

# Style Guidance for the International Conference on Cyber Conflict (CyCon)

## First page of the article:

### Author annotation:

Line 1: [author's name - without titles, bold]

Line 2: [optional: title, position]

Line 3: [optional: subdivision of organisation]

Line 4: [name of organisation, official acronyms acceptable]

Line 5: [city, (federated state,) country – please try to avoid acronyms for country names]

Line 6: [optional: e-mail address]

Multiple authors should be set into two columns.

Example:

### **Jeremy A. Finch**

Assistant Professor  
School of Law  
Maycomb University  
Maycomb, AL, United States  
jem.finch@maycomb.edu

### **Charles B. Harris**

Senior Lecturer  
Department of Cyber Security  
University of Camelot  
Avalon, United Kingdom  
cbharris@camelot.ac.uk

This document aims to provide authors with essential information on how to format a paper accepted for publication in the proceedings of the International Conference on Cyber Conflict.

A Microsoft Word template is available at the conference's website <https://ccdcoe.org/news/2019/cycon-2020-call-for-papers/>. We recommend using the template from the very beginning as it automates the formatting process to a large extent.

This guidance applies the required style and thus provides prospective authors with a visual impression of the final layout.

The abstract shall be up to 300 words in length.

**Keywords:** *list of three to six keywords, non-capitalised, separated with commas*

Full papers submitted for the peer review process are also expected to show this format except the fact that **they shall not identify the authors** by name, affiliation or any other direct or indirect reference in the paper.

## 1. INTRODUCTION

This document provides authors with essential information about the style and layout expected for the contribution to the conference proceedings. It also informs prospective authors about the prepared Microsoft Word template and how to use it. Proofreading in regard to language is solely the responsibility of the author.

## 2. MICROSOFT WORD TEMPLATE

The aforementioned Microsoft Word template is available for download on the conference's website at <https://ccdcoe.org/news/2019/cycon-2020-call-for-papers/>. Word processors other than Microsoft Word, e.g. Open Office, should also be able to use this template.

### A. *Generate New File*

To generate a new Word document using the template, double-click on the “.dot” file. The newly generated empty file will be ready to use.

### B. *Applying the Template*

All written parts of the manuscript should be marked in the appropriate style. The easiest way to do this might be to create a new file and then copy & paste all content into this new file. In a second step you might have to apply the styles.

## 3. FOOTNOTES, REFERENCES AND CITATION

The conference proceedings will contain papers of three different disciplines (legal, political and technical sciences). As such, the usage of footnotes and/or references, as well as the styles of quotation/citation, will differ according to the respective academic standard of each discipline. In the following, please see the respective guidance for your discipline.

However, as a general requirement, please do not use endnotes.

### A. *Legal Science*

Consistency in quotation/citation style is paramount. Please use as guidance:

- The Oxford Standard for the Citation of Legal Authorities, 4<sup>th</sup> edn., Hart Publishers, 2012, freely available at <https://www.law.ox.ac.uk/research-subject-groups/publications/oscola>; see also the “Citing International Law” Section of the 2006 edition (which the 2012 edition is missing) [https://www.law.ox.ac.uk/sites/files/oxlaw/oscola\\_2006\\_citing\\_international\\_law.pdf](https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_2006_citing_international_law.pdf) and the “Quick Reference Guide” available at [https://www.law.ox.ac.uk/sites/files/oxlaw/oscola\\_4th\\_edn\\_hart\\_2012quickreferenceguide.pdf](https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012quickreferenceguide.pdf)

OR

- The Bluebook: A Uniform System of Citation (20<sup>th</sup> Ed.), compiled by the editors of the Columbia Law Review, the Harvard Law Review, the University of Pennsylvania Law Review, and the Yale Law Journal.

### B. *Political Science*

Consistency in quotation/citation style is paramount. Please use as guidance:

- The Chicago Manual of Style, 17th ed. Chicago: University of Chicago Press, 2017. (the Chicago-Style Citation Quick Guide is available at [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)).

Using footnotes is possible, but should be kept to a minimum. Footnotes should not be used to replace references or extensive discussions.

### C. *Technical Science*

Using footnotes is possible, but should be kept to a minimum. Footnotes should not be used to replace references or extensive discussions.

Please number the footnotes separately in superscript. Place the actual footnote at the bottom of the page in which it was cited. Do not put footnotes in the reference list. Use letters for table footnotes.

Please use as guidance:

- the “IEEE Editorial Style Manual”. The current version (2016-07-22) is available at <http://ieeauthorcenter.ieee.org/create-your-ieee-article/create-the-text-of-your-article/ieee-editorial-style-manual-2017/>.

## 4. TYPOGRAPHICAL REMARKS

### A. *Styles and Font Type*

The default font type is Times New Roman with a font size of 11pt. Authors are kindly requested to use “Styles”, a feature provided by Microsoft Word and other established word processors, in order to format headings, listings, footnotes etc. in a consistent way. The paper shall be formatted in a single column.

### B. *Highlighting*

The normal font style is *Regular*. Please do not use underlining for emphasis and restrict the use of **bold** and *italic* to support the comprehensibility of your contribution.

### C. *Headings*

Please use the predefined headings, preferably up to three levels, for structuring your paper. The section headers *Acknowledgements* and *References* are required to be formatted in the *Component Heading* style. All headings shall be formatted using title capitalisation.

### D. *Page Numbers, Headers and Footers*

Please keep the headers and footers empty of any content. Those areas will be filled in the further process of editing.

Please do not refer to page numbers in the text (refer to sections instead).

### E. *Language and style*

Papers shall be submitted in the English language. The quality of the language is one of the criteria for acceptance of the paper within the peer review process. Please ensure that you explain all uncommon terms and introduce all acronyms. The language and the language style of the submission should show the characteristics and meet the level of an academic paper.

#### 1) *spellchecker*

As long as you stay consistent, you can use:

- US spelling (realize, analyze, color; the default MS Word spellchecker for US English)
- ‘The Times’ spelling (realise, analyse, colour; the default MS Word spellchecker for UK English)
- [Oxford spelling](#) (realize, analyse, colour; please provide specific notification if you wish to use this spelling, as it can get mistaken for US spelling by the copyeditors)

#### 2) *“U.S.” or “US”*

“United States” can be abbreviated to either “US” or “U.S.”, but not both within one article. In references and names of institutions, however, the original spelling should not be changed. “United Kingdom” and other country names – similar.

#### 3) *“cybersecurity” or “cyber security”*

Most “cyber-” terms (except “cyberspace”) can be written as one word or two words separated by a space, not a hyphen (“cybersecurity” or “cyber security”, “cyberattack” or “cyber attack”), provided that this is consistent.

4) “state” or “State”

In legal articles, it is permissible to use the word “State” with capital “S”, provided that it is used consistently.

5) [serial \(Oxford\) commas](#)

Commas before “and” and “or” in lists of three or more terms are allowed but not necessary, but the chosen option must be applied consistently.

6) *single or double quotation marks*

You can choose your preferred style for first- and second-level quotations, but stay consistent. Generally, the US style is to use double quotation marks in first-level quotations, whereas the UK style is to use single quotation marks.

## F. Tables, Figures and Equations

The use of tables and figures is encouraged as long as they support the facts laid out in the paper or enhance the comprehensiveness of the paper.

Figure captions shall be placed below the figures; table heads appear above the tables. Please insert all figures and tables after referring to them in the text.

The use of linked or embedded objects (Object Linking and Embedding, OLE in Microsoft terms) is not possible.

1) *Tables*

Tables are generated by using the integrated functionality of your word processing software. Please do not use linked objects. Do not use tabs or spaces to format your text in order to make it appear as a table. Tables should be centre aligned.

If you wish to use a table produced in other software and the respective data cannot be transferred into the table functionality of the word processor, please consider creating and using a high resolution picture of the table instead.

The table head must be placed above the table. Start the heading with “Table [a capital, Roman numeral]:” and ensure all tables are numbered consecutively through the paper. If you include a picture of a table as described above, it should be described as a table rather than as a figure.

2) *Figures*

After acceptance of your paper for publication, you will be asked to provide a high-resolution version of all figures and tables (if they are pictures by nature) in order to ensure a high quality print.

Images should have a resolution of at least 300dpi and be in “gif”, “jpg”, or other common graphic format. Please be aware that pictures copied from the Internet often do not possess the resolution necessary for printing purposes. When using screen shots you are advised to use specialised tools to guarantee the necessary quality and to provide pictures in a high screen resolution. The caption of a figure must be placed under the figure. Use the appropriate style as defined in Table I. Start the caption with “Figure [an Arabic numeral].” followed by a space and ensure all figures are numbered consecutively through the paper. Additionally, ensure that captions and figures are not separated by a page break.

3) *Use of Colour*

Your paper, if selected, will be published greyscale in both digital and printed versions of the conference proceedings. Please ensure that the message of tables and figures does not depend on the colours used.

4) *Positioning*

In general, all illustrations should be centred on the page. Small illustrations may be surrounded by text. Please place illustrations near the text passage which first refers to it.

5) *Referencing*

Refer to figures and tables in the text as Table x or Figure y, without using expressions like “above”, “below”, “on page x”, etc. Ensure that all illustrations are referenced at least once in the text.

## G. Equations

Equations are to be aligned on the left. If you are numbering equations for further reference, please place the number in parentheses on the right-hand margin on the same level as the last line of the equation. The

numbering of equations must be consecutive through the whole paper. Equations are referred to as “Eqs. (number)”.

## 5. SPECIAL REMARKS

### A. Overall Word Count

Papers selected for publication should have at least 4000 words and shall not exceed 6000 words. This includes the abstract, footnotes, captions and references.

### B. Title

When formatting the title, use title capitalisation as described below and apply the *Title* style defined in Table I. The overall length of the title should not exceed two lines, but must not exceed three.

The following list provides some general rules regarding title capitalisation:

You have to capitalise

- Always the first word;
- All nouns, verbs, adverbs (incl. then and when), adjectives (incl. this and that), and pronouns (incl. its);
- Prepositions being part of a verb phrase;
- All words in compound words if one word is a noun or the words have equal weight.

Do not capitalise

- Articles (“the”, “a”), if they are not the first word of the title;
- Coordinate conjunctions (and, but, for, nor, or);
- Prepositions of four or fewer letters;
- “to” in infinitive phrases.

### C. Authors & Affiliation

The authors are to be introduced in descending order of their contribution. If you wish to state more details regarding the contribution or if you want to underline others’ support, please feel free to add an “Acknowledgment” section at the end of the paper.

The initial/first name must be written out in full. Middle names should be abbreviated and followed by a dot.

The affiliations of all authors need to show the name of the entity they are serving at the time of submitting the paper (e.g. name of the university, company, state entity), the town and country.

*Full papers submitted for peer review* can leave this part blank as the authors **shall not be identifiable** by name, affiliation or any other direct or indirect reference in the paper.

### D. Abstract

The abstract must begin with the word “Abstract” followed by “:” and a single space, formatted in bold. The text of the abstract shall be formatted in regular font by applying the *Abstract* to it. Further details can be found in Table I. The abstract shall have a length of 200 to 300 words.

### E. Keywords

Please provide three to six keywords or short keyword phrases (please do not capitalise the words) and include them after the abstract. Start the line with the word “Keywords” followed by “:” using bold font type. Keywords, using regular font type, must be separated by a comma..

*F. Disclaimer, Sponsorship & Grant (optional)*

A disclaimer, sponsorship or grant remark may be included. If such a remark is inserted, it must be *placed into the footnote section* of the title page, and the first section “Introduction” shall start on the very beginning of the following page.

*G. Acknowledgment (optional)*

In papers with more than one author, please avoid the expression “One of us (R. B. G.) thanks...”. Please state instead “R. B. G. thanks...”. For sponsor acknowledgments please see above.