

Guidelines and criteria

for the submission of full papers at EGOS Colloquia



First of all: You will only succeed to upload your full paper if you use the same EGOS ID + password which you used to submit your short paper!

Your full paper should comprise approx. 25–30 pages, according to the following format:

- 12 pt, Times New Roman or Arial
- margin left/right: 2.5 cm
- line spacing: 1.5

Please do not forget to indicate your name – respectively, the name/s of the co-author/s –, affiliation(s) and email address(es) at the top of your full paper.

To upload your full paper for presentation in your sub-theme at the 28th EGOS Colloquium in Helsinki, please proceed as follows:

- Please log in to your "MyEGOS" on the EGOS website (<http://www.egosnet.org/home>) using your EGOS ID and your password.
- Click on "MyEGOS Home".
- Click on the link "Full Paper Upload/Modify" within the box "28th EGOS Colloquium, Helsinki 2012".
- First box: please enter, in the spaces provided, the full title of your paper using upper and lower-case letters – i.e. "Pride and prejudice", **not** "Pride and Prejudice" or "PRIDE AND PREJUDICE" – and any further comments you may have for your convenors. Please note that the title entered here will be printed in the official Colloquium program!
- If you want your paper to be considered for the EGOS Best Paper Award and/or EGOS Best Student Paper Award 2012, please tick the corresponding box.
- Then click on the "Save changes to title/comment" button!
- If your paper is co-authored: the names of your co-authors are already listed. If you want to add a further co-author, enter his/her last name and click on the "search for member" button. Select the correct name from the next page, tick the box "member will attend the Colloquium" and click on the "Add Co-Author" button. Repeat this step for each co-author.
- If your co-authors are not attending the Colloquium, but you would like their names to appear in the official program, you can also add their details in the space provided.
- Upload your file by clicking on the grey "select file ..." button and selecting the file from your computer. Please note that we would prefer you to upload .pdf files, although .doc and .docx files will also be accepted.
- Click on the "Upload (new) Full Paper" button.
- When you click on "MyEGOS Home", you will see that the title of your full paper is now listed under the heading "28th EGOS Colloquium, Helsinki 2012". If you click on this title, you will be taken to a window summarizing the details you have submitted. You can also download or delete your paper.

Last, but not least:

If you are presenting your paper *at* – i.e. are participating *in* – the EGOS Colloquium 2012 in Helsinki – you must be an "active" EGOS member.

This means that your EGOS membership fee must have already been paid **before** registering for the main Colloquium in Helsinki!

For more information on how to renew or to register your EGOS membership and to register/pay for the, please see at:

http://www.egosnet.org/2012_helsinki/registration

If you have any further questions, please do not hesitate to contact us at any time.

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