

**THE TEN DEADLY SINS (OR 13 IF YOU COUNT)
OR WHAT TO AVOID WHEN YOU SEND IN ELECTRONIC FILES**

- 1) ALWAYS WORK IN **2 COLUMNS** AS SHOWN IN THE EXAMPLE, AND FOLLOW THE EXAMPLE AS CLOSELY AS POSSIBLE TO CREATE CONTINUITY AND HOMOGENEITY FOR THE PROCEEDINGS. THE EXAMPLE IS JUST THERE AS A GUIDE, IT IS NOT A DO OR DIE MODEL, BUT IT WILL ENHANCE THE OVERALL LOOK OF THE PROCEEDINGS.
- 2) **NEVER ANCHOR** YOUR PICTURES IN A **WORD** FILE.
- 3) **NEVER PAGINATE** YOUR **PDF** FILE AND **REMOVE** THE FOOTER
- 4) **NEVER PASSWORD PROTECT** YOUR **PDF** OR **WORD** FILE
- 5) WHEN YOU SEE A MISTAKE IN YOUR FILE AND YOU SEND IN A NEW VERSION, **KEEP THE ORIGINAL NAME OF THE FIRST FILE SENT.**
- 6) **USE THE PAPER NUMBER** AS GIVEN BY THE OFFICE FOR THE FINAL PAPER. (THIS FACILITATES TRACKING THE PAPER)
- 7) **NEVER EMAIL** A PAPER WITH THE TITLE **PAPER.DOC** OR **PAPER.PDF** AS ITS REFERENCE, **USE THE ID-NUMBER** GIVEN BY THE OFFICE.
- 8) **NEVER EMAIL** AN ABSTRACT WITH TITLE **ABSTRACT.DOC** OR **ABSTRACT.PDF**, **USE YOUR NAME OR TITLE** OF THE ABSTRACT.
- 9) **NEVER EMAIL** A SUBMISSION WITH **XXX.DOC** OR **XXX.PDF** (XXX=CONFERENCE NAME), **USE THE ID-NUMBER** GIVEN BY THE OFFICE.
- 10) **ADD AS MUCH INFORMATION** ABOUT YOU ON THE SUBMISSION. NEVER SEND IN A SUBMISSION WITH ONLY A TITLE, ADD YOUR NAME, FULL POSTAL ADDRESS, FAX, TELEPHONE NUMBERS, EMAIL, SHOESIZE (WELL NOT THE LATTER, BUT YOU GET THE PICTURE) ;-)
- 11) ALWAYS **EMAIL A COPY TO YOURSELF** TO CHECK HOW THE PAPER ARRIVES AT ITS DESTINATION.
- 12) **CONVERT YOUR WORD FILE INTO A PDF** TO SEE IF THE PAPER TRANSLATES INTO A PDF, WITHOUT PROBLEMS, BEFORE SENDING. OR JUST SEND IN THE PDF
- 13) WHEN USING SPECIAL FONTS IN A PDF FILE, **EMBED** THEM IN THE FILE, SO AS TO MAKE SURE THAT THE FILE CAN BE PRINTED AT OUR END.

REGARDS

PHILIPPE