

Paper Submission Guidance & General FAQ

Each year we get lots of questions. This document attempts to answer some of the most common queries. If you are not sure about something, please refer to the answers below.

If you can't find the answer you need below, please send an email to conference@arcom.ac.uk

Can I ask for an extension on the submission deadline?

We are very strict about submission deadlines so that authors and our volunteer reviewers have sufficient time to write, edit or review papers.

Please do not ask for an extension on our deadlines. We do not offer any extensions at any stage of the submission and review process. We try to treat everyone equitably regardless of status or seniority therefore we will always refuse such requests.

Although we do try to be very clear about this rule and the reasons for it, we do still occasionally get asked for an extension. Please do not ask for an extension, your request will be refused.

Can I make multiple submissions?

You can submit more than one abstract. Authors of multiple abstracts should however think carefully about how much effort will be required to submit multiple papers if the abstracts are accepted. Sometimes it is better to submit a single strong full paper instead of two or more weaker papers.

Remember that if you subsequently submit more than one full paper and they are all successful, you will need pay a registration fee for each paper presented at conference and arrange for someone to travel to the UK to present each paper.

Why do you have so many guidelines about the presentation of papers?

As a longstanding academic publisher, ARCOM tries to ensure that our publications are presented in a consistent manner and are as accessible as possible. This means that authors are expected to follow a series of guidelines when submitting papers.

What is the maximum length for papers?

The maximum length for an ARCOM paper is 10 pages including all titles, headings, tables, figures, references, and images.

No exceptions are permitted to this rule because we believe that everyone should have the same opportunity to 'speak' through their work regardless of their status or seniority.

It is strongly suggested that all authors aim for a finished length of 9.5 pages because if the paper is accepted for presentation at conference, room will be needed to add in the author's details and other publication information during the copy edit phase [Please see note below on using Reference Managers].

ARCOM Template and Formatting Papers

Why can't I just send you a Word document?

Bringing so many Word documents together into a single 700+ page document quickly becomes impossible unless there is a common way of formatting the source documents.

For this reason all papers must be submitted on the standard ARCOM MS Word template and use the standard set of ARCOM text styles. These are to be found under the Add-In menu tab. This can be downloaded here <http://www.arcom.ac.uk/-docs/conf/arcom-model-2015.doc>

Why does the template prevent the use of some formatting options?

As part of our ongoing effort to produce a series of high quality and consistent publications, our MS Word template is deliberately designed to restrict access to formatting tools other than the standard ARCOM text styles which are to be found under the Add-In menu bar.

Non-Standard Formatting

Any non-standard formatting will be corrected during the copyedit process which may affect the length of the paper. This sometimes means you will be asked to adjust the length of the paper to fit within the allowed 10 pages.

I have been asked to reduce the length of my paper, but it was 10 pages when I submitted it? Authors often forget that we will need space to add your details and the correct footer. Please aim for a finished paper length of 9.5 pages to allow for these necessary additions.

Computers are often set up in different ways which can affect the apparent length of the paper. The Conference Secretary's computer set up will take precedence in these circumstances since the Conference Proceedings and Working Papers Compendium will be prepared on this machine.

What page layout should I use?

Please ensure that all the pages within your paper are presented in portrait mode and in a single column. Our publications are read in a variety of formats and on a range of devices. Inconsistent page layouts or papers presented in multiple columns will create production problems but most importantly, will create problems for our readers.

My large data table will not fit in a portrait mode page

If it is necessary to include larger data tables then they can be turned sideways, although it should be remembered that tables often contain large amounts of additional information that is not directly germane to the argument being made.

Despite the popular myth, key data from large information tables, ideas expressed in illustrations and even data within graphs can often be expressed more efficiently through a few well-crafted words.

Can I use colour in graphs and illustrations?

To ensure our publications are accessible to as many members of the community we only publish in greyscale. Please avoid submitting highly coloured charts and diagrams and where this is unavoidable, please ensure that all diagrams and photos will make sense to the reader once they are presented in greyscale.

Further information on formatting and writing papers

More detailed guidance on formatting papers can be found at

<http://www.arcom.ac.uk/-docs/conf/arcom-author-guide-for-blind-review.pdf>

What information should be in the reference list?

Please ensure that you provide sufficient information when creating your reference list, e.g., authors, year of publication, title, details of the host publication if applicable, place of publication and publisher.

Is it ok to shorten journal names in reference Lists?

Do not shorten journal names. Please write journals names in full otherwise the copy editor will ask you to rewrite your reference list.

How do I cite web pages

Full publication details are required for web pages and other online materials. This includes the date of publication, the author's details etc. You need to say when the page was accessed. You do not need to add the word 'Online' to such resources, it will be obvious that it is an online reference

How do I use *et al.* ?

While the use of *et al.* is fine within the body of the text, *et al.* should not be used within the reference list. Using *et al.* within the reference list will affect the citation statistics of those whose work you are citing as internet search engines indexing the paper will not record those citations correctly.

Can I include information in an appendix?

You should not include any appendices with your paper either before or after the reference list. Any additional information relating to your introduction, method, results or discussion should be fully integrated into the paper rather than being presented as an addendum.

I am using a reference manager. What should be aware of when using reference managers

References must be formatted using the standardised ARCOM 'references' format. Reference managers can however often alter the formatting of your references to be a non-standard text size which will have a consequent effect on the length of your paper once these unintended changes are corrected.

To prevent any problems, please remove any reference manager formatting from the copy of your paper that you upload and replace it with the ARCOM standard formatting. You, of course, should retain a master copy of your paper that contains the reference manager codes in case you need to make changes to the text later.

How does the review process work?

There are three double blind stages to the ARCOM review process: abstract submission (Jan); full paper submission (April) and final paper submission (May).

What are the reviewers are looking for...?

Our reviewers will be trying to understand what is original about your work and how your work adds to existing understandings within the field. For this reason, please think carefully before including large or complex data tables in your paper. Very often authors feel they need to include all their gathered data, not realising that that the reviewers are far more interested in how the paper fits within current research, the originality of the approach, the authors interpretation of the results and the contribution that the research makes to the field.

Should I include personal details in my paper?

During the review stages please do NOT add any personal details within the paper as the review must be completed anonymously. Your personal details will be added in from the information stored on the server during the copy edit stage in June/July by the conference secretary.

You will be contacted you during this period to confirm that the publication information that has been put into the paper is correct. Please check your email regularly in this period as missing or incorrect information can cause delays and issues in the run up to conference.

Do I need to attend conference in person?

ARCOM conferences are strictly 'in-person' events. At least one author will need to attend conference in-person to present their paper.

If more than one paper has been accepted, then each paper must be presented by a different one of the authors. The same author cannot present more than one paper.

Can I present my paper online?

There will be NO on-line presentations. If you or a co-author are unable to attend conference to present the paper in-person, we will need to withdraw your paper.

What are the visa and entry requirements for me to travel to the UK?

All presenters must be able to travel to the UK to present their papers. Visas and other travel documents such as vaccination certificates may be required. The current UK entry requirements are to be found here: <https://www.gov.uk/standard-visitor>

I need a confirmation letter for my institution or an invitation letter for visa purposes, can you help?

Once you have received a notification saying that you have been formally invited to present your paper at conference, we can help with letters to support your visa application.

Invitation letters are not issued automatically so you will need to request an invitation from conference@arcom.ac.uk once your invitation to present your paper at conference is confirmed.

What information do you need before you can issue an invitation letter?

We will only be able to issue invitation letters once the following conditions are met.

- 1) You need to have had your paper formally accepted for conference. The final list of invited authors will be confirmed in late June after the final round of peer review.
- 2) You will need to have fully paid for your conference place and your money will need to be received into our bank - the UK authorities will not accept an invoice, or transmission receipt as a sufficient demonstration of your intentions.

- 3) We can normally only produce invitation letters covering one presenting author. We can however provide letters that confirm that non-presenting/additional delegates have confirmed and paid for a conference place.

To create your invitation letter, we will need an email from you that contains the following information:

Your formal name (As printed on your passport):

The address that you are using on your visa application:

Your passport number:

The name of the issuing authority:

Please remember, we may not always be able to help with documentation intended to support an individual visa application as we must uphold and comply with the UK Government's visa and immigration regulations and policies.

Presentations

What is the deadline for uploading presentation files?

If your paper is finally accepted for presentation at conference, you will be notified in late June/early July. You will then need to upload your conference presentation via our website before the last week in August. The precise deadline will be as notified in your final acceptance notification.

It is your responsibility to upload either a PPT or PDF presentation by the stated deadline. We will send a reminder but if you do not upload a file by submission deadline, then no presentation file will be available to support your presentation.

How long will my presentation slot be?

Individual paper presentations will be approximately 15 minutes long. You should allow 10 minutes presentation time and 5 minutes to answer questions from the audience. Individual presentations will normally be timetabled in presentation sessions containing three or four related papers.

Can I update my presentation file after I have submitted it?

Once you have uploaded your initial presentation file, you will be able to update the file stored on the server by uploading new version to our website. The newer version will overwrite the older file. You will be able to update your uploaded initial presentation right up to the day of your presentation.

Can I use a portable USB device for my presentation?

Please note that to protect the network of our host institution, all presentations must be uploaded via our website. **The insertion of USB pen drives or other portable media into the presentation machines is NOT permitted under any circumstance.**

MyARCOM Profile

Please keep your MyARCOM profile up to date

Please ensure that the information in your MyARCOM profile is kept up to date and that you have access to the email address stored in your MyARCOM profile up until the conference starts and beyond.

We will need to contact you during the review process and if your paper is finally accepted for presentation at conference, we will need to contact you in late July and through August as the paper is being prepared for publication.

How do I change my paper type

If you need to change the paper type (indexed or working paper), please contact us at conference@arcom.ac.uk before the end of July.

During early August, the proceedings will be compiled ready for publication in September/October. It is NOT possible to change the paper type once the proceedings have been compiled.