

# Full Paper Instructions for the IFA 13th Global Conference on Ageing

21 – 23 June, 2016

International Federation on Ageing (IFA) and COTA Queensland



INTERNATIONAL FEDERATION ON AGEING  
Global Connections



QUEENSLAND

## **Title Page Format**

IFA 13<sup>th</sup> Global Conference on Ageing

[Department and Institution Name]

[Author(s)]

[Date of Publication, City and Country]

### **PAPER INSTRUCTIONS FOR THE IFA 13<sup>TH</sup> GLOBAL CONFERENCE ON AGEING**

**First A. Author<sup>1</sup>, Second B. Author<sup>2</sup>, and Third C. Author<sup>2</sup>**

<sup>1</sup> Institution of first author

address

e-mail: name@e-mail.address

<sup>2</sup> Institution of second (and third) author

address

{name2,name3}@e-mail.address

**[Keywords]**

**[Abstract]**

*This document provides information and instructions for preparing a paper to be included for publication in future electronic IFA publications. The paper can be written in Word. The first page is reserved for the title of the paper, the authors, affiliation, key words, and the Abstract. The introduction must begin at the top of the second page. All the instructions can be found below.*

#### **1. INTRODUCTION**

The paper should be written following the format of Word macros for submission that can be found on the conference website and the IFA website at [www.ifa-fiv.org](http://www.ifa-fiv.org). The file has to be translated to Portable Document Format (PDF) before submission. Authors must send the PDF file, correctly formatted, to Ms Dana Bandola at [dbandola@ifa-fiv.org](mailto:dbandola@ifa-fiv.org). The IFA does not commit to including the full paper in any publications that are received later than the official deadline.

#### **2. GENERAL SPECIFICATIONS**

The paper must be written in English within a printing box of 16 cm x 24 cm, centered in the page. The paper including figures, tables and references must have a minimum length of 2000 words and must not exceed 20 pages.

#### **3. TITLE, AUTHORS, AFFILIATION, KEYWORDS**

The first page must contain the Title, Author(s), Affiliation(s), Keywords, and the Abstract. The second page must begin with the Introduction. The first line of the title is located 3 cm from the top of the printing box.

##### **3.1 Title**

The title should be written centered, in 14pt, boldface Calibri, all capital letters. It should be single spaced if the title is more than one line long.

##### **3.2 Author**

The author's name should include first name, middle initial, and surname. It should be written centered, in 11pt boldface Calibri.

### **3.3 Affiliation**

Author's affiliation should be written centered, in 11pt Calibri. A 12pt space should separate two different affiliations.

### **3.4 Abstract**

Use 11pt Italic Calibri for the abstract. The word **Abstract** must be set in boldface, not italicized, at the beginning of the first line. The abstract text should be justified and separated 12pt from the key words, as shown in the first page of these instructions. The abstract should neither be too short nor exceed the first page.

## **4. HEADINGS**

### **4.1 Main headings**

The main headings should be written left aligned, in 11pt, boldface and all capital Calibri letters. There should be a 12pt space before and 6pt after the main headings.

### **4.2 Secondary headings**

Secondary headings should be written left aligned, 11 pt, boldface Calibri, with an initial capital for first word only. There should be a 12pt space before and 6pt after the secondary headings.

## **5. EDITORIAL HEADING**

The first page will include the Editorial Heading, as shown in the first page of these instructions. In addition, successive pages will include the name of the authors. The Editorial Heading must be included in the paper by the authors.

## **6. TEXT**

The normal text should be written single-spaced, justified, using 11pt Calibri in one column. The first line of each paragraph must be indented 5 mm. There is not interparagraph spacing.

## **7. FIGURES**

All figures should be numbered consecutively and captioned. The caption title should be written centered, in 10pt Calibri, with upper and lower case letters.

A 6pt space should separate the figure from the caption, and a 11pt space should separate the upper part of the figure and the bottom of the caption from the surrounding text.

Figures should be included within the text rather than added at the end of the paper.

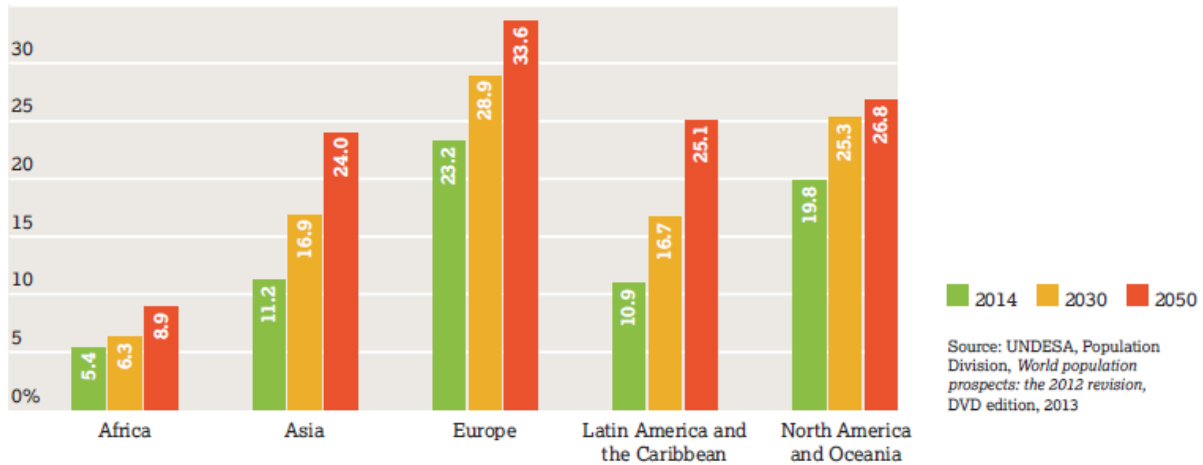


Figure 1: Proportion of population aged 60 or over by region in 2014, 2030 and 2050 <sup>1</sup>

## 8. EQUATIONS

A displayed equation is numbered, using Arabic numbers in parentheses. It should be centered, leaving a 6pt space above and below to separate it from the surrounding text. The following example is a single line equation:

$$Ax = b \quad (1)$$

The next example is a multi-line equation:

$$\begin{aligned} Ax &= b \\ Bx &= c \end{aligned} \quad (2)$$

## 9. TABLES

All tables should be numbered consecutively and captioned. The caption should be 10pt Calibri, upper and lower case letters.

Title 1	Title 2	Title 3
C21	C22	C23
C31	C32	C33
C41	C42	C43
C51	C52	C53

Table 1: Example of the construction of one table.

<sup>1</sup> HelpAge International. (2014). Global AgeWatch Index 2014: Insight Report, Referenced on November 5, 2014 from <http://www.helpage.org/global-agewatch/>

A 6pt space should separate the table from the caption, and a 12pt space should separate the table from the surrounding text.

## **10. FORMAT OF REFERENCES**

References should be quoted in the text in alphabetical order at the end of the paper.

## **11. CONCLUSIONS**

- Papers should be submitted electronically to Ms Dana Bandola at [dbandola@ifa-fiv.org](mailto:dbandola@ifa-fiv.org).
- The paper should be written following the format of Word macros for submission that can be found on the conference website and also on the IFA website at [www.ifa-fiv.org](http://www.ifa-fiv.org).
- They must be translated to Portable Document Format (PDF) before submission to [dbandola@ifa-fiv.org](mailto:dbandola@ifa-fiv.org).
- Deadline for the submission of the paper posted in the website must be respected.
- The organizers do not commit themselves to include in the Proceedings any paper received later than the above-mentioned deadline.

The following are the thematic tracks of the Conference:

- |                                                                     |                                   |
|---------------------------------------------------------------------|-----------------------------------|
| 1. Disasters and Older People                                       | 4. Elder Abuse, Law and Rights    |
| 2. Age Friendly Cities and Communities                              | 5. Income Protection and Security |
| 3. Care and Support for Older People<br>(Community and Residential) |                                   |

Submissions must demonstrate relevance to the subtheme of choice to be considered for publication. Papers will be evaluated by an International Jury consisting of prominent academics and leaders in the field of ageing.