

Computing Ethics Topic Summary Paper Template

First A. Author and Second B. Author

Abstract—These instructions give you guidelines for preparing the summary paper on a computing ethics topic. Use this document as a template and as an instruction set. Do not cite references in the abstract. Do not delete the blank line immediately above the abstract; it sets the footnote at the bottom of this column.

Index Terms—key words in alphabetical order, separated by commas.

I. INTRODUCTION

THIS document is a template for Microsoft *Word* versions 6.0 or later. Do not change the font sizes or line spacing to squeeze more text into a limited number of pages. Use italics for emphasis; do not underline.

To insert images in *Word*, position the cursor at the insertion point and either use Insert | Picture | From File or copy the image to the Windows clipboard and then Edit | Paste Special | Picture (with “Float over text” unchecked).

II. PAPER PREPARATION GUIDELINES

A. Abstract

The abstract should be limited to 50–200 words and should concisely summarize the most important information presented in this paper.

B. Consecutive Numbering of Parts

All paper pages, footnotes, and references should be labeled in consecutive numerical order. Illustrations and tables should be cited in text in numerical order.

C. Paper Format and Length

The paper should not exceed 2 pages using the same format in this template, including the sections and subsections numbering and format. Do not change the font sizes or line spacing to squeeze more text into a limited number of pages.

The paper generally consists of the title, author affiliation, footnote, index terms, abstract, introduction, body (with sections and subsections), figures, tables, conclusions, and reference list.

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D. Referencing Information

Copying information from the web, from other references, or from other students without proper referencing is considered cheating for all the students involved. If you are in doubt of any related matter, please contact the instructor.

In connection to this summary paper, it is prohibited to copy or past text, figures, diagrams, or plots from other sources (books, articles, etc.) without referencing the original source. If you absolutely need to refer to figures, diagrams, or plots that appear in other sources, then you should include clear reference to their authors in the caption.

“If you quote something from a reference, as it is, without any modification, then you should enclose it between quotes like in this sentence”. If you include your own understanding of what has been discussed in a reference, then you do not need to include the quotes. In both cases, you need to clearly show the reference of that work.

E. References

A numbered list of references must be provided at the end of the paper. The list should be arranged in the order of citation in text, not in alphabetical order. List only one reference per reference number.

Each reference number should be enclosed by square brackets like in [1]. In text, citations of references may be given simply as “in [1] . . .”, rather than as “in reference [1] . . .”. Similarly, it is not necessary to mention the authors of a reference unless the mention is relevant to the text. It is almost never useful to give dates of references in text.

The sentence punctuation follows the brackets [2]. Multiple references [2], [3] are each numbered with separate brackets [1]–[3]. When citing a section in a book, please give the relevant page numbers [2]. In sentences, refer simply to the reference number, as in [3]. Do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] shows . . .” Type the reference list at the end of the paper using the “References” style.

Please note that the references at the end of this document are in the preferred referencing style. Give all authors’ names; do not use “*et al.*” unless there are six authors or more. Use a space after authors’ initials.

Sample correct formats for various types of references are as follows.

[1] Bowyer, Kevin W. “Ethics and Computing”. IEEE Computer Society Press, 1996.

III. HELPFUL HINTS

A. Figures and Tables

Please verify that the figures and tables you mention in the text actually exist. Please do not include captions as part of the figures. Do not put captions in “text boxes” linked to the figures. Do not put borders around the outside of your figures. Use the abbreviation “Fig.” even at the beginning of a sentence. Do not abbreviate “Table.” Tables are numbered with Roman numerals. Figure labels should be legible, approximately 8 to 12 point type.

B. Footnotes

Number footnotes separately in superscripts (Insert | Footnote).¹ Place the actual footnote at the bottom of the column in which it is cited.

C. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations that incorporate periods should not have spaces: write “C.N.R.S.,” not “C. N. R. S.” Do not use abbreviations in the title unless they are unavoidable.

D. Other Recommendations

Use one space after periods and colons. A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.) In American English, periods and commas are within quotation marks, like “this period.” Other punctuation is “outside”! Avoid contractions; for example, write “do not” instead of “don’t.” The serial comma is preferred: “A, B, and C” instead of “A, B and C.”

If you wish, you may write in the first person singular or plural and use the active voice (“I observed that ...” or “We observed that ...” instead of “It was observed that ...”). Remember to check spelling. If your native language is not English, please get a native English-speaking colleague to proofread your paper.

IV. SOME COMMON MISTAKES

The word “data” is plural, not singular. Use the word “whereas” instead of “while” (unless you are referring to simultaneous events). Do not use the word “essentially” to mean “approximately” or “effectively.” Do not use the word “issue” as a euphemism for “problem.”

Be aware of the different meanings of the homophones “affect” (usually a verb) and “effect” (usually a noun), “complement” and “compliment,” “discreet” and “discrete,” “principal” (e.g., “principal investigator”) and “principle” (e.g., “principle of measurement”). Do not confuse “imply” and “infer.”

Prefixes such as “non,” “sub,” “micro,” “multi,” and

“ultra” are not independent words; they should be joined to the words they modify, usually without a hyphen. There is no period after the “et” in the Latin abbreviation “*et al.*” (it is also italicized). The abbreviation “i.e.,” means “that is,” and the abbreviation “e.g.,” means “for example” (these abbreviations are not italicized).

An excellent style manual and source of information for science writers is [1].

V. CONCLUSION

Although a conclusion may review the main points of the paper, do not replicate the abstract as the conclusion. A conclusion might elaborate on the importance of the work or suggest applications and extensions. This template has been prepared based on information found in [2].

APPENDIX

Appendixes, if needed, appear before the acknowledgment.

ACKNOWLEDGMENT

The authors thank ...

REFERENCES

- [1] M. Young, *The Technical Writers Handbook*. Mill Valley, CA: University Science, 1989.
- [2] IEEE, Author Tools. <http://www.ieee.org/web/publications/authors/transjnl/index.html>

¹It is recommended that footnotes be avoided (except for the unnumbered footnote with the receipt date on the first page). Instead, try to integrate the footnote information into the text.