

IT&M Detailed Submission Directions

If you have questions about your submission that are not answered below contact:

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Submission of papers and/or questions after submission has been acknowledged should be sent to: isma@isma.lv	

It is now possible to submit your completed paper manuscript as your submission, thus, by-passing the extended abstract submission, draft review, and mentoring process if you so choose. The template not only contains the cover sheet but also the desktop publishing instructions that should be used for your submission.

"completed paper manuscript" is alternately referred to as "camera-ready"

COMPLETED MANUSCRIPT SIZE LIMITATIONS:

- Theses. For poster presentations the manuscript limitations in the proceedings is 2 pages.
- POSTERS. For poster presentations the manuscript limitations in the proceedings is 10 pages.
- PLATFORM PRESENTATIONS. No limitation. The average IT&M paper size is 10 pages.

The work represented by your submission must be *original* and *unpublished*.

IT&M SUBMISSION COVER SHEET

A **cover sheet** is required for each submission. The first page of the template has been provided for your use as the cover sheet. Items that should be on the cover sheet are: PAPER TITLE; AUTHOR's names, affiliations, addresses, phone/fax/email (in order); the PRIMARY CONTACT (and secondary contact as applicable); a 50-WORD ABSTRACT of your work; the CATEGORY of submission, based on the topic areas addressed in the Call for Papers (e.g. Circuits, soft errors); SUBMISSION TYPE: platform or poster, platform only, poster only; MANUSCRIPT STATUS: camera-ready or extended abstract; MENTOR REQUIREMENTS: (for extended abstract) assign a mentor or do not assign a mentor; PUBLICITY RELEASE: do not object or object.

Extended Abstract (a.k.a. Thesis)

The summary is a **maximum of two pages long**, and should clearly and concisely state the specific results of your work, why it is important, and how it relates to prior work. The summary should include graphs, drawings, photographs, and key references as necessary within the two-page limit.

Abstracts will be accepted in electronic format. The procedure to submit an abstract electronically has been simplified. You DO NOT need a serial number before you make your submission. Serial numbers will be assigned after submissions have been received and identified in submission confirmations. **Send electronic submissions to isma@isma.lv**. Please limit abstract file size to a maximum of 2MB. (*Larger file sizes may be bounced by one or more of the three mail boxes to which your submission is redirected.*) All submissions will be acknowledged within three weeks. If you do not receive acknowledgment of your submission, please contact the Technical Program Secretary (e-mail: natalja.burlucka@isma.lv).

Step-by-Step Procedure for Electronic Submission

Step 1: Prepare Electronic Abstract

Prepare your extended abstract for electronic submission. It is preferred that you use the template provided.

- You must use Microsoft Word, or HTML format.
- Choose fonts that are readily available for printing (e.g. Times New Roman).

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- Embed all fonts: In Word this is done by File|Save As|Options|Embed TrueType Fonts.
- Choose a Paper Source of A4

Step 2: E-mail Abstract

- Submit your electronic abstract by mailing it to the natalja.burlucka@isma.lv preferably as a single e-mail attachment. That is, the cover page and two-page summary should be attached as one document.
- Include in the e-mail "Subject:" line "first author's last name" followed by "IT&M Submission" (e.g. Jones IT&M^{Year} Submission).

Step 3: Acknowledgement/Error Check of Abstract Submission

During 10 days after submission to the Technical Program Chair, an acknowledgment with the assigned serial number for your submission will be sent by e-mail or fax to you. The fax will contain a copy of your submission, as received by the Technical Program Chair. It is the responsibility of the submitting author to examine the fax copy to ensure that the abstract in the Technical Program Chair's possession is accurate and free from any error introduced by document decoding. If errors are found, notify the Technical Program Secretary immediately by e-mail.

Topic Areas in Call for Papers

Below are the major categories listed in the latest Call for Papers. Please see this document for more information. If more than one category seems applicable for your work, choose the one that most applies.

Hardwares&Softwares

- Intellectual information systems
- Computer networks and information defense
- Applied computer modeling and computational methods
- Tutorial information systems
- Information systems and technological problems of electronics
- Telecommunication systems
- Open Learning and Distance Education

Computer Modeling of Devices and Technologies

- Information systems in management
- Marketing investigations and information processing
- Computer modeling of management problems
- Applied statistics in economy and management
- Methods of optimization in management and marketing
- Logistics, telematics and transport systems
- Computer modeling of micro- and nanotechnologies

Management Information Technologies

- Tourism business and information
- Sociology and information society
- Personnel management and systems of testing
- Marketing researches
- Project- and time-management
- Analytical management
- International economics and business
- Business communications

Paper (hard copy) Abstract Submission

If you choose to submit your abstract in paper format, we require:

1 paper copy of your one-page COVER SHEET filled out with the applicable information using the first page of the template and 1 paper copy of your two-page abstract to be sent via express mail.

Mail to:

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