EUNIS 2022: template for submissions optimized for EasyChair Publication

First Author Name1,2[[1]](#footnote-1) and Second Author Name1[[2]](#footnote-2)

1 First Author Organisation, country

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First.author@email, second.author@email

Abstract

This should be a short description of no more than 300 words which will be used in the Congress schedule. It must contain enough information for the readers to become acquainted with the subject without reading the full paper or extended abstract. The summary should not include tables, figures or illustrations.

1. About your submission

Submissions to the EUNIS Congress appear either in the [European Journal of Higher Education IT (EJHEIT)](https://www.eunis.org/erai/category/ejheit/) or a journal of proceedings (EPiC [Computing Series](https://easychair.org/publications/EPiC)) published by EasyChair. It is essential to use this template in order to ensure your submission is suitable for publication. Please stay within the 4 to 10-page limit including the abstract and a short bio of the author(s). Supplementary material such as research data concerning your submission can be archived and references using the [Zenodo Community](https://zenodo.org/communities/it-in-highered/).

* 1. Preparing your paper

The easiest way to prepare your submission is to paste it directly into [this template](https://www.eunis.org/eunis2022/wp-content/uploads/sites/19/2021/11/EUNIS-Easychair-compatible-template-2022.docx). Please do not alter any of the settings or your submission will not be accepted for publication.

EasyChair accepts documents written in any of the following formats:

* LaTeX;
* Word documents (.docx), which can be produced by Microsoft Word.

This guide explains how to produce the docx format in Microsoft Word. If you wish to prepare your paper in LaTeX format or, if you have already prepared it using a different style, you should refer to the more detailed instructions available in the EasyChair portal which can be found at: <https://easychair.org/publications/for_authors>.

PLEASE NOTE: you will need to save your submission in PDF format in order to upload it to the EUNIS [Congress portal in EasyChair](https://easychair.org/conferences/?conf=eunis2022).

1. Entries for EUNIS Awards

If you wish to submit an entry for any of the EUNIS awards, you need to indicate your application during the submission in EasyChair.

1. Document Header

The empty space on top of the first page, just before the title, will be reserved for a page header containing the EasyChair logos and the volume information. This header will be added to the article when you submit it to EasyChair.

DO NOT AMEND THIS HEADER SPACE.

If you remove the empty space by mistake, you can restore it as follows. Place the cursor on the very first line of your document (that is, the first line of the title), select Format -> Paragraph in the Microsoft Word menu and set the spacing before the paragraph to 94pt and after to 15pt.

1. Author names

List all authors under the title with their names separated by commas except for the final author where you should use the word ‘and’. If there are only two authors then it will say Jo Bloggs and Jane Smith.

If an author has an [ORCID ID](https://info.orcid.org/documentation/workflows/integrating-orcid-into-your-journal-workflow/), you can use the footnote to add this information.

1. Page size

EasyChair uses US letter size paper as the default. If you need to print a copy of your submission, you may need to amend the setting to A4 then change it back again.

1. Figures and Tables

To simplify working with the image, it is recommended that you insert the picture into a text box. In order to make it into a figure and add a caption, select the image by clicking on it and then go to Insert->Caption… (or Insert->Reference->Caption… in earlier versions of Microsoft Word). From here, you can select the position of the caption (this should be set to below the image) and edit the text within it. Make sure that “Figure” is selected in the “Label” drop-down list and click “OK” to generate it. Captions are numbered automatically in sequential order. Figure 1 is an example of a captioned image.

If you have a table in your document, captions can be created in the same way, just select “Table” from the “Label” drop-down list instead. Table 1 shows an example of a table of data that was conveniently available.

In order to cross-reference a figure or table in your text, go to Insert->Cross-reference… (or Insert->Reference->Cross-reference… in earlier versions) from the Word menu. Select the type of object you are referencing in the “Reference type” drop-down list, and then select which object you are referencing under “For which caption”. Ensure that the “Insert as hyperlink” box is ticked. You can choose how much of the caption is inserted in the “Insert reference to” drop-menu. For example, to generate this cross-reference for Figure 1, “Only label and number” was selected.

Figure 1: Why one should use EasyChair

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ATP System | LTB /100 | Avg time | Prfs out | SOTA Con. | *μ*Eff. | CYC /35 | MZR /40 | SMO /25 |
| Vampire-LTB 11.0 | 69 | 24.5 | 69 | 0.37 | 28.1 | 23 | 22 | 24 |
| iProver-SInE 0.7 | 67 | 76.5 | 0 | 0.36 | 8.8 | 28 | 14 | 25 |
| SInE 0.4 | 64 | 75.3 | 64 | 0.32 | 8.5 | 26 | 13 | 25 |
| leanCoP-SInE 2.1 | 35 | 110.8 | 35 | 0.23 | 3.2 | 23 | 1 | 11 |
| E-LTB 1.1pre | 18 | 63.4 | 0 | 0.21 | 2.8 | 7 | 9 | 2 |
| EP-LTB 1.1pre | 18 | 77.8 | 18 | 0.21 | 2.3 | 7 | 9 | 2 |
| E-KRH'-LTB 1.1.3 | 0 | - | - | - | - | 0 | 0 | 0 |

Table 1: LTB division results

1. EasyChair Style Requirements

Papers deviating from the formatting standards will not be accepted for printing. The best way to produce a conforming document is by using this template.

* 1. Section headers

Section headers should use the style Section, while subsection headers use the style Subsection. For example, this text is part of Section 2 (Styles) and Subsection 2.1 (Styles for the Article Body).

* 1. Body text

The main text of the document should be written using the style Normal. For mono-spaced parts of the text (such as source code listings) we provide the style Monospaced. For a sans serif font, use the style Sans-Serif. In this guide, we use the sans serif style for the names of Word styles.

* 1. Other

While section headers should use the style Section, the header of the References section should be in the style References. This style is similar to the style Section, but it is not numbered, again to resemble the EasyChair LaTeX style, including its EPiC option.

1. The print area for all of the acceptable paper sizes is 145x224 mm. This size has been selected to allow for inexpensive printing using our current print-on-demand publisher.
2. The base font is Times New Roman, and the sans-serif font is Helvetica. The base font size is 10pt. If you use any other font size, there is no guarantee that the produced document will look nice or fit into our standard page size.
3. PNG, JPG, and PDF images are supported. If the papers are designed for publishing in print, the images should be at least 300dpi in resolution.

You will see if your article deviates from the EasyChair page margins when you upload your paper.

1. Submitting your paper

You can find a reminder of the deadlines and instructions for submitting your paper through [Congress Portal in EasyChair](https://easychair.org/conferences/?conf=eunis2022) in the [Call for papers](https://www.eunis.org/eunis2022/call-for-papers/) section of the Congress website.

1. Copyright notice

The author of papers, abstracts, presentations, etc. for the EUNIS Congress retains the copyright of such material. EUNIS may publish such papers, abstracts, and enclosures (in full or in part) on websites, in print and on other media for non-commercial purposes. All papers and extended abstracts are reviewed by members of the Scientific Committee. However, the responsibility for the contents of the papers and extended abstracts rests solely upon the authors.

1. References / Citations

For citations it is recommended that you use the bibliography mechanisms of Microsoft Word or other tools able to process docx documents. In Microsoft Word, commands for inserting citations are located at the *Document Elements* tab of the ribbon control in the section *References*. Clicking the *Manage* button opens a toolbox, which allows you to add referenced publications and to insert them at the position of the cursor by double-clicking on them. If you use Microsoft Word for Mac, open the main toolbox and select the *Citation* tab instead. From there you can add and insert referenced publications as in other versions of Word.

The references (or the bibliography) section of the article is created by clicking on the *Bibliography* button in the *References* section of the ribbon control mentioned above (or under *Bibliographies* in the *Document Elements* tab of the ribbon control in Microsoft Word for Mac). After inserting this section, the style of its header should be set to References.

The automatically generated References section may need to be explicitly updated to reflect further changes done in the bibliography. When clicking on the automatically generated text of the section, a *Bibliography* button will appear in the text and offer a menu with an update command.

Use the “APA Reference format” for references – that is a list at the end of the paper, ordered alphabetically and formatted accordingly: <http://apastyle.apa.org/>. References should be published materials accessible to the public.

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of periodical, volume number*, pages.

Adobe website (2010). *Adobe - Adobe Acrobat Professional Features*. Retrieved January 2, 2010, from: <http://www.adobe.com/products/acrobatpro/productinfo/features/>.

Bruner, J. S. (1996). *The culture of educatio*n. Cambridge, MA: Harvard University Press.

EUNIS (2008). *Papers and abstracts*. Retrieved January 1, 2008, from: <http://eunis.dk/?page_id=7>.

The references themselves are placed at the end of this document.

1. Author biographies

Authors should provide a short (approx. 800-1,200 characters) biography at the end of the paper, including information about their educational background, work experience, awards and memberships in professional societies. A LinkedIn reference can be used.

Authors are also asked to provide a photo which will be used on the Congress website. The photograph (3cm×4cm) is placed at the top left of the biography (use “Format Picture” – “Layout” – “Square” option). Author’s contact data (if necessary) are placed at the end of the biography.

1. Footnote – use for author ORCID info (see section 5) or delete if not used [↑](#footnote-ref-1)
2. Another footnote - delete if not used [↑](#footnote-ref-2)