

COINs Conference Template Guide

Francesca Grippa^a

^a Northeastern University, 101 Belvidere Street, Boston, MA, USA. F.grippa@neu.edu

Abstract This document offers some guidelines on how to write your paper for the proceedings of the COINs Conference 2017, Detroit, Michigan. It is written in the fonts and style that you should use to prepare your manuscript.

1 Introduction

Springer, the publisher of the conference proceedings, provides a Word Template-File with macro support for you to use when writing your paper for publication in the Springer series “Studies on Entrepreneurship, Structural Change and Industrial Dynamics”. This document is written using this template. In order to use it, make sure that you downloaded and extracted the *T1-book.zip*² File. Put this document in the same folder as the extracted Word Template-File (T1-book.dot). You will then be able to enable the Word macros when you re-open it.

Springer has provided instructions (*readme-T1-book.pdf*) for using the template and anyone who is used to writing with templates will have no problems. If, on the other hand, you have never used a template before, here are some suggestions to make the process of getting started easier.

You can use the template from the outset to write your paper or you can insert a document you have already written in another format into the template and use either the “Add-Ins toolbar” or keystrokes to re-format each paragraph. Either way, Word macros automatically set the area within which your text and figures must appear and selects the correct font for whatever you are typing at the time. All you have to do is remember to mark what level of text the paragraph is to be. This can only be done by giving the correct command whilst the cursor is in a paragraph. You choose whether to use the toolbar or keystrokes to give the commands.

¹ Corresponding author: Francesca Grippa, email: f.grippa@neu.edu

² <http://resource-cms.springer.com/springer-cms/rest/v1/content/3318/data/v2/T1-book.zip>

2 Methods

In order to use the Word Template from the outset to write your paper, after downloading it from the Springer website you will have to put it in the directory where you want to save your manuscript whilst working on it. Then double click on the *TI-book.dot* File to create a new document. Word will open automatically. A warning may appear about macros: just click on “Activate Macros” or its equivalent. Note the warning: DO NOT OPEN THE TEMPLATE VIA FILE → OPEN. Now save the document you have just created. From now on you can start writing your manuscript.

To start writing, use the mouse to click on *Chap. Title* on the Add-Ins Toolbar at the top of the screen and type the title of your paper. It will automatically appear in the correct position and font. At the end of the title press return. Before starting to enter the Subtitle (if you have one) click on *Subtitle* in the Toolbar. If you have no subtitle and want to enter the authors next, click on *Author* and type “Blinded for Review”. Authors need to “blind” their papers by removing author names from the paper. Again, the correct spacing and font will be selected for you. Press return and repeat the procedure to enter the Abstract. At the end of the abstract, press return and this time click on *HI* so you can type your first order heading “Introduction”. **Headings have to be numbered:** type the number followed only by a space before typing the heading. Press return and the macro switches to normal text. The first paragraph of every section after the heading is NOT indented, the following paragraphs ARE indented by 0.42cm and this should happen automatically. Now you can continue to write your paper as normal.

3 Instructions to Authors

Please read the Instructions to Authors section carefully. Manuscripts that do not comply will be returned for correction. The following should be noted in particular.

3.1 Length

The designated **maximum length of 10 pages** must include the abstract, all tables, figures, appendices, and references and must not be exceeded. Do NOT include keywords in the manuscript.

3.2 Figures, Tables, and Equations

For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. PNG/JPEGs are also acceptable if provided in high resolution. Tables should be prepared using the Table function in Word. Then you should click on “Format Table” on the Add-Ins Toolbar. The table will be automatically formatted in the correct font and style. Do not include tables as graphic files or pictures.

Table 1. Table captions have no end punctuation and no period after the table number

Substance 1	Substance 2	SD
Area 1		
Area 2		
SD standard deviation		

Fig. 1. Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.



3.4 Copyright

If excerpts from copyrighted works (including websites) such as illustrations, tables, animations, or text quotations **are included** in your manuscript, please obtain permission from the copyright holder (usually the original publisher) for both the print and online format. Refer to the *RightsLink*³ or use the *Permission Request Form* that is available upon request.

³ <http://www.copyright.com/rightsholders/rightslink-permissions/>

3.5 How to Cite References

References should be cited in Harvard-compatible **Springer Basic Style**. Common reference management software (EndNote, Citavi, Zotero etc.) supports the aforementioned citation style.

Please refer to Springer's *Key Style Points PDF*⁴ for further information about the Springer Basic Style.

4 Conclusion

If you use the above guidelines in conjunction with the two Springer documents (*readme-T1-book.pdf*, *T1-book.dot*), you should be able to prepare your manuscript easily and correctly.

References

1. Saunders DS (1976) The biological clock of insects. *Sci Am* 234(2):114–121
2. Smith J, Jones M Jr, Houghton L et al (1999) Future of health insurance. *N Engl J Med* 341:325–329

⁴ <http://resource-cms.springer.com/springer-cms/rest/v1/content/3322/data/v5/Key+style+points>