# Poster Paper title (style: heading 1)

First Author (combine authors where affiliation is the same: eg Author 1, Author 2)  
Institution name, Country  
email address

Second Author etc…  
Institution name, Country  
email address

### Abstract (style: heading 3)

Provide an abstract of no more than 250 words.

### Keywords (style: heading 3)

A brief list of key or focus terms by which your paper can be indexed (up to five). They should be in lower case. For example:

computer, keyboard, mouse, joy stick

### Poster (style: heading 3)

A reduced image of the Poster will be inserted here.

### 1. Introduction (style: heading 3)

As a way to disseminate emerging research JACIT is happy to accept high quality poster papers and associated posters for publication. The posters/poster papers will be peer reviewed by two expert reviewers to determine their suitability for publication. Posters and poster papers that have been previously published are not eligible, however posters that have been modified by at least 25% can be submitted with acknowledgement, this may be as a result of feedback. Examples of poster/poster papers may be those presented (and not published) in a Doctoral Consortium, a symposium, a Workshop, or presented as an assessment. They are to provide a discussion or description of an information technology (IT) research project or IT related project.

Authors please note that the Journal is primarily designed as a vehicle to publish Applied Computing papers principally from **New Zealand**, related to Information Technology (IT), IT education or cite New Zealand based IT research or researchers.

### 2. Filenames (style: heading 3)

#### 2.1 Filename for the submission

Filenames should start with the year followed by the primary author’s surname, with only the first letter uppercase, the rest in lowercase with no spaces or special characters. That is followed with an underscore character and an abbreviated version of the paper title, again with no spaces or special characters.

#### 2.2 Filename for the poster paper submission

Using the style described previously an example of a poster paper submission is as follows:

2015Verhaart\_UsingAComputer.docx

#### 2.3 Filenames for graphics – tables and figures

Associated graphic files must be submitted in a web-ready format (png, jpg or gif, as most appropriate) as a separate file.

Unless a table is extremely simple in structure and content, it should be converted into a graphic. All tables and figures should be, if at all possible, less than 600 pixels wide.

Filenames should be the same as the paper, followed with an underscore and a reference to the table or figure. For example, if the document 2011Verhaart\_UsingAComputer.docx has one table and two figures, the graphics files would be named:

*2015Verhaart\_UsingAComputer\_tab01.png  
2015Verhaart\_UsingAComputer\_fig01.png  
2015Verhaart\_UsingAComputer\_fig02.jpg*

Within the body of the article, the figures and tables should have a caption; both should be centered on the page. Captions for tables should come before the table, such as:

Table 3. Input methods for computing  
[the table appears here]

Captions for figures appear after the figure, such as:

[figure here]  
Figure 4. Keyboards and mice

### 3. Case considerations

Numbered headings should appear in 'title case'. Examples would be:

*3.3 Considerations for Input Devices  
4. Computing in Rural New Zealand*

Table captions and figure captions should appear in ‘sentence case’, with only the first letter in uppercase, unless one of the following words is a proper noun. Examples would be:

*Figure 4. Keyboards and mice  
Table 1. Primary sources of information*

### 4. Poster paper page formatting (style: heading 3)

#### 4.1 General (style: heading 4)

Page size should be A4, portrait and all margins set at 2.5cm. The number of pages should not exceed **five** (when put on the web site the paper will flow continuously and will not have page numbering). Do not include any header, footer or page numbers. Do not use endnotes or footnotes.

As the poster will be describing applied research the poster paper would normally include the following sections

Abstract (mandatory)

1. Introduction (mandatory). Includes a research question, and why this research is unique or different

2. Literature review

3. Research methodology

4. Research design/findings

5. Analysis/Discussion

6. Conclusion (mandatory)

References (mandatory)

#### 4.2. Styles and text formatting (style: heading 4)

If you submission is accepted it will be automatically reformatted so it is important that you follow these guidelines. The document should use the ‘Normal’ style at all times except:

* Use the “author” style for author names and affiliations.
* Use the built in styles for headings (Heading 1, 3 and 4 only) and use these logically to create structure. Do not use auto-numbering to create such as “1.1 Filename for the submission” – type the numbering manually
* Use the “Reference” style for entries in the reference list.

Do not include blank lines before or after paragraphs or use page formatting (page breaks, column breaks, etc.)

### 5. Poster instructions

#### 5.1 General

As mentioned previously, along with the submission you are also required to provide

* A pdf version of the Poster sized A1 (Poster size – 594mm x 841mm or 23.4in x 33.1in)

#### 2.2 Filenames for the poster submission

Using the style described previously an example of a poster submission is as follows:

2015Verhaart\_UsingAComputer\_Poster\_A1.pdf

### 6. Submission instructions

As it is likely that you will be dealing with large files, emailing the files is to be avoided. Using Cloud storage such as Google Dive, Dropbox, or other online storage option is preferred. Please ensure you have set the correct permissions (for example in Google Drive, share so “anyone with the link can view” and in your email provide the link).

#### 6.1 Author checklist

Please use this checklist before you submit your poster paper/poster. Your submission will be rejected if these are not followed.

1. Files
   1. 2 main files submitted: poster paper as docx, and Poster A1 (pdf)
   2. Any images and tables (if included as an image) included in the Poster paper.
2. Poster paper formatting
   1. Contains: Title, Author(s) with details, Abstract, Introduction, Conclusion, References and Copyright notice.
   2. APA 6 referencing style is used. (Note “and” for multiple authors is only used in a sentence).
3. Poster formatting
   1. Contains: Title, Author(s) with details, Copyright notice
   2. Images: Clear and readable (a common problem is the text in the images is too small).

### Acknowledgements (style: heading 3 – no leading number)

This is an optional section. Acknowledgments or appreciation to individuals for assistance with the manuscript or with the material reported should be included and appear at the end of the article before the References, as Heading 4 style, with no leading number. In this section, if appropriate, mention where the poster was previously presented.

### References (style: heading 3 – no leading number)

In text citations and referencing must adhere to APA Version 6 (see www.apastyle.org). The reference list should be at the end with the heading "References" using style Heading 3 (with no leading number). This list itself should use the “Reference” style to format correctly (Arial, 10pt, 0.5cm hanging indent).

Verhaart, M. & Hagen-Hall, K. (2012). gxLearning, teaching to geographically extended classes. In M. Lopez, M. Verhaart (Eds.) *Proceedings of the 3rd Annual Conference of the Computing and Information Technology Research and Education of New Zealand Conference (Incorporating the 25th National Advisory Committee on Computing Qualifications Conference)*, Christchurch, New Zealand. October 7 – 10. pp 75-81. Retrieved from http://www.citrenz.ac.nz/conferences/2012/pdf/2012CITRENZ\_Verhaart27-GxLearning.pdf

### Copyright (style: heading 3 – no leading number)

You must insert the following Copyright notice at the end of your paper:

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