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ABSTRACT

Full papers are expected to be between 6 pages (minimum) and 8 pages (normal maximum) in length. Short Papers (Posters) are limited to a maximum of 4 pages. Please use this as a template for your paper. There is more formatting detail given below, if needed.

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1. INTRODUCTION

First paragraph text.

Subsequent paragraph text.

2. SECTION

First paragraph text.

Subsequent paragraph text.

2.1 Subheading

First paragraph text.

Subsequent paragraph text.

2.1.1 Sub-subheadings. Text.

Itemised lists:

- *Item title.* Text

Table 1. *Short table caption (before the table).*

TABLE here

Table 1. *Long table caption (before the table). If the caption is long then use the same paragraph format that is used for the abstract. If the caption is long then use the same paragraph format that is used for the abstract.*

TABLE here

IMAGE or DIAGRAM here

Figure 1. *Short figure caption (centre if short single line).*

IMAGE or DIAGRAM here

Figure 1. *Long caption format. If the caption is long then use the same paragraph format that is used for the abstract. If the caption is long then use the same paragraph format that is used for the abstract.*

Equation box:

Equation

(number)

3. NEXT SECTION etc

First paragraph text.

Subsequent paragraph text.

3.1 Subheading

First paragraph text.

Subsequent paragraph text.

4. CONCLUSIONS

First paragraph text.

Subsequent paragraph text.

Acknowledgements: Text.

5. REFERENCES

NOTE: *The conference is adopting a standardised reference format which is very similar to Harvard/APA styles. References should be listed alphabetically by first author.*

Author, AN, Author, BO, and Author, CI, (1990), Article in a regular journal, *Intl. J. Autom. Control*, **4**, *11*, pp. 231–245.

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ABSTRACT

These instructions give you basic guidelines for preparing papers for the 11th International Conference on Disability, Virtual Reality and Associated Technologies 2016 (ICDVRAT 2016).

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1. INTRODUCTION

Authors are requested to submit the final formatted paper electronically to the ICDVRAT Programme Chair. The paper is to be formatted for PC, with Word for Windows (preferably Word2010) or Rich Text Format. Please do not send password protected files. Authors are fully responsible for the quality of their article and are kindly requested to observe the following instructions for the preparation of their manuscripts.

The final deadline for receipt of papers is 1st July. For logistic reasons this deadline CANNOT be extended. The full registration fee for at least one author must also be with the Conference Secretariat by 1st July (other rates do not apply). Papers submitted without a corresponding registration fee will not appear in the Proceedings. This is to encourage the attendance of one author and to ensure the financial viability of this conference. There will be discount for delegates registering before 1st July and a further discount for ISVR members (see www.isvr.org).

2. FORMATS FOR PAPERS

2.1 Full-size Electronic & Camera Ready Copy (CRC) Manuscripts

If you use Word, prepare your paper in full-size format using A4 setting (210mm × 297mm) and check the different even and odd pages. Do not use local paper sizes. In formatting the page, set the margins to those shown in Table 1. Do not use any headers or footers, or change those present in this template. Do not use footnotes; references to web addresses can be included in the Reference Section. Other word processing should follow as close as possible the format given and saved as Rich Text Format (RTF).

Table 1. *The caption comes before the table, italicised and centred on the page.*

left margin:	2.5 cm	top margin:	2.0 cm
right margin:	2.5 cm	bottom margin:	3.0 cm
header:	1.0 cm	gutter:	0.0 cm
footer:	1.5 cm	gutter position:	left

2.2 *Electronic Submission of Papers*

Authors are asked to submit the final versions of ICDVRAT papers electronically to the Programme Chair at p.m.sharkey@reading.ac.uk. Use international fonts and avoid the use of local fonts. Submit in Word or RTF form only. If possible, please also include a PDF version and note in your covering email whether equations or any other special symbols may have been lost in the electronic version sent.

3. UNITS

The standard units of the conference follow IEEE guidelines. Please use SI units as primary units. Please avoid using any other units unless they are used as identifiers in trade.

4. HEADINGS, PARAGRAPHS AND TYPE FONTS

The easiest way to format the paper is to use this document as a template for your paper – see attached. Please do not alter the footer information.

The main heading of the paper should be in sentence case and centred. Avoid starting the title by using indefinite articles (a, an, to, the, etc). Do not use abbreviations, acronyms or project names in the title. This heading should be in **bold** using 14 point type size. The title should be preceded by a 24 point spacing (usage of Format → Paragraph is encouraged).

Section heading should also be bold and centred, but capitalised, in 12 point type size. The spacing preceding the section headings is 16 point. All sections (except the Abstract and Acknowledgements, if any) should be consecutively numbered, including Conclusions and References.

4.1 *Subheadings and Initial Letters*

Subheadings should be 10 point, italicised, typed flush to left side, and in lower case with initial capitals for all main words. Number each subheading as shown using the section number and subheading number. Subheadings and sub-subheadings here are preceded by a single line space (10 point).

4.1.1 *Sub-subheadings.* Sub-subheadings should be typed as for subheadings. The following text should run on after the full stop. There should not be any further layers.

4.2 *Paragraphs*

Any paragraph starting after a heading, subheading, table, figure or equation, should begin flush with the left column. Subsequent columns should be indented by 5mm, as follows:

Type size for standard text (and all subheadings) should be 10 point, the line spacing should be set at ‘at least 10 point’. There should be a 6 point spacing between paragraphs.

4.3 *Fonts*

The default font for the ICDVRAT Proceedings is Times New Roman. Other fonts are acceptable for use in diagrams or tables. However, do not use any fonts that are region specific. *If in doubt please email the Programme Chair to ensure compatibility of the font you wish to use.*

5. STYLE HINTS

5.1 *First Page*

Space between the Title and Abstract is reserved for the name(s) of author(s), affiliation(s), corresponding address(es), email address(es) and, if appropriate, web site. Abstract and main body of the paper follow as suggested by this manuscript. The abstract should be between 50 and 100 words.

~~5.2 — Do Not Start a Section of Subheading at the end of a page.~~

5.3 Drawings and Illustrations

Line drawings should be drawn using black ink on good quality white paper and mailed separately. Where possible use computer generated figures and images that can be incorporated directly into the soft copy versions of the paper. Please bear in mind that coloured lines and photographs may not reproduce well in black and white. Illustrations and photographs should be positioned at or near the top of a page and as close as possible to the first reference to them. Please note, if you must submit a Camera Ready Copy version, that B&W photographs will look considerably better if they are first transferred to bromide prints. The following points should be carefully noted:

- *Microsoft Object Editing.* It cannot be emphasised enough that the use of frames to position images, tables or drawings should be avoided if at all possible, as should the generation of diagrams and tables using Microsoft Picture Editing tools.
- If possible please generate tables using the Table tool and generate any other diagrams using separate software, saving diagrams as images (JPEG, GIF, TIFF, etc).

Captions for tables should appear before the table, see Table 1, while captions for figures and photographs should appear after the figure, see Fig. 1, for example. Both should be centred and italicised. Long captions should be justified with 1cm right and left margins.

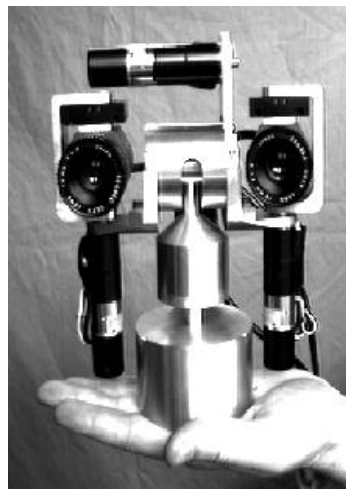


Figure 1. *The caption comes after the illustration or photograph and is centred. Any diagram or figure that has been previously published should be referenced. This photograph appears courtesy of [Sharkey, 1996].*

Figure 1. *Robot Head (short caption), reference if needed, e.g. [Sharkey, 1996].*

5.3 Equations

Equations should be typed within the text and numbered consecutively throughout the manuscript. The equation number should be typed in parenthesis, flush with the right hand margin. Equations may be centred with each other, see Eqs (1–2) or on the page, see Eq. (3). Note that equations need not be numbered.

$$\dot{x} = A_{11}x + A_{12}z \quad (1)$$

$$\varepsilon \dot{z} = A_{21}x + A_{22}z + B_2u \quad (2)$$

5.4 Referencing Other Work

When referring to previous work, the surname of the first author and the year of publication of the reference should be given. Two or more references by the same author in the same year should be differentiated by letters a, b, c, etc. For references of more than two authors, text citations should be shortened to the first name followed by the term et al. Examples: Smith (1959, 1961a,b, 1962a) describes a method for ... New theorems (Smith and Jones, 1963; Smith et al, 1964) in this field were ...

Only essential references which are directly referred to in the text should be included in the reference list. The references should be listed in alphabetical order in the list at the end of the paper. References by the same author(s) should be listed in chronological order.

References should include: author's initials and surname, initials and surnames of remaining authors, year of publication in parenthesis, article title, abbreviated journal title in italics, volume number in bold, issue number in italics, and page numbers. For conference articles name the city in which the conference was held. Include the country if the city is not well known. In case of reference to a book, the book title should be italicised, and the publisher and place of publication should be included.

See example Reference section below.

6. CONCLUSIONS

Once your manuscript has been submitted, it will be impossible to make any corrections or alterations to it. Therefore, please ensure that your paper is sent to the ICDVRAT 2016 Programme Chair (Paul Sharkey) only after you have thoroughly checked and approved it.

Finally please observe the following instructions:

1. Ensure that your paper is in the correct ICDVRAT 2016 format, and within the page length limits, inclusive of illustrations.
 - i). Full Papers must be a minimum of 6 pages and will normally be no longer than 8 pages; there is an absolute maximum page length of 10 pages. You may use an additional two pages for images should you wish, though these will not be numbered;
 - ii). Short Papers must be a minimum of 2 pages and are limited to a maximum of 4 pages;
 - iii). Illustrations must be clearly legible but not oversized.
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 - ii). send a PDF copy in support of the original Word document;
 - iii). send your registration together with either (a) credit card payment of (b) confirmation of bank transfer to the Conference Secretariat, by July 1st.
3. Keep a copy of your manuscript.

Acknowledgements: If any acknowledgements are required please insert after the conclusions to the paper using this format.

7. REFERENCES

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ICDVRAT 2016

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