# Full Title of Paper

First Author

Affiliation

Second Author

Affiliation

Third Author

Affiliation

Abstract

Your extended abstract should be submitted via Conftool, indicating whether you intend the completed paper to be submitted to the International Journal of Digital Curation ([www.ijdc.net)](http://www.ijdc.net)), either for peer-review, or for inclusion as a general article with only minimal editorial review. It should be no more than 5 pages, or approximately 2,500 words excluding references.

The extended abstract should describe research or practice work offering results supported by evidence of novel contribution, critical reflections or proposals that address substantial issues for the wider research data management (RDM) and digital curation communities. Papers may identify challenges, propose a solution or approach tackling the same, or describe an activity or research project currently in progress or recently completed. Of particular interest are lessons learned from digital curation and RDM activities, and recommendations for best practice.

To be considered for peer-reviewed article, your extended abstract should give a clear indication of the structure and content of the full-length paper you intend to submit. This should include a review of prior work, evidence that a recognised process of research or practice has been adopted or advanced, and argumentation to support the conclusions drawn.  Where the evidence is based on research data, there should be a commitment to cite this data and make it available in a public repository, as a condition of publication.

# Introduction

This template acts as an example as well as a means of formatting an abstract’s content. Please submit it in this format if you can. Please note that the formatting is not mandatory. The formatting will not affect the review of your abstract, but it will save you time later, if you choose to complete the paper for submission to IJDC.

The formatting is based on that specified by the American Psychological Association (APA, [2010](#apa2010pma)). If the following guidance does not cover your needs, please refer to the APA style guidance to see if the matter is covered there.

# Another Heading

The highest-level headings in your document should be given the ‘Heading 1. The text of the heading should be written in ‘title case’. The first paragraph after the heading should have the style ‘After Heading 1/2’ (i.e. it should not have an indented first line). Subsequent paragraphs use the ‘Body Text’ style. If you are copying and pasting you may have to set the styles manually.

## Using Subheadings

The first level of subheadings should be given the ‘Heading 2’ style. As with the main headings, they should be written in title case and followed by a paragraph with the ‘After Heading 1/2’ style. Subsequent paragraphs should use the ‘Body Text’ style.

### Lower level headings

The template provides a total of five levels of headings: the two mentioned above and ‘Heading 3’, ‘Heading 4’ and ‘Heading 5’. These last three levels are written in normal sentence case;, only the first word and proper nouns begin with a capital letter.

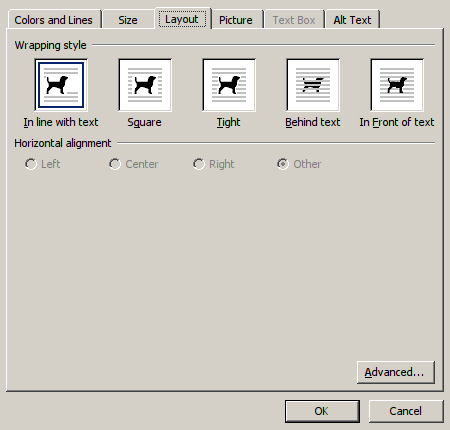
## Lists

When creating a list, before selecting the list type from the toolbar, apply the ‘List paragraph’ style. After the list, make sure you return to using the ‘Body Text’ style or whatever is appropriate. If the order of the elements in a list is significant, a numbered list should be used, otherwise use bullet points.

1. first item;
2. second item;
3. third item.

## Figures and tables

When including an image as a figure, start a new paragraph and give it the style ‘Figure’. Insert the image as an inline graphic, not ‘floating’ or with text flowing around. In Microsoft Word, this is described as a wrapping style of ‘In-line with text’ in the picture format settings (see Figure 1).



**Figure 1.** Picture format dialogue box from Microsoft Word, showing wrapping styles.

The figure should be followed immediately by a paragraph with style ‘Caption’ if it fits on one line, or ‘Caption (Long)’ otherwise.

For tables, use ‘Table Caption’ if the caption fits on one line and ‘Table Caption (Long)’ otherwise. Place the caption above the table rather than below it.

Tables should be inserted without any text wrapping to the sides and be centred on the page (see Table 1). They should have a thick border (1 pt) top and bottom, and a thin border (0.5 pt) separating the table head from the table body. They should not use vertical lines to separate columns, and ideally should not use horizontal lines to separate rows in the body of the table: white space and text alignment should be sufficient.

**Table 1.** Papers and articles published in the IJDC, showing the proportion that are peer-reviewed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Frequency | |  | Percentage | |
| Issue | Peer-reviewed | General |  | Peer-reviewed | General |
| 3(1) | 9 | 7 |  | 56.3 | 43.8 |
| 3(2) | 5 | 7 |  | 41.7 | 58.3 |
| 4(1) | 10 | 4 |  | 71.4 | 28.6 |
| 4(2) | 8 | 6 |  | 57.1 | 42.9 |
| 4(3) | 3 | 15 |  | 16.7 | 83.3 |

There is a style, ‘Table Contents’, for the content of tables (11 pt text, no indents). Textual content should normally be left-aligned. Numeric data should be aligned at the decimal point among itself but centred with respect to the heading.

Where decked (subdivided) headings are used, use a border beneath the upper-level heading (column spanner) indicating to which of the lower-level headings it applies.

Empty cells can either be left blank or represented by an em dash. A blank cell indicates non-applicability, while an em dash signifies that the data was not collected or has been omitted.

## Quoted Text

Long portions of quoted text should be set apart in a paragraph with style ‘Quotation’, as in the following example.

‘Cras porttitor dictum lacus. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos.’ (Borgman, 2007)

Note the use of inverted commas and the placement of the citation.

# Citations and the Reference List

This template uses APA style (6th edition) for citations and references (APA, [2010](#apa2010pma)). The examples in this document are intended as a reminder of the correct format. Further guidance will be available when you submit your completed paper to IJDC.

Please do not cite entire websites through the reference list mechanism. Instead, provide the title of the website (in English) and the URL in a footnote.[[1]](#footnote-1) If the title of the website is not clear from the visible pages, the contents of the HTML title element may be used. Other explanatory notes, whether about the body text or cited items, should also be given as footnotes rather than as endnotes or reference list annotations.[[2]](#footnote-2)

Entries in the reference list are each in a paragraph with style ‘Reference’. The reference list below provides examples of the most common types for your convenience.

Please provide digital object identifiers (DOIs) for referenced items where available.

# Acknowledgements

Any acknowledgements should be placed in a separate section immediately before the reference list.

# References

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1. Digital Curation Centre: <http://www.dcc.ac.uk/> [↑](#footnote-ref-1)
2. This avoids unnecessary page turning or scrolling. [↑](#footnote-ref-2)