THE TEN DEADLY SINS (OR 13 IF YOU COUNT)
OR WHAT TO AVOID WHEN YOU SEND IN OR PREPARE 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 WHEN FOLLOWED. (**The easiest way to create your paper is cut and paste from page 2 in the example paper)**

2) **NEVER PAGINATE** YOUR **WORD/PDF** FILE AND **REMOVE** THE FOOTER AND WATERMARK.

3) **NEVER PASSWORD OR WRITE PROTECT** YOUR **WORD/PDF** FILE

4) WHEN YOU SEE A MISTAKE IN YOUR FILE AND YOU SEND IN A NEW VERSION, **KEEP THE ORIGINAL NAME OF THE FIRST FILE SENT.**

5) **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.PDF** AS ITS REFERENCE, **USE THE ID-NUMBER** GIVEN BY THE OFFICE.

8) **NEVER EMAIL** AN ABSTRACT WITH TITLE **ABSTRACT.PDF**, **USE YOUR NAME OR TITLE** OF THE ABSTRACT.

9) **NEVER EMAIL** A SUBMISSION WITH **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) WHEN USING SPECIAL FONTS IN A **WORD/PD**F FILE, **EMBED** THEM IN THE FILE, SO AS TO MAKE SURE THAT THE FILE CAN BE PRINTED AT OUR END AND IT DOES NOT IMPACT UPON THE OTHER PAPERS.

13) **USE STANDARD SOFTWARE PROGRAMS** AS SOME OPEN OFFICE, WEB AND ONLINE CONVERTER PROGRAMS TEND TO CREATE COMPATIBILITY PROBLEMS WITH ADOBE ACROBAT.

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