Paper/Project Report—Title (Arial 14 pts.)

Author 1 (Times New Roman, 12 pts.)	Author 2 (Times New Roman, 12 pts.)	Author 3 (Times New Roman, 12 pts.)
Institution, Country	Institution, Country	Institution, Country
author1@email	author2@email	author2@email

Abstract (Arial 12 pts., bold)

The abstract text is in Times New Roman, 11 point and should be no more than 250 words in length and should be formatted using the DC-1col template's {Abstract} format element. The abstract header should be formatted using the {Header Abstract} format element.

Keywords: Keywords must be entered using lower-case letters except for proper nouns which should have the first letter of each word capitalized. Each keyword or keyword phrase should be separated by a semicolon (e.g., "metadata; evaluation; visual graphic analysis"). The keyword block should be formatted using the {Abstract} template element. There should be no blank lines between the abstract block and the keyword block.

1. Sections of Papers and Project Reports (Arial 12 pts., bold)

Major sections headings of the papers and project reports (including Acknowledgements and References) must be formatted using the {Heading 1} template element. Capitalize all words in a major heading in the same manner that title words are capitalized.

Normal text paragraphs are in Times New Roman, 11 point and are formatted using the {Para Indent} template element which provides for the indenting of the first line of paragraphs (.41cm/.16in). If there is a need for a block of text without an indented first line (e.g., where a figure of table is inserted mid-paragraph), the non-indented paragraph should be formatted using the {Para Normal} template element. There should be no blank lines inserted between indented paragraphs.

Quotations of 50 or more words should be set off as a separate text block using the {Quotation} template element.

> This is an example of a block (long) quote included in the text. It is in Times New Roman, 11 point and indented from both right and left margins by the {Quotation} formatting element (.64cm/.25in). Such block quotes should not be enclosed in quotation marks.

1.1. Page Formatting (Arial 11 pts., bold)

This Word template should be used by authors to format single column submissions to the DCMI proceedings. The proceedings are published both online and in paper using the ISO A4 page format (210 x 297 mm; 8.27 x 11.69 in). Top and bottom margins are set at 3 cm (1.18 in). The left margin is set at 2.9 cm (1.14 in). The right margin is set at 2.87 cm (1.13 in). The resulting text column is 15.23 cm (6 in) in width.

1.2. Minor Section Heading

Minor section headings must be formatted using the {Heading 2} template element. Numbering of subsections should reflect the numbering of the major section of which they are a part—e.g., 1.1., 1.2., 1.3. Each number for major and minor headings should end with a period. Automatic section numbering by the word processing program should be turned off with section

numbers being entered manually. Use of third-level minor headings is discouraged but available if necessary by using the {Heading 3} template element.

2. Figures and Tables

Figures (images) and tables should be included in the text and must not extend outside the margins of the text area. Captions for tables appear above the table and captions for figures appear below. Captions for both tables and figures use {Caption Label} template.
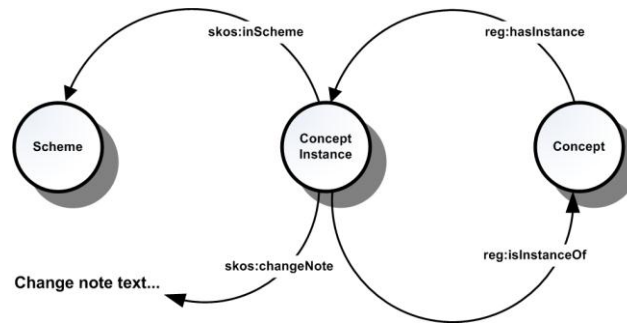

FIG. 1. Example figure. (Times New Roman, 9 pts.)

Color in tables and figures should not be used without first testing to determine how those colors will reproduce in black and white. While the official online version of the proceedings can accommodate color, the print version is reproduced in black and white.

TABLE 1: Example table. (Times Roman, 9pts.)

Template Label	Formatting
Title	Arial 14 pts., Centered
Author	Times Roman 11 pts., Centered (Table)
Header Abstract	Arial 12 pts., Bold

3. Style of Citations and References

The DCMI Proceedings use a small subset of modified rules from the American Psychological Association (APA) Publication Manual (5th Edition). The reference section header (see below) is formatted using the template's {Heading 1} element and the text of the reference entries are formatted using the {Reference} template element. All in-text references take the form of parentheticals. The following examples of in-text citation are to works in the Reference section below.

"According to Hillmann (2006) and Heery (2004, pp. 258-59)…"

"The first publication of the Dublin Core Element Set was early in the history of the Initiative (DCMI, 1998)…"

"…have resulted in new conceptions of a digital library (Lagoze et al., 2005)…"

In the paper's reference section, the first and last names of authors must be spelled out in full. With multiple authors, only the first named author begins with the family name followed by a comma and the first name. Any remaining authors are listed with given name first followed by family name.

The APA Publication Manual should be consulted for answers to questions of style not addressed in these instructions.

4. Page Numbering

Authors should <u>not</u> use the automatic page numbering provided by their word processing program.

Acknowledgements

Any needed acknowledgements should be formatted using the template's {Abstract} element. Format the section header using the {Heading 1} element.

Footnotes

In general, DCMI discourages the use of footnotes unless they cannot be avoided. Should a footnote be needed, it must appear at the foot of the page where the noted text appears.[1] Do not use endnotes.

References

DCMI. (1998). Dublin Core Metadata Element Set, version 1.0: Reference description. Retrieved January 10, 2007, from http://www.dublincore.org/documents/1998/09/dces/.

Heery, Rachel. (2004). Metadata futures: Steps toward semantic interoperability. In Diane I. Hillmann & Elaine L. Westbrooks (Eds.), Metadata in practice (pp. 257-271). Chicago: American Library Association.

Hillmann, Diane. I., Stuart A. Sutton, Jon Phipps, and Ryan J. Laundry. (2006). A metadata registry from vocabularies up: The NSDL registry project. Proceedings of the International Conference on Dublin Core and Metadata Applications, 2006, 65-75.

Lagoze, Carl, Dean Krafft, Sandy Payette, and Susan Jesuroga. (2005, November). What is a digital library anyway, anymore? Beyond search and access in the NSDL. D-Lib Magazine, 11(11). Retrieved, January 10, 2007, from http://www.dlib.org/dlib/november05/lagoze/11lagoze.html.

---

[1] This is an example footnote.