

**The Title of the Paper is in 24pt Times
New Roman bold and is centered, with 4,
24pt spaces after**

The author names are listed alphabetically in 16pt Times New Roman bold and the affiliated institute is in 14pt Times New Roman italics. All centered, with ten, 12pt spaces after.

Firstname Lastname 1 and Firstname Lastname 2

*School of Computing
Dublin Institute of Technology
Kevin Street, Dublin 8, Ireland.*

**The Course Title
and the Module Title**
are in 14pt Times New Roman bold,
right aligned.

A page footer on the cover page (centered, in 12pt Times New Roman bold) should read **Dublin Institute of Technology, School of Computing Report**, with the **month** and **year**, both written fully. The footer should include a full black line with the text below it.

Abstract

The Abstract should be no more than 100 words. It should start on a new page with its heading centered and is unnumbered.

Keywords: Include one or two lines of keywords.

Table of Contents

Use the Index and Tables facility of your word processor to include a Table of Contents on a page of its own.

1 Introduction

The Introduction should start on a new page. The body text is in 12pt Times New Roman, fully justified, double-spaced with a 12pt space after each paragraph (a single line). First level headings should be in 16pt Times New Roman bold, second level headings should be in 14pt Times New Roman in bold, and third level headings should be in 12pt Times New Roman in bold. All headings should be left aligned and outline numbered, with no following space, and all headings should only have a lead capital letter.

2 Margins

Using A4 paper, use a left margin of 3.17cm (1.5 inches) and right, top and bottom margins of 2.54cm (one inch).

3 Page numbering

The cover sheet is unnumbered. Pages between the cover sheet and page 1 are numbered using Roman numerals (e.g., i, ii, iii, iv, v) in Times New Roman font. The page with the Introduction paragraph is page 1 and from this point to the last page, pages are numbered using decimal digits (1, 2, 3, 4, 5) in Times New Roman font. Page numbers should be centered in the page footer.

4 Figures

Figures should be centered between the margins of the text. Their captions should be single spaced in a suitable typeface, with the first line left aligned, and subsequent lines indented by 2cm from the left margin (i.e., a hanging indent of 2cm). In order to consistently position the captions relative to illustrations, write the caption on the line immediately following the illustration and then set the “*Spacing Before:*” on the caption text to 6pt (Select the text and *Format... Paragraph*). Each caption should have a figure number in bold typeface. A separate Guidance Note is available which gives advice on adding a professional appearance to figures.

5 References

All reported research must be cited in the text of the paper and must also appear in the Bibliography listing (see examples below).

5.1 Citations in the text

Citations in the text should be enclosed in round brackets and should use the author's surname and year of publication as in (Robson, 1997). Note that there is a comma between the surname and the year. Where there are two authors, both surnames are given divided by an ampersand as in (Porter & Millar, 1985). Where there are multiple authors, the surname of the first author is used with the Latin abbreviation *et al.* and year of publication, as in (McCall *et al.*, 1977) – note the comma. The *et al.* is always in italics and is followed immediately by a full stop. Where two or more citations are included the format is (McCall *et al.*, 1977; Robson, 1997), that is, the older publication is listed first and the citations are separated by a semi-colon. Page numbers (eg. Robson, 1997:199) are included as appropriate for the benefit of future researchers. Page numbers must be included when text is quoted verbatim from another author's work and the verbatim text “*must be in italics and contained within double quotation marks*”. When citing multiple publications by the same author in the same year, add a, b, c, and so on to the year of publication as in (Brown, 2000a or Brown, 2000c). Citations from the Internet should comply with these standards. Best practice dictates that citations should not appear in the Abstract or the Conclusion.

5.2 Bibliography listing

All citations in the body of the paper must be included in the Bibliography and only citations in the body of the paper should appear in the Bibliography.

Cited references should be set out in alphabetical order. Each reference should be left aligned on a new line with subsequent lines indented by 1cm from the left margin (i.e., a hanging indent of 1cm). There should be a 1/4 line spacing (6pt before) between listings. References and citations should use the body text format.

Begin with the author's surname followed by a comma and the author's initial(s) followed by full stops. Next is the year of publication within round brackets. This is followed by the title of the work being cited (paper title if appropriate) book or journal title, publisher, city of publication, country, and if appropriate, volume number, part number in round brackets followed by page numbers - see the examples at the end of this guidance note. For Internet publications the same format is used and, so that future researchers can find it, add the full URL where the publication is posted and the date when you accessed it. An optional style is to format the author's names in SMALL CAPITALS. Note that when naming a paper or book the preferred style is to use a capital letter only for the start of a title (or sub-title) and proper nouns. Also, the *Title of a book* should be in italics and the “Title of a Journal article” should be in inverted double commas.

Examples

MCCALL, J.A., RICHARDS, P.K. AND WALTERS, G.F. (1977) *Factors in software quality*, Vols I-III, Rome Aid Defence Centre, Italy.

PORTER, M. AND MILLAR, V. (1985) "How information gives you competitive advantage" *Harvard Business Review* 63 (July-August), pp.149-160.

ROBSON, W. (1997) *Strategic management and information systems: an integrated approach*, Pitman Publishing, London, UK.

SHNEIDERMAN, B. (1987) *Designing the user interface: strategies for effective human-computer interaction*, Addison-Wesley, USA.

TROWER, T. (1999) "The Human Factor: Guidelines for Designing Interactive HTML Documents", http://www.microsoft.com/devnews/SepOct96/HumanFactor5_5.htm accessed June 1999