

Subject: Formatting guidelines

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From: Paul Dyson <paul@cumulus.co.uk>

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CC: Jens Coldewey <jens_coldewey@acm.org>

Dear author,

congratulations on having your paper accepted for a writer's workshop at EuroPLOP '98. Below is a brief guide to preparing your paper for the informal proceedings that will be printed for use at the conference. There are few guidelines but please follow them carefully (and ensure your paper is submitted by 2nd June) as this will significantly ease our work at this busy time. I've only addressed this email to the first name on Jens' acceptance notification so please pass the guidelines on to your co-author(s) if they will be responsible for submitting the final version of the paper.

Also, you should think about registering for the conference if you haven't already as next week conference registration will be opened to any non-authors that wish to come. Please visit <http://www.coldewey.com/europlop98/Register/register.htm> for online registration.

Looking forward to seeing you all in July,

Paul

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Formatting Guidelines for Writer's Workshop Papers

Please submit the final version of the paper to Jens in Word 95 or Word 97 format. RTF format is acceptable as a last resort.

Please *do not* include page numbers - these will be added when the paper is included in the proceedings.

Please leave a margin of 2.5 cm to the left, right and top and 4 cm to the bottom so page numbers can be added.

If you wish to include a copyright notice, please also include a statement of permission for the conference to reprint (e.g. 'Permission is granted to EuroPLOP to make copies for conference use.').

Please remember to acknowledge the input of your shepherd. They have worked hard to support your acceptance :-).

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