Guidelines for Full Paper
For the proceedings

Format & structure

1. Paper: A4 size (21x29.7 cm) portrait
2. No line or page numbers. No headers or footers
3. Number the sections to a maximum of three levels (including chapter level).
4. Use Times New Roman 12, single spacing and 2.5 cm margins on all sides.
5. Section titles – main sections: left adjusted, all sentence case; sub-sections: left adjusted, regular, sentence case.

Abstract and Keywords

The abstract should be clear on itself and not containing more than 150 words.
Keywords: 5 at maximum

Tables

1. Avoid large tables.
2. Tables should be numbered in Arabic numbers according to their sequence in the text. The text should include reference to all tables.
3. Tables should be included in the text at the appropriate place.
4. If possible, create tables with TABS instead of using MS Word table function, spaces, or any other ways.
5. Tables should be clear without reading the text.
6. Column headings should be brief and clear.
7. Vertical lines should not be used to separate columns.
8. Any necessary explanations essential for understanding the table should be given as a footnote at the bottom of the table.

Illustrations

1. All illustrations should be black and white (colored illustrations can not be accepted).
2. If photographs are necessary, submit original photographs with good contrast and intensity. Sharp and glossy copies are required. Reproductions of photographs already printed can not be accepted.
3. Illustrations should be numbered in Arabic numbers according to their sequence in the text. The text should include reference to all illustrations.
4. Each illustration should have a title. Type this title in the text where the illustration should be placed.

Formulae

1. Formulae should be typewritten, if possible.
2. Subscripts and superscripts should be clear.
3. Give the meaning of all symbols immediately after the equation in which they are first used.
4. Equations should be numbered in Arabic numbers serially at the right-hand side in parentheses.

References

1. All publications cited in the text should be presented in an alphabetical list of references at the end of the manuscript.
2. In the text, refer to the author’s name (without initials) and year of publication.
3. If reference is made to a publication written by more than two authors, the name of the first author should be followed by “et al.”. However, in the list of references all the authors should be mentioned.
4. References cited together in the text should be arranged chronologically. The list of references should be arranged alphabetically by authors’ names, and chronologically per author.
5. Use the following system for arranging your references:
6. Journal titles should be abbreviated.
7. Work accepted for publication, but not yet published should be referred to as “in press”.
8. References concerning unpublished data and “personal communications” should not be cited in the reference list, but may be mentioned in the text.

Footnotes

1. Footnotes should be avoided.
2. If absolutely necessary, they should be numbered in the text, indicated by superscript numbers.

PLEASE: attach the Paper as WORD document!

Submit your contribution via email to asialab2008@gmail.com.
Guidelines for Posters

Please bring the poster yourself. For better quality, it is necessary to follow the following instructions. Please prepare the poster in English only.

Requirements for the Posters

1. Size: A0 (width: 84,1 cm, height: 118,9 cm)
2. Programme to work with: MS Powerpoint, Corel Draw, InDesign (Adobe)
3. If in Powerpoint: to get the A0 size you have to chose: user-defined and give in the size mentioned above
4. Font: minimum 24 pt, sans-serif (for example: Verdana, Tahoma, Arial)
5. Pictures: minimum 300 dpi, graphical illustrations be pasted as pictures
6. For sending via email: the poster should not exceed more than 4 MB, if it is so, please send the pictures separate and mark the position on the poster were it should be put
7. Every poster should have a HEAD (maximum height 5 cm)
8. Head should be:

*left side:* Institution (e.g. University)  
*right side:* Logo of Institution

Additional Institution (e.g. Department, Faculty)

Surname, First Name, email