



RIDCH Symposium 2017

January 12 – 13, 2017

Abstract Style Guide

The abstracts submitted to RIDCH Symposium 2017 should serve as a summary of the presented paper and should be **no more than 500 words long**. The author(s) should provide a title, the name(s) of the author(s), author affiliation(s), and keywords (at least three and no more than six). The abstract should give a good description of the aims and key points of the paper.

Please submit your abstract to ridch@ouhk.edu.hk. All emailed abstract submissions must include a completed submission form plus the abstract in Microsoft Word format. The subject line of the email should be "RIDCH Symposium 2017 Abstract". Please submit your abstracts by **28 November 2016 (Monday)** in order for your abstracts to be included in the programme.

Detailed guidelines are as follows:

1. The *title* should be 14-point Times, in capital and lower case letters. If the paper is prepared in Chinese, an English title should be prepared in this format and should appear one blank line below the Chinese title.
2. The *name(s) and affiliation(s)* of the author(s) should be 10-point and should appear one blank line below the title. The Western naming convention, with given names preceding surnames, should be used. Chinese authors should write their names in English with their given names in front of their surnames.
3. The *keywords* should appear one blank line below the abstract.
4. The *abstract* should be 10-point Times, single space, and justified.
5. If the paper is prepared in Chinese, an abstract in English should be provided of around 300 words.

Deadline for abstract submission: **28 November 2016 (Monday)**

Symposium website: <http://bit.ly/ridchsymposium2017>

The symposium is supported by a grant from the Research Grants Council of the Hong Kong Special Administrative Region, China (UGC/IDS16/14).



Research Institute for Digital Culture and Humanities

Abstract Sample (English)

*Title: Times New Roman, 14-point,
bold, centered*

RIDCH Symposium 2017 Paper Style Guide

Ken Chan Sam Wong

*Author(s): Times New Roman, 12-point, 2
spaces separating authors, centered.*

Department of English
ABC University

*The author name must be written in full as
the first name, followed by the middle
name initial and last name. That is, Emily
B. White but not E. B. White, Yu-mei Kang
but not Y. Kang, should be used.*

*Author affiliation(s) & e-mail: Times
New Roman, 10-point, centered,
single-spaced*

kenchan@abc.edu.hk

Abstract

The abstract should be a single paragraph of no more than 500 words, 10-point; please indent 1cm and justify. Put the word *Abstract* in 12-point, bold font, and center it. Apply the same typesetting to your keywords.

Keywords: full paper, style guide, formatting

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Research Institute for Digital Culture and Humanities

Abstract Sample (Chinese)

論文題目 (中文題目及英文版本):
14 點標楷體及 Times New Roman, 加粗, 置中

2017 年 RIDCH 學術座談會論文格式

RIDCH Symposium 2017 Paper Style Guide

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作者姓名: 12 點標楷體及 Times New Roman, 置中, 單行間距

作者的校名及系所別: 10 點標楷體, 置中, 單行間距

作者 e-mail: 10 點 Times New Roman, 置中, 單行間距

摘要

「摘要」兩字請設為 12 點標楷體, 加粗, 置中。摘要不應超過 500 字, 不分段, 使用 10 點標楷體, 左右縮排 1 cm, 左右對齊, 單行間距。關鍵詞使用相同格式設定, 「關鍵詞」三字加粗。

關鍵詞: 論文全文、論文格式、頁面設定

Abstract

The abstract should be a single paragraph of no more than 500 words, 10-point, indent 1cm and justify from both sides. Put the word *Abstract* in 12-point, bold font, and center it. Apply the same typesetting to your keywords.

Keywords: full paper, style guide, formatting

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