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| --- | --- | --- |
| Title… | | |
| Author Name *Affiliation* author@email.com | Author Name *Affiliation* author@email.com | Author Name *Affiliation* author@email.com |

Abstract - Provide a brief summary of your extended abstract. The Abstract and Index Terms text should be 10 point Times New Roman, bold italic, fully justified, and contained within one paragraph each. Begin the Abstract with the word “Abstract.” Do not indent. Use a hyphen, not a long dash, after the word “Abstract.” The Abstract should be about 80–120 words. Avoid using abbreviations. Do not cite references in the Abstract. Leave a blank line between the Abstract and Index Terms.

Index Terms - About four key words or phrases, in alphabetical order, separated by commas, with only the first index term capitalized. All terms following the initial term should be lowercase unless they are proper nouns, in which case they should have an initial cap

# Introduction

These instructions serve as a template for Microsoft Word and give you the basic guidelines for preparing **extended abstracts** for DTSS, Oct 23-25, 2019 in Ankara, Turkey.

Extended abstracts may include figures and tables, but must not exceed two (2) pages, which includes all figures, tables, and References.

# Page Layout

When you open these guidelines, select "Print Layout" from the "View" menu (View> Print Layout), which will allow you to see the two-column format. You may then type over sections by using the copy and paste commands listed under the Edit menu (Edit> Paste) into this document and/or by using the markup styles. **We suggest you use this document as your guide and simply copy and paste your text over the material in this document.**

All printed material, including text, illustrations, and charts, must be kept within a print area of 6-7/8 inches (17.5 cm) wide by 8-7/8 inches (22.54 cm) high. Do not write or print anything outside the print area. All text must be in a two-column format. Columns are to be 3-1/4 inches (8.25 cm) wide, with a 5/16 inch (0.8 cm) space between them. Text must be fully justified.

Because the Proceedings will be provided in a digital format, color may be used in the extended abstract, but try to use colors that contrast well in black and white.

Do not number the pages; all extended abstracts will be merged for the purpose of creating the Proceedings, and page numbering will be applied at that time.

Final manuscript must not exceed four (4) pages.

## I. Main title

The main title (on the first page) should begin 1 inch (2.54 cm) from the top edge of the page. It should be centered, in Times 24-point type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word).

## II. Author name(s) and affiliation(s)

Author names and affiliations are to be centered beneath the title and printed in Times 12-point, non-boldface type. Multiple authors may be shown in a two- or three-column format, with their affiliations below their respective names. If only one author, center the information; if two authors, use the left and right cells; three authors are shown above; if more than three, create a new row and format appropriately, leaving one blank line between rows of authors. Affiliations are centered below each author name, italicized, not bold. Include e‑mail addresses.

## III. Second page

The second page should begin 1.0 inch (2.54 cm) from the top edge. On all pages, the bottom margin should be 1-1/8 inches (2.86 cm) from the bottom edge of the page for 8.5 x 11-inch paper. On the second page, try to adjust the lengths of the two columns so that they are the same (automatically defined in section of this template). Use automatic hyphenation and check spelling. Do the best that you can.

# Typeface, fonts, and alignment

Wherever Times is specified, Times Roman or New Times Roman may be used.

## I. Main text

Type your main text in 10-point Times, single-spaced. Do not use double-spacing. All paragraphs should be indented 1 pica (approximately 1/6- or 0.17-inch or 0.422 cm). Be sure your text is fully justified—that is, flush left and flush right. Sentences should be separated by one space only. Please do not place any additional blank lines between paragraphs. Apply Body Text Indent style. Please do not modify the styles used in this template.

## II. Figures and tables

Figure and table captions should be 10-point Times, small caps, left-justified (“Caption” in the Styles menu of this document). Initially capitalize only the first word of each figure caption and table title. Figures and tables must be numbered separately. For example: “Figure 1. Database contexts,” “Table 1. Input data.”

Large figures and tables may span across both columns. Avoid placing figures and tables before their first mention in the text. Use .PNG or .JPEG formatting for embedded figures and images.

Figure captions are to appear below the figures. For figures, be sure to include a label (Figure X), a title (a short non-sentence description), and a caption (which explains in full sentences the meaning, purpose, or ways of decoding the figure).

Table titles are to appear above the tables. Table copy is identical to copy in the main text: 10-point Times New Roman (“Normal” in the Styles menu of this document). Table heads (and subheads if needed) use 10-point Times New Roman in boldface (“Table Head” in the Styles menu of this document).

Leave 6 points of space between the table title and the table itself, and 6 points of space after the table. Leave 6 points of space between the text above the figure and 6 points of space after the figure caption. Apply “Caption” style.

Table 1. Table type styles.

| Table Head | Table Column Head | | |
| --- | --- | --- | --- |
| Table column subhead | Subhead | Subhead |
| Table copy | More table copy |  |  |

Figure axis labels are often a source of confusion. Try to use words rather than symbols. As an example, write the quantity “Time” or “Time, t” not just “t.” Put units in parentheses. Do not label axes only with units. In the example, write “Magnetization (A/m)” or “Magnetization (A ⋅ m-1),” not just “A/m.” Do not label axes with a ratio of quantities and units. For example, write “Temperature (K),” not “Temperature/K.”



Figure 1. caption style for describing figures.

# First-order headings

First-order headings should use Times 10-point small-caps, initially capitalized and centered, with 12 points of space before and 6 points after. This format is set as “Heading 1” in the Styles menu of this document.

## I. Second-order headings

As in this heading, second-order headings should be Times 10-point, initially capitalized and italicized, flush left, with 9 points of space before and 3 points after. This format is set as “Heading 2” in the Styles menu of this document. Sections defined by second-order headings should be numbered with upper-case Roman numerals, as in this document.

# Acknowledgements (Optional)

If you wish to identify funding sources or significant contributions by others, please include your acknowledgements at the end of your extended abstract but before the References.

# References

List and number all references in 9-point Times, single-spaced, at the end of your extended abstract, with one blank line between each reference. The names of authors in your references are formatted as the first initial of the authors’ followed by their last names. Use *et al.* when three or more names are given, both in the in-text citations and in the References section.

Number references consecutively in the text, and enclose the citation number in square brackets (for example, [1]). The sentence punctuation follows the bracket [2].

### [1] I. Thompson, “Women and feminism in technical communication,” *Journal of Business and Technical Communication*, vol. 13, no. 2, pp.154–178, 1999.

### [2] M. S. MacNealy*, Strategies for Empirical Research in Writing*. Boston, MA: Allyn and Bacon, 1999.

### [3] J. H. Watt and S. A. van den Berg, *Research Methods for Communication Science*. Boston, MA: Allyn and Bacon, 1995.