

CyCon Style Guidance & Template

1. INTRODUCTION

This document provides authors with essential information about the style and layout expected for the contribution to the CyCon conference proceedings.

Authors must **specify CyCon conference track** they are submitting their paper to: legal, strategy/policy, or technology. In case of doubt, consult CCDCOE in advance.

The full submissions should have **between 4000 and 6000 words**, including abstract, footnotes, captions and references. Exceptions exceeding the maximum word count by more than 10% require prior consent by CCDCOE.

2. LANGUAGE AND STYLE

Papers must 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 default font is regular Times New Roman 11pt, single spaced, formatted in a single column. Do not use underlining and avoid using **bold** font unless absolutely necessary.

A. Spelling

Authors can use US English spelling or British English spelling, provided it is done consistently within each paper. If using British English, please use spelling as indicated in Oxford English dictionary.¹

Names of bodies in English-speaking countries retain their original spelling irrespective of the spelling standard chosen in the paper.

B. CyCon-Specific Spelling Guidance

1) Abbreviations

- Names of countries: both U.S. and US, or U.K. and UK are accepted, if consistently used within an article;
- Names of international organizations: no full stops, no spaces, all capitals even when an organization's name is pronounced as a word (EU, NATO, UN, ISO, OSCE, UNESCO, WTO, IATA, OPEC, APEC, NASA, NAFTA etc.);
- Diseases: all capitals, no full stops, no spaces (COVID-19, AIDS, SARS, MERS etc.);
- Threat actors: APTxx (no space between APT and the number).

2) Quotations

- Use quotation marks typical of the chosen spelling standard:
 - o British English: single quotation marks for first-level quotations, double quotation marks for second-level quotations (quote within a quote);

¹ Free online support can be found at <https://www.lexico.com>.

- US English: double quotation marks for first-level quotations, single quotation marks for second-level quotations (quote within a quote).

3) *Cyber- terms*

- It is permitted to use “cyber” both as a self-standing adjective (*cyber security*) and a prefix (*cybersecurity*) as long as the chosen format is used consistently within each article;
- *Cyberspace* must always be written as one word;
- Do not use a hyphen to separate words (i.e. cyber-security or cyber-attack are not accepted).

4) *Serial (Oxford) Comma*

- It is permitted but not required to use the serial comma. It must however be used consistently within each article.

5) *Capitalization*

- It is advised to avoid capitalization where it does not relate to a proper name or title (for rules on article headings see below).
- Legal track articles can write *State* capitalized, provided it is used consistently.

C. *Headings*

Use three level headings at maximum to structure your paper. Predefined headings formats are provided in the article template issued with this guidance.

All headings should be formatted using title capitalization according to the following general rules:

1) *DO Capitalize*

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

2) *DO NOT Capitalize*

- 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.

D. *Abstract and Keywords*

1) *Abstract*

- 200 to 300 words long;
- in the following format:

Abstract: Text of the abstract formatted in regular font following the style of the provided template.

2) *Keywords*

- three to six keywords or short keyword phrases following the abstract;
- *italicized*, not capitalized;
- in the following format:

Keywords: *three to six keywords, separated by a comma* [no full stop at the end]

E. Page Numbers, Headers and Footers

Leave the headers and footers empty of any content, including page numbers; they will be used in further editing.

Do not refer to page numbers in your text; refer to article sections instead.

3. FOOTNOTES, REFERENCES AND CITATION

The conference proceedings will contain papers of three different disciplines (legal, political and technical sciences). 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. As a general requirement, consistency in quotation/citation style is paramount.

Authors are kindly requested to specify which conference track they wish to submit their paper to. Exceptions to the rule of referencing can be arranged individually.

A. Legal Track

- Oxford Standard for the Citation of Legal Authorities (OSCOLA)
 - Latest (2012) edition freely available at https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012.pdf
 - See also the “Citing International Law” Section of the 2006 edition (absent from 2012 edition): https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_2006_citing_international_law.pdf
 - See also the “Quick Reference Guide” available at https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012quickreferenceguide.pdf
 - Note: This is the preferred referencing system for papers using British English spelling.

OR

- The Bluebook: A Uniform System of Citation (21st 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
 - Quick style guide freely available at <https://www.legalbluebook.com/bluebook/v21/quick-style-guide>
 - Note: This is the preferred referencing system for papers using US English spelling.

B. Strategy/Policy Track

- The Chicago Manual of Style, 17th ed. Chicago: University of Chicago Press, 2017.

- Citation Quick Guide is freely available at https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html (Notes and Bibliography system), and https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html (Author-Date system)

C. Technology Track

- The IEEE Reference Guide
 - Please use the current version (V 01-29-2021) available at http://journals.ieeeauthorcenter.ieee.org/wp-content/uploads/sites/7/IEEE_Reference_Guide.pdf
 - Further guidance can be sought from IEEE Editorial Style Manual for Authors (08-19-2020) available at http://journals.ieeeauthorcenter.ieee.org/wp-content/uploads/sites/7/IEEE-Editorial-Style-Manual_081920.pdf

D. CyCon Specific Guidance on Footnotes

Place the footnote at the bottom of the page in which it was cited. Do not put footnotes in the reference list. Do not use endnotes.

Use letters for footnotes inside tables or figures. The same goes for footnotes in table/figure captions.

4. 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.

Both table heads and figure captions should follow the format:

Table [Roman numeral]: Table head [no full stop at the end]

Figure [Arabic numeral]: Figure caption [no full stop at the end]

Both table heads and figure captions must be placed above the tables/figures. Please insert all figures and tables after referring to them in the text.

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.

Ensure all tables and figures 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

Ensure that table heads and figure captions are not separated from the tables/figures by a page break.

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 graphics) in order to ensure a high-quality print (see below for details).

A. Tables

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

If you wish to use a table produced in other software and the 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.

Tables should be centre aligned.

B. Figures

Images should have a resolution of at least 300dpi and preferably be in “svg” format. Please consult CCDCOE in advance if you wish to use a different format and do not use “gif” or “jpg” unless unavoidable. 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 specialized tools to guarantee the necessary quality and to provide pictures in a high screen resolution.

In general, all illustrations should be centred on the page.

C. 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 “equation [number]”.

5. AUTHORS, AFFILIATIONS, ACKNOWLEDGEMENTS

A. Authors and affiliations

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

After peer review, the authors are to be introduced in descending order of their contribution, starting with the lead author. 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 full stop.

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. Other information, namely author’s title/position, subdivision of an organization and the email address is optional.

B. Acknowledgement

Acknowledgement is optional and should be placed at the end of the paper, before the references list.

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 below.

C. Disclaimer, Sponsorship & Grant (optional)

Disclaimers, sponsorship and grant acknowledgements can be included but are optional. They should be placed into a footnote section of the title page, marked with a special symbol, not numbered. The first section of the article should start on the following page.