



## The International Emergency Management Society

[www.tiems.org](http://www.tiems.org)

# TIEMS 2020 Authors Instructions

## AUTHORS INSTRUCTIONS FOR ABSTRACTS and FULL PAPERS

### General Information:

Papers that have been published previously are not allowed to be submitted. Submission of a proposal presupposes that all co-authors have given their consent to publish the paper.

### Abstracts:

In 250 – 300 words, the abstract should address all the important points of the paper to be submitted.

### Full Papers:

All papers will be peer reviewed and approved ones will be in the proceedings. Papers are required to follow the standard set out below for publication in the TIEMS Conference Proceedings. The review committee will make best efforts to inform authors of revisions that would improve paper submissions.

Registration for the conference is required for a paper to be included in the conference publication. Authors must have completed registration by the set date (see “Conference Deadlines”) to have their paper included in the publication. Typescripts that have been accepted for publication become the property of the publisher. TIEMS reserves the right to publication. In the case failing production of the manuscript, the rights are given back to the author.

### Format of Paper and Text Area:

Papers that are not submitted according to the format below will not be accepted and will not be in the proceedings. There is a word-file on the TIEMS - website which can be used for your paper.

**Language:** The language of the conference and all submissions is English.

**Page size:** Please use A4.





# The International Emergency Management Society

**Margins:** All titles, headings, text, and figures must be sized to fit within the space in the following guide:

Margins (cm)	
Top	2.5
Bottom	2.5
Left	2.5
Right	2.5

**Headers and footers:** Do not use headers and footers in your paper or poster; they may be used by the publisher in the final version.

**Endnotes and footnotes:** Please avoid footnotes except for affiliation's address. Endnotes should not be used.

**Maximum size of paper:** Papers should be ten (10) pages or less.

**Order of Sections, Titles and Headings:** Use the following order for sections of the paper:

Title	Mandatory	Provide 5 blank lines before
Author(s)	Mandatory	Provide 1 blank line before
Affiliation	Mandatory	Show only the main name of organization, and show address as footnote
Email	Optional	Please put at least an e-mail of corresponding author
Abstract	Mandatory	250 – 300 words
Keywords	Mandatory	Include approximately 5 keywords
Sections	As required	For <b>research papers</b> , sections should include: Introduction, Theory and Method, Results, and Discussion.
Sections	As required	For <b>best practice papers</b> , sections should include: Introduction, Thesis, application, Findings and Discussion
References	Mandatory	List only sources cited in the text. Do NOT list as Bibliography of related but not cited works. Use citation format specified below
Acknowledgments	Optional	

**Illustrations, charts, and tables** should be of a size adequate for clear understanding and placed in the text where appropriate. Title each at the top, centred, using the subheading style defined below. Illustrations, charts, and tables are numbered separately, but sequentially, from the beginning of the article and are referred to in the article by their number. Use half-tone images; coloured illustrations will be printed in black and white.

**References / Citations:** should within the main text follow the "(author, year)" format using the surname of the author only. Where there are two authors both should be listed separated





# The International Emergency Management Society

by "and". If there are three or more authors the first should be listed followed by "et al". All and ONLY the sources referred to in the main text should be included in the references at the end of the document and should be listed alphabetically in the following format:

**Book:**

Alexander, D. (1993). Natural Disasters, UCL Press, London, United Kingdom

**Book chapter:**

Adams, A. (2001). Tactical Decision Making in Emergency Management. In E.Jones & G. A. Smith (Eds.). Emergency Management Expertise and Decision Making, p.000-000. Mahwah, NJ: Earlbaum.

**Journal Article:**

Brown, B. (2002). An Integrated Framework for Emergency Management. Int. J. Emergency Management, Vol. 1, No. 2, pp.000-000. Inderscience, United Kingdom.

**Conference paper:**

Charles, C. (2001). Formal Representations of Complex Joint Human - Machine Systems: Operational Level Applications. In Proceedings of The Advanced Emergency Management Conference (AEMC 2001), San Diego, CA, USA.

**Websites:**

CRED. (2002). EM-DAT:OFDA/CRED International Database. Centre for Research and Epidemiology of Disasters, Brussels, Belgium. <http://www.cred.be.emdat>. Last Accessed 15 May 2002.

**Report:** According to issuing agency's regulations.

## Font and Style Guide:

Use the following table for the heading style and font. Use only one of the following fonts through the article. Restrict headings and subheadings to two levels only.

	Style	Font Type and Size	Comments
Title	All capitals, Bold, Centre	Times Roman - 14	If a sub title is essential, use normal case, centre, bold, font 12
Author(s)	Normal, Bold, Centre	Times Roman - 12	Blank line before
Affiliation	Normal, Italic, Centre	Times Roman - 11	0 line blank before 0.5 line after next author
Email	Normal, Italic, Centre	Times Roman - 11	0 line blank before 0.5 line after next author
Main heading	Normal, Bold, Align Left	Times Roman - 12	Blank line before
Sub heading	Normal, Underline, Align Left	Times Roman - 11	0.5 line blank before





## The International Emergency Management Society

Text	Normal, Justified	Times Roman - 11	0.5 line blank before. First lines of paragraphs not indented
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### Submission of Paper to TIEMS

All full papers should be submitted via the conference management site instructions and written in Microsoft Word format. Authors are to complete a final full spell check of their papers and complete virus scan using up to-date virus protection software before submission.

**Meen Poudyal Chhetri – Chair TIEMS 2020 Paper Review Committee**

**Submission is done at:**

<https://easychair.org/conferences/?conf=tiemsac2020>

