



## Guidelines for paper submission

Authors are requested to submit their papers in compliance with the following instructions to facilitate reading and selection by the QUALICER Technical Committee, as well as subsequent publication of the selected works in a DVD.

- Papers submitted shall be **original works** which **have not been previously published or presented**.
- It will be considered an advantage if authors highlight, in their papers, **the novel contribution** that they are making at QUALICER.
- Papers shall be submitted in **English** or **Spanish**, the official languages of the congress.
- There shall be **no references to trade names**. If unavoidable, references shall be kept to a minimum.
- **Relevant literature references** or bibliography shall be included.
- Authors authorise QUALICER to publish and reproduce the selected works, which will be handed out by the Organization to delegates when the meeting starts.
- Selected papers will be presented at the congress. **20 minutes** is set for each oral presentation, followed by 5 minutes for discussion.

## Papers shall include the following information

- a) Full title of the paper
- b) Name of the author(s), company or institutional affiliation, country or countries
- c) 4 keywords
- d) Abstract or synopsis of the paper

## Technical specifications to submit papers

The following electronic formats should be used: DOC, DOCX, ZIP, RAR, RTF.

- Font: Verdana
- Title: 18 pt, bold, capital letters
- Author(s): 12 pt, bold, small letter
- Company or affiliation: 10 pt, bold
- Section title: 12 pt, normal, capital letter
- Text: 10 pt, normal
- Line space: single space

Authors shall submit the **formatted document** (containing text, graphs, images, etc.), to the congress Secretary by e-mail as an **attached document** to [qualicer@qualicer.org](mailto:qualicer@qualicer.org)

The following software may be used: Microsoft Word, Excel.

Images shall have a resolution of 150 p.p.i., in the formatted document.

TIFF and JPG are the requested formats for images. **Please do not use a GIF format.**

## Length

- Papers should not be longer than **10 pages** (verdana 10 pt), **including the graphs, illustrations and tables.**

## Deadline

- Author(s) shall submit their papers to the QUALICER Secretary's office by **25<sup>th</sup> September 2011.**

## Final selection

The QUALICER Technical Committee will perform the second, definitive selection in October 2011, based on the complete works. This selection is unappealable.