This document is itself an example of the desired layout (inclusive of the abstract) and should be used as a template.

Please replace all the guiding information with your own text and delete this information text when the paper is complete. Please keep the same font, formatting and postions. (See a [title page](http://library.ifla.org/1358/1/095-mak-en.pdf) from 2016 as a sample.)

Title of your Paper

First Author (full first- and surname, no title)

Department or Division Name, Institution Name (no postal address), City, Country.

E-mail address: (optional)

**Second Author (full first- and surname, no title)**

Department or Division Name, Institution Name (no postal address), City, Country.

 E-mail address: (optional)

Add more Authors as appropriate (full first- and surname, no title)

Department or Division Name, Institution Name (no postal address), City, Country.

 E-mail address: (optional)

Copyright © 2017 by Insert **Name(s) of Author(s)**. This work is made available under the terms of the Creative Commons Attribution 4.0 International License: <http://creativecommons.org/licenses/by/4.0>

Abstract:

*This file provides a template for writing papers for the 2017 IFLA conference. Full papers should be no longer than 4000 words. For your paper to be accepted it must be formatted as a Microsoft Word file (.doc or .rtf), 10 MB or less in size, including pictures & diagrams and should be written in compliance with these instructions.*

*An abstract with 100-300 words should appear on the first page, after the name(s) of the author(s) and the contact information of the corresponding author(s). In a chapter titled "***Abstract:***" (without chapter number. It should be a summary of your paper, single-spaced, with Times New Roman font, 11 point size and**italics (assuming the paper is written with Latin-script). Arabic (Modern Standard Arabic), Chinese (Simplified Chinese) and Russian language scripts should use the layout of this template and choose suitable fonts and font sizes.*

**Keywords:** Insert up to five keywords here, Times New Roman font, 11 point size, left-justified.

# Put body of the paper here

# (paper format

Please note the following details: this template is an A4 format with 2.5cm (0.98 inch) margins left, right, top and bottom.

Paragraphs should be single spaced, with space between paragraphs (instead of line indentation).

Acknowledgments

Put acknowledgments here

References

Put references here

Please save your work as a **Word.doc** file with the **Session Number** and **Your Last Name** (First Author's name only) plus the **language code** added as the file name:

**000-your\_last\_name-language\_code.doc**

For example: **095-mak-en.doc**

**Language codes:**

* Arabic: **ar**
* Chinese: **zh**
* English: **en**
* French: **fr**
* German: **de**
* Russian: **ru**
* Spanish: **es**