.

Figure 2 | locked manual formatting and available styles



You can only use the available styles **B**, which are in accordance with ACM publication rules. Simply delete the sample text provided and start inserting your own content, applying the styles where needed for paragraphs, bullet lists, section headings and sub-headings, captions for figures and tables, etc.

Figure 3 | the styles panel

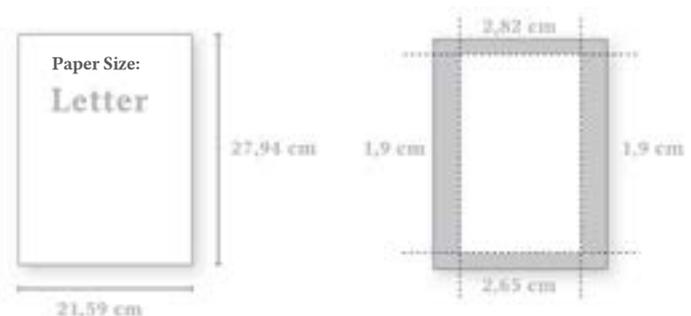


You can permanently display all available styles by clicking in the lower right corner of the group Styles, as shown in **Figure 3 – A** the *Styles panel* will appear **B**; you can also display a preview for all styles by clicking on *Show preview* **C**.

Changing page size or margins is not allowed, as it is not allowed to change the 2-columns layout. **Figure 4** shows the exact measures that each page must have. This is included already in the paper template.

You can place a picture, graphic, table, or equation that uses the full width of the paper, that is, does not fit into one column. However, such items cannot go beyond the page limits of the paper (shown below). We recommend that this is done exceptionally.

Figure 4 | page size and margins



3. Submitting your paper

Once your paper is ready, you will need to save it as a **PDF file** and submit it to the conference by the submission deadline – **16 November 2018**. ICEGOV uses EasyChair to manage all papers and no other means of paper submission are accepted.

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1. Access the ICEGOV2019 EasyChair page.
 2. Login as an Author if you already have an EasyChair account. In case you do not have an EasyChair account, create one by following the instructions provided (the account is free of charge).
 3. Once logged in to the conference page as an Author, access the top menu and select the option New Submission.
 4. On the submission page, you must **correctly fill** the information requested. Ensure that all author details are mistake-free, such as name, email address, affiliation, etc. This data will be used throughout the whole publication process and it is **the author's responsibility to ensure that the information provided is correct**. If your paper is co-authored, include only individuals who have made substantial contributions to the paper.
 5. Select 1 Corresponding Author only. The corresponding author is considered **the first author of the paper**, to whom all notifications regarding the paper will be sent. If multiple corresponding authors are selected, the organizers will choose one of them randomly. Note that it is the obligation of the corresponding author to coordinate all subsequent follow-up with the conference editorial team and the conference PC Chairs.
 6. After filling in the author details, you must indicate the paper title, abstract, and a minimum of three keywords. You must also select the conference Track you are submitting to and the Paper Category. For more information on which Tracks and Categories are available, please consult the ICEGOV2019 Call for Papers: [Call for Papers](#)
 7. Once all the information requested above is entered correctly, upload your paper as a PDF File and press Submit. Do not press the submit button twice - wait for the paper to be uploaded.
 8. Your submission will be given a unique numeric ID in EasyChair. Keep this ID at hand, as it will be used to identify your paper before and after the conference.

To ensure a double-blind peer review process, the paper itself **cannot contain any means of identifying the author(s)**, such as names, affiliations, email addresses, references to previous work, etc. If you include references or citations to previous work, please blank them (e.g., white text).

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