



International Convention on QC Circles – ICQCC-2013 Taipei

Paper Submission Guidelines

1. Submittal items and due dates

- a) Paper (**1 page abstract** and **4-10 pages long full text** in English): due **no later than June 30, 2013**
- b) Presentation material*(Power Point, etc.,) and the script*in English: due **no later than August 15, 2013**

*Presentation materials are to be provided to the interpreters, for their review in advance.

2. Paper format (abstract and full text)

- a) Size: A4 with 25mm margins for top and bottom, 25mm for right and left.
- b) File format: PDF
- c) Length: Abstract in 1 page. Full text should have 4 pages at the minimum and 10 pages at the maximum.
- d) Abstracts written in English will be translated into Chinese by the organizer for the audience, and will be available in both languages at the proceedings. If you prefer, you may translate the original text into Chinese by yourself or at your organization. In that case, please submit both abstracts in English and Chinese.

3. Where to submit

Papers and presentation materials are asked to be sent, either through e-mail or by courier in a CD-ROM (up to 25MB) to the ICQCC 2013 Taipei Secretariat at the following address.

ICQCC-2013 Taipei Secretariat, the Association of Pioneer Quality Control Research

Address: 14F, No.88, Zhong Shan Road, Zhong Li City, Taoyuan County, Taiwan

E-mail: pqcra@pqcra.org.tw / joyce@pqcra.org.tw

4. Proceedings

- a) Convention proceedings will be condensed to a CD-ROM for distribution.
- b) Abstract: English (1 page) and Chinese (1 page), and full text (4-10 pages) in English per presentation will be compiled in the proceedings.

5. Layout

a) Abstract (1 page, copy the abstract which has been submitted for application.)

- Include the following 7 items in order, on 1 page by referring to [Format A](#), as in the appendix.
- Do not include figures and tables in the abstract.

Item		Font	Font size	Margins
1	Presentation title	Times New Roman	14 pt Bold	Top and bottom: 25mm Right and left: 25mm
	Sub-title (if any)		12 pt Bold	
2	Name of the circle		11 pt	
3	Name of the presenter(s)			
4	Presenter’s job title			
5	Company/ organization			
6	Country			
7	Abstract (copy the abstract which has been submitted for application.)			

b) Full text

- At the top of page 1, include the following 5 items in order, by referring to [Format B](#), as in the appendix.
- At the bottom of page 1, place the presenter's introduction, using [Format C-1 for circles/teams](#) and [C-2 for individual presenters](#), as in the appendix. Fill in and check the necessary items in the format.
- Figures and tables should be no more than 3 on a single page. Display clearly and enlarge, if necessary, to facilitate easy understanding.

Item		Font	Font size	Margins
1	Presentation title	Times New Roman	14 pt	Top and bottom: 25mm Right and left: 25mm
	Sub-title (if any)		12 pt	
3	Name of the presenter(s)		11 pt	
4	Presenter’s affiliation and job title			
6	Company/ organization			
7	Text		10.5 pt	