

Guidelines and criteria

for the submission of full papers at EGOS Colloquia



First of all: the uploading of your full paper will be only successful if you use the same EGOS member number or email address + 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 27th EGOS Colloquium in Gothenburg, please follow the following instructions:

- Please log in to your "MyEGOS" using your member number or email address and password.
- Click on "MyEGOS Home".
- Click on the link "Full Paper Upload/Modify" within the box "27th EGOS Colloquium, Gothenburg 2011".
- 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 2011, please tick the corresponding box.
- Please also enter the names of your co-authors. To do this, enter the last name of your co-author 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 "Browse" button and selecting the file from your computer.
Please note that we would prefer you to upload .pdf files, although .doc and .rtf files will also be accepted.

- Click on the "Upload (new) Full Paper" button. If your upload has been successful, you will be taken to a new window and will receive an email confirming your upload.
- When you click on "MyEGOS Home", you will see that the name of your full paper will be listed under the heading "27th EGOS Colloquium, Gothenburg 2011". If you click on the title of your full paper, 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 2011 in Gothenburg– you must be an "active" EGOS member.

This means that you have paid your EGOS membership fee **prior** to registering for the Gothenburg Colloquium!

For further information, please see:

http://www.egosnet.org/jart/prj3/egosnet/data/uploads/EGOS_General/EGOS-member-registration.pdf

Once you have paid your EGOS membership fee, you can then proceed to register for the Colloquium in Gothenburg.

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

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