

cAIR proceedings template: Insert your title here

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Practical background. The text of your proceedings contribution should begin with your revised project summary, which by now should be ready for printing in the conference handbook. The only difference is that the literature section is omitted. Instead, please append an extended literature section to the end of the paper. Your summary may still include in-text references, e.g. "Smith (2001)", provided further details are included in the literature section. If you wish, you can further revise or shorten your summary at this point. For example you might want it to end at the foot of this column of text so that the introduction can start at the top of the second column. But you are also free to leave your summary as it is. As we wrote previously, the main points to consider in this "practical background" section of are: What is the main practical issue? What problem needs to be solved? Why is that issue or problem important? Which practitioners have previously addressed that issue or attempted to solve that problem? What have they (not) achieved?

Research background. The easiest way to write your proceedings contribution is to type it directly into this template. That way, you can be sure that all parameters are set correctly. You might for example begin by clicking on the middle of the title above, entering the title of your paper, and deleting the rest of old title. (The title should be exactly the same as the title of your revised project summary.) Proceed similarly for other blocks of text. The main points to address under the heading of "research background" are: What is the main theoretical issue? How have other researchers addressed that issue? What specific research questions have been posed and how have they been answered? What important questions have not been answered?

Aims. There are six points of white space before the start of each paragraph in this document, except the first paragraph in this summary. The main points to address in the "aims" section are: What is the main aim of your specific project? How does your project link together theory and practice (i.e. the previous two sections)? We prefer a concise statement of aims, so this is usually the shortest section.

Main contribution. Describe your collaborative project in detail here, balancing theoretical and practical aspects. This is usually the longest section and might for example comprise three paragraphs. Include any material that you consider appropriate. Include a clear statement of your main finding or thesis, and the main evidence or arguments that back it up. In empirical contributions, summarize the method and results.

Remember that both this summary and the following text should primarily address the *application of interculturality research*. If they do not, you are at the wrong conference! The research being applied should be described in the research background section; the area of

application should be described in the practical background section; and your specific project should be introduced for the first time in the aims section. Thus, the first three sections should address different issues and not overlap with each other (e.g. avoid referring to the research section in the practice section, or vice-versa). Describe your specific project in more detail in the main contribution section, synthesizing ideas from all three previous sections.

Implications. By "implications" we mean consequences of the achievements presented in the "main contribution" section. What are the relevant political, social, cultural or academic implications of your project? The future-oriented, speculative character of the implications section distinguishes it from the past-oriented, introductory character of the background sections. Every point made in every part of the summary must be elaborated in the main text of your proceedings contribution.

Introduction

The aim of this template is to help you to prepare your proceedings contribution. Uniform presentation will help readers understand your text. Rather than giving you a list of rules, we prefer to show you how we would like you to do it. Just imitate this model.

The page size must be DIN-A4. If you are used to using letter-sized paper, you may have to make an adjustment. The total length of your contribution should be between 4 and 10 pages, in this format. We may edit your proceedings contribution to conform to this template, but we will not change the content without your permission. Proceedings contributions will not be sent to reviewers.

You are free to structure the main text of your proceedings contribution in any way you consider appropriate. It is not necessary for the headings to be the same as those in your summary, and they may in fact be quite different. Feel free to use eye-catching, newspaper-style headings if appropriate.

All we ask is that you use the same fonts, font sizes, line spacings, paragraph spacings, heading styles, and margin sizes as this template text. For example, all new paragraphs must begin on the left margin (without indenting), and there should be a gap of 6 points before the start of each paragraph. The depth of both header and footer should be 10 mm.

We hope that you will contribute to the internet proceedings of cAIR10 for several reasons:

- We would like to know more about your project and keep an extended record of it.

- We would like conference participants to read about each others' contributions, leading to new contacts and collaborations.
- Every contribution to the proceedings is a candidate for inclusion in a planned special issue of the *European Journal of Cross-Cultural Competence and Management*. After the conference, authors of the best proceedings contributions will be invited to revise and extend their proceedings contribution for this special issue.

You are free to include lists like the above in your text, and to mark them with bullet points, dashes, numbers or letters. If you include this kind of list, please format it as above, with 2.5 mm between left margin and dot/number/letter, and 5 mm between left margin and text.

Headings and language

Headings. The heading "Headings and language" is Times 12 point - the same as the main text, but bold. It is left-justified, because it is a second-level heading. First-level headings are larger (14-point) and centered, "Introduction" above. A third-level heading is set within the paragraph, like "Headings" above. Feel free to use all three levels of heading. There are 18 points of space before and 3 points after a first-level heading, 16 points before and 0 points after a second-level heading, and 6 points before a third-level heading (as before any paragraph).

Language. Your proceedings contribution must be in good English. If English is not your first language, please ask a native speaker to check the grammar and style. The text should be written in a style that is accessible to both practitioners and researchers. Specialist jargon and abbreviations should be either clearly explained or (better) avoided altogether.

Property issues

Submissions must be original and unique. They should not be already published in the same or similar form, in any language, or accepted or under consideration for publication elsewhere.

Responsibility and ownership

cAIR10 holds the copyright for all materials published in these proceedings. The authors (especially first authors) are responsible for all statements and opinions expressed in their texts.

Figures and tables

Figures and tables should be numbered and include concise, self-explanatory captions. They should be camera-ready in black and white, unless their content makes color unavoidable. (The figure below is poor in this respect – if you print it in black and white the green line is barely legible. Try it!) Refer to each figure and each table in the text, e.g. "Figure 1 shows..." or "(see Table 1)". Figures and tables should be centered within the column. First authors are responsible for any copyright issues. A figure and its caption should always be together on the same page. To ensure this, it may be necessary to insert a manual page break or rearrange the content.

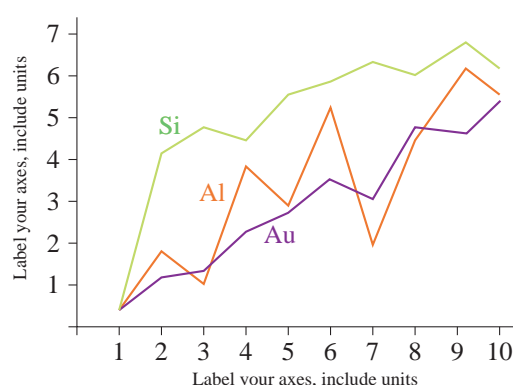


Figure 1. We borrowed this graph (and other aspects of this template) from the proceedings template of the International Conference on Music Perception and Cognition held in Jyväskylä, Finland in 2009. Many thanks to the organizers! By the way, this caption is font size 9, that's slightly smaller than the main text.

Table 1. Things that we like about our world

What the world means to us					
air	moun- tains	oceans	cultural	plants	animals
				biological	
physical environment			aspects of diversity		

Literature

- Angelelli, Claudia V. (2004). *Medical interpreting and cross-cultural communication*. Cambridge: Cambridge University Press.
- Bahadir, Sebnem (2007). *Verknüpfungen und Verschiebungen. Dolmetscherin, Dolmetschforscherin, Dolmetschausbilderin [Links and shifts. Interpreter, interpretation researcher, interpretation trainer]*. Berlin: Frank Timme.
- Grbić, Nadja & Pöllabauer, Sonja (2008) (Eds.). *Kommunaldolmetschen/Community Interpreting*.

- Probleme – Perspektiven – Potentiale*. Berlin: Frank Timme.
- Hampers, L. C., & McNulty, J. A. (2002). Professional interpreters and bilingual physicians in a pediatric emergency department. *Arch Pediatr Adolesc Med*, 156, 1108-1113.
- Mason, Ian (Ed.) (2001). *Triadic exchanges: Studies in dialogue interpreting*. Manchester: St. Jerome.
- Meyer, Bernd (2004). *Dolmetschen im medizinischen Aufklärungsgespräch. Eine diskursanalytische Untersuchung zur Arzt-Patienten-Kommunikation im mehrsprachigen Krankenhaus*. Münster: Waxmann.
- Wadensjö, Cecilia (1998). *Interpreting as interaction*. New York: Longman.

Above is an example of how to format the literature list. Non-English titles should be given in the original language and, if considered necessary, [in translation]. There are many well-known style formats, see for example the *Chicago Manual of Style* or the *Publication Manual of the American Psychological Association*. The main thing is to choose use a well-known format and use it consistently. The literature list should be left-justified – not left and right, like the main text. The font size is 9, like the summary and the figure captions. Because of the special kind of indenting used in the literature list (5 mm for all lines but the first in each entry), there is no need to include extra space before entries, except the first one.

Begin each entry on a new line with authors, date and title. Do not include sources without authors (e.g. wiki pages). Sort the list into alphabetical order of the author's family name.

The aim of the literature section is to help readers find the most relevant books, articles and internet pages, and to acknowledge the authors of that literature. About half of the entries should be practically oriented, half research (but there is no need to mark them as such).

All entries in the literature list must be referred to in the main text, by either "(author, date)" or superscript numbers (footnotes); these are called "in-text references". Conversely, all in-text references must correspond to entries in the reference list. Please check the one-to-one correspondence between in-text references and the literature list before submitting your proceedings contribution. Please do not include a list of "further reading" that is not cited in the main text.

Biographies

We invite you to close your submission with a brief biographical text of about 100 words for each author. Biographies should include relevant, interesting information about the main practical and/or academic background of each author. It should be

clear from these biographies that the authors are in a good position to make an interesting, valid and original contribution in the topic area of the paper. The following is an example of what you might write.

Richard Parncutt is Professor of Systematic Musicology at the University of Graz, Austria. His publications address musical structure (pitch, consonance, harmony, tonality, tension, rhythm, meter, accent), music performance (psychology, piano, applications), and the origins of tonality and of music. Since 2000, he has been involved in anti-racist activities in Graz. He founded the Forum for Applied Interculturality Research (fAIR) and the Conference for Applied Interculturality Research (cAIR). A recent research project highlights the relevance of music for cultural integration based on an interview study in Graz. The project has so far involved two student seminars, three conference presentations and one peer-reviewed article.

Submission procedure

Please send your proceedings contribution as an attachment in two different formats – Word and pdf – to Martina Koegeler (cair10@uni-graz.at). You can convert Word to pdf by downloading free software from the internet; if you cannot do this, we will do it for you.

Be sure to change the information in Word under "properties" before you create your pdf file, because this information will help people to find your work in the internet. Under "author" please enter your name(s). Under "title", please enter the title of your paper. Under "topic", we have entered the name of the conference.

Your contribution should be between 4 and 10 pages in length (in the format of this template - including the abstract on the first page). All pages should be numbered in the middle of the foot of the page. Please check the general appearance of each page before sending. Are the figures and captions together? Is there text directly below each heading, or has one of the headings landed at the foot of a column?

The conference organisers reserve the right to reject manuscripts (for example, if we consider that the content could indirectly exacerbate racism or xenophobia) or to insist on specific revisions.