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Guidance for Presentations and Papers

Preparing slides

The fundamental principle should be that if the audience will not be able to read or interpret what is on a slide it is unlikely to be worthwhile showing it. To achieve readability the following should be considered:

- Make sure that all material can be read by those sitting at the back of the lecture room.
- Diagrams from papers and reports normally need to be re-worked to make them readable on a slide.
- Font size and style: - use 24 point or bigger; do not use less than 18 point. Make good use of bold.
- Limit each slide to one main idea; do not use cluttered slides; keep information on each slide to a minimum.
- For graphs make the curves prominent. Axes and grid lines should be clear but less prominent. Identify the axes.
- Use colours to highlight information but remember that some members of the audience may be colour blind (e.g. have difficulty in distinguishing between shades of green or between shades of red and brown). Make high contrast between the font colour and the background colour - either light font and dark background or vice versa.
- If you want an image to be interpreted, make it large on the slide - consider making it full screen or close to full screen.
- Seek to ensure that images will have adequately sharp resolution when projected.
- Ensure that copyright issues have been resolved.

Preparing manuscripts for papers

For the Journal we are working to the following standard:

1. *Paper length:* For the IESIS Journal we seek to keep the word number to not more than 3500. Longer papers may be made available via the digital library.
2. Generally 2 levels of headings are used but a third level could be accommodated if necessary.
3. For papers in the Journal the layout including fonts will be arranged by the printer. For manuscripts the following fonts are recommended:
Heading 1 - Arial, 12pt bold
Heading 2 - Arial, 10pt bold
Text - Calibri, 12pt
4. Where diagrams are referenced in the text they should have a number and a title below the diagram. Images may not need a title provided that the text that they illustrate is beside the image.
5. Below the title should be the name and short biographical information about the author(s).
6. This should be followed by a short abstract which should include as many keywords as practical.
7. References should be marked as a superscript number consecutively in the text. In the reference list at the end of the paper the format of an entry should be:
1. Watt G, Allan M. *Katrine Water Project Victorian Legacy enhanced by 21st Century Engineering Transactions*, IESIS Vol 149, 2005, 95-104
8. Images should be submitted in a high resolution format.
9. Ensure that copyright issues have been resolved.