Guidelines on Submitting Full Papers at IASC 2015

Authors of accepted abstracts (including papers originally submitted as part of a pre-organized panel) will need to upload the full paper by **1 May 2015** in order to have the paper included with the flash drive of conference papers that participants receive on their arrival. All submissions must include the author's full name, affiliation and contact details, the title of the paper, and an abstract. Please use the guidelines below to submit your full paper or your poster. If you are interested in further details on "how to prepare your submissions" please consult the "Author Guidelines" of the International Journal of the Commons at
http://www.thecommonsjournal.org/index.php/ijc/about/submissions#authorGuidelines

Format of PAPERS	All submissions must include the author's name(s), institutional affiliation(s), email address for the contact author, the title of the paper, an abstract and keywords. Everything must be submitted as a single file. All papers must be in English. Write with precision, clarity, and economy: use the active voice and first person whenever appropriate. Use Canadian English (British) spellings (e.g., behaviour, not "behavior") except for titles and articles in books and journals published in US English. You are required to upload **two** files of the same document: 1. Use Word (.doc or .docx) or rich text format (.rtf) to save your document. You will upload this file when prompted by the submission system. 2. Save the same file in .pdf format and upload when prompted by the submission system. We will appreciate you uploading a PDF of your document which we will put on the flash drive.
Title Page	Title page of all submissions must include the author's name(s), affiliation(s), identification of the corresponding author (use a *) and contact details of all authors. It should also include *Permission to add paper to the DLC archive*.
Spacing	To speed up reading and to save paper for people who print papers, please single-space all material (text, quotations, figure legends, tables, references, etc). Separate paragraphs with a space.
Margins and paper size	1" (2.54 centimeters) on all dimensions. You may format either for A4 paper or letter-size paper. The PDF version of the text will preserve the page breaks you set and adjust print size to the paper chosen at the time of printing.

Permission to add paper to the DLC archive	Please include on the title page **"The authors agree to allow the Digital Library of the Commons to add this paper to its archives for IASC conferences."** This statement will allow us to post your paper on Indiana University's web page for the "Digital Library of the Commons," which archives all of the IASC/IASCP conference papers. See <http://dlc.dlib.Indiana.edu> for further details.
First Author and co-authors(format)	Spell out full names (not just initials for individual names), with surname last. Multiple authors must be separated by a comma. Include the current institutional affiliation of each author(s) in a footnote (one footnote per co-author) at the bottom of the title page.
Abstract	Include an abstract (the original or a revised version of the one accepted by the Review Committee for presentation) before the text of the paper begins.
Key words	Include up to six key words immediately after the abstract
Format of text of main paper	Please be consistent in use Times New Roman 12 point font in the entire paper. Please remember that your paper will go into the Digital Library of the Commons, so you do want to pay attention to appearance, completeness, and accuracy. If you would like additional guidance on matters of formatting and style of references, please consult the guidelines for the International Journal of the Commons (http://www.thecommonsjournal.org/index.php/ijc/about/submissions#authorGuidelines). These guidelines are based on the submission requirements for papers submitted to the International Journal of the Commons.
Headings and Subheadings	We encourage the use of headings and subheadings within the text of the paper to convey the organization of your evidence and argument to the reader. We recommend you to use up to only three levels of headings and use UPPER CASE / Lower case / *Italics* to separate these levels of headings.
Footnotes	• Footnotes should be used when appropriate and placed on the relevant page of your manuscript. They should not be used for references alone. • Try to incorporate as much footnote material as possible in the text for the benefit of readers and editors. • Footnotes below tables are acceptable; instead of numbers, please use Roman numerals in small letters: i, ii, iii, iv, v, ... • Do not use endnotes.
References	The paper should conclude with full citations of your references. Please free to use any referencing style you are most acquainted with. However, we highly recommend you to be CONSISTENT throughout the document.

	Authors may include links to other Internet resources in their article [(e.g., the International Association for the Study of Commons: http://www.iascp.org/]. This is especially encouraged in the reference section. When inserting a reference to a webpage, please include the http:// portion of the URL address.
Page numbering	Number all pages except for the cover page; place the number in the bottom right hand corner of the page.

UPLOADING FULL PAPERS AND POSTERS TO THE WEBSITE:

Save your manuscript as a PDF file. Assign a title to the file in the following format.

SURNAME_FiRST NAME_ABSTRACT TITLE KEYWORDS_DATE.pdf	(Example1, Parlee_Brenda_Commons Complexity Alberta_March1.pdf) Example 2, Nayak_Prateep_Water Governance Commons_March10.pdf)

Once you have saved your file, upload your pdf to the *Submittable* website via the following web address: http://commonsiasc2015.submittable.com/submit/40863

GUIDELINES FOR IASC 2015 POSTERS

Posters will be displayed at the conference in Hall A of the Shaw Conference Centre beginning on the morning of May 26th. However, the main discussion for posters will be on March 27th (12-1PM). Participants are encouraged to leave their posters in the hall during March 26 and 27th so all conference participants will be able to review them during the free time and in between sessions. To display your poster, we ask that poster authors or their representatives bring the printed poster ready for mounting to the conference on May 26th, to mount the posters. We will have assigned spots around the room for each poster.

SIZE AND PRINTING

All posters need to fit within the dimensions of 3 ft. (90 cm) wide and 4ft (120 cm) so they can be accommodated on the poster boards available. Posters should be printed on a large-scale printer on one sheet of paper rather than assembled from small printouts.

DISPLAY VERSUS TEXT

Poster displays should emphasize the visual elements – photographs, graphs, charts, maps – rather than text, because the purpose of using a poster is to present information that is best conveyed through visual display (for which words are simply insufficient).

The poster should contain a clear title with authors' names and affiliations at the top. Below the title, the visual display of figures, tables, charts, and photographs is the crucial element of your presentation, but it will not make sense without accompanying text. The text ought to consist of your research question (300-400 words at most), your materials and methods (300-400 words), your results (300-400 word maximum), and concluding discussion (300-400 words at most). A safe way to avoid overdoing the text is to aim for fewer than 1000 words in all. Too much text is the enemy – keep the story simple and the visuals bold. Make sure that the poster makes sense even if you are not there to explain it. If English is a secondary language for you, ask for editorial advice from a native speaker who can find shorter, clearer expressions to accentuate your message. With limited explanatory text and well-constructed graphics, a viewer should be able to take in the full point of your poster in 5 or 10 minutes.

Headings and explanations in text should be in a large font size that can be read easily from 3ft (90cm) away. If you do this, more than one person can view your poster at a time. If the font size is too small, the viewer has to stand so close to the poster that others cannot see the poster at the same time. Conventional advice in poster design is to avoid using too many font types (2 is a good maximum), font colors (2 maximum), or font sizes (3 is a health maximum). San Serif fonts are easier to read on posters.

In contrast to papers, references in posters should be kept to a minimum. These and your acknowledgements can be in a small font – viewers do not have to read them from

afar.

As software for presentation and manipulation of graphics develops, there have emerged many helpful sources of advice on design as well as pre-created templates for posters (e.g., in Powerpoint for example). You can find excellent exemples here:

- Using prepared templates for posters
  www.posterpresentations.com
  www.posterpresentations.com/PosterPresentations.com-91CMx122CM-Pro.ppt
- Shifting from text heavy presentation to graphics:
  http://www.conbio.org/studentaffairs/posters/commonmistakes.cfm

The following web sites (prepared by and for people in the medical sciences) provide helpful advice on the design of posters:
http://www.dental.pitt.edu/informatics/poster/
http://www.dental.pitt.edu/informatics/poster/Poster presentation_CWilson_03Feb11_Part_1.pdf
http://www.dental.pitt.edu/informatics/poster/Poster presentation_CWilson_03Feb11_Part_2.pdf
http://www.ncsu.edu/project/posters/

And all makers and admirers of posters would do well to check the advice from Edward Tufte, the political scientist who has become the guru of presenting data in visual form. His web site and books are available here:
http://www.edwardtufte.com/tufte/advocate_1099 and
http://www.edwardtufte.com/tufte/books_vdqi

PRINTING POSTERS IN EDMONTON

If you are arriving early to the conference and would like to print your poster in Edmonton, the following suggestions are offered for printing locations:

University of Alberta SUB Print	College Copy	Vivid Print
Room 0-60 Students' Union Bdg. University of Alberta 8900 - 114 Street NW Edmonton, AB T6G 2J7 https://www.su.ualberta.ca/businesses/subprint/ Tel: 780-492-9113 Open Mon – Fri: 9-4:30PM.	10221 109 Street NW Edmonton, Alberta T5J 1N2 www.**collegecopy**shop.com Phone 780-423-1458 Fax 780-429-0551 Open Mon – Fri: 8:00 – 5:30PM.	10342 82 Ave NW, Edmonton AB T6E 1Z8 www.**vividprint**.ca/ Tel: (780) 428-4843 Open Mon – Fri: 10-5PM Weekends from 12-5PM.

Note, the timeline for printing and the cost will vary depending on the size of the poster and date requested. Please contact the printer for more details. IASC 2015 will not accept responsibility for any printing costs for posters.