

OIC-CERT Journal of Cyber Security: Author Instructions

The objective of this document is to assist the authors to prepare articles for submission to the *OIC-CERT Journal of Cyber Security*.

To begin with, please make sure that the proofing language for the article is set to UK English (Select “Review” from the tabs at the top of the Word screen; then click on the “Language” icon, and select “English (UK)"); however, please ensure to maintain the original spelling when quoting material or referring to a specific title, organisation, proper noun, etc.

For instance, American English writers would use ‘defense’ while an Australian author would use ‘defence’; likewise, Finland has a ‘Defence Ministry’, but the U.S. has a ‘Department of Defense’.

The information below illustrates the appearance and format for page one and all the subsequent pages of the paper. In the example, Instructions for Authors is formatted as the paper’s title should be; *AN First* represents the initials and last name of the first author, etc.

Instructions for Authors

First A. Author¹, Second B. Author² and Third C. Author³

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ABSTRACT: *The abstract should summarise the contents of the paper in between 40 and 100 words.*

KEYWORDS: *Insider Threats, Trusted Human Framework, People Process and Technology*

Introduction

The text should adhere to the following format:

- Submissions should be made in Microsoft Word, using Times New Roman 10 pt font;
- Margins should be set at 2.54 cm (1 in.) on top, bottom, left, and right;
- Justify right and left margins;
- Use single spacing. (Do not use the “Before” and “After” functions available under “Paragraph”> “Indents and Spacing” to insert spaces between paragraphs);
- Insert one 10 pt blank line between the top margin and the first line of your paper, which should consist of your title;

- The **Title of the Paper** should be in **Times New Roman 14 Pt Font, Bold** typeface. It should use upper- and lower-case letters, and it should be centred;
- Leave two (12 pt) blank lines after the title of the paper;
- The second line of text (Times New Roman 12 pt) should contain author's(s') name(s). **Do not use first names (only initials without periods)**. Separate the authors' names with commas. Centre the text;
- Use superscript numbers to key each name to the affiliation that matches it (order of names and affiliations should also match);
- Leave one blank line after the author's(s') name(s);
- The third through fifth lines of text (*Times New Roman 12 pt, italic*, centred) should also be centred. They should provide the name of affiliation(s) for the first author, name of department, etc.; name and place of institution; and e-mail address, respectively;
- If there is more than one author, leave one blank line between author affiliation sections;
- If authors are from the SAME institution, then the name of the organization should only occur ONCE. E-mail addresses for all the authors should appear on the same line, in order of the authors' appearance on the author line. Separate these e-mail addresses with semi-colons(;):
E-mail: anfirst@ehc.edu; ibsecond@ehc.edu; urthird@ehc.edu
- Leave two blank lines after the e-mail address(es);
- The **Abstract** should follow those two blank lines. *It should be italicized and be no longer than 100 words and should be in Times New Roman 9 pt. The aim is to provide a concise overview of your paper;*
- Leave one blank line after the abstract;
- Include a (horizontal) list of **Keywords** contained in your article. *The Words Should Be in Italics, and Each Significant Word (other than prepositions, articles, and coordinating conjunctions) Should Begin with a Capital Letter and should be in Times New Roman 9 pt;*
- Leave two blank lines after **Keywords** before commencing your paper with the **Introduction**. Each **Major Section of Your Paper** should be in **Times New Roman 12 pt, Bold** typeface. Capitalize Each Major Word of Each Major Section Heading;
- Leave one line between paragraphs, after figures and diagrams, and between sections;
- Each **Minor section of your paper** should be in **Times New Roman 10 pt, bold** typeface. Capitalize only the first letter of the first word in the heading and any proper nouns, acronyms, etc; and
- Text should be written in the third person.

The remainder of this document reviews some of these guidelines and provides more detailed information and examples.

Additional Information

As papers are published both in a hard-copy and electronic format, please do not use auto-formatting or any other style. Please adhere to the style as specified; variation may mean your article is not included for publication. Also, if you use a bibliographic tool to prepare your list of references, please turn that field off before you submit your article.

Length of papers

- Papers (title, abstract, main text) should normally not exceed 6000 words in length;
- Longer papers may be rejected.

Font

- Times New Roman, 10 pt, single space;
- **Major Headings** should be set to **Times New Roman** font with **12 pt** using **Title Case and Bold**;
- **Minor Headings** should be set to **Times New Roman** font with **10 pt** using **Sentence case and bold**;
- Only use “double quotation marks” for “actual quotes from other texts”; use ‘single quotes’ to ‘highlight’ expressions.

Layout

- Margins should be set at 2.54 cm (1 in.) on top, bottom, left, and right;
- All regular text is to be left and right justified. Graphics (tables, diagrams, figures, etc.) and their labels should be centred;
- Paragraphs should have a single 10 pt blank line between them;
- New sections should have a single 10 pt blank line between them;
- Leave a single 10 pt blank line before figures and tables; use a 3 pt spacing before the label for the table or figure; leave a single 10 pt blank line between the label and the text of the paper;
- Do not indent paragraphs;
- Do not number sections;
- Do not use footers or headers;
- Do not add page numbers;
- Do not use Style;
- Do not use borders/shading;
- Do not use footnotes;
- Do not use abbreviations such as ‘e.g.’ (use, instead, ‘for example’) or ‘i.e.’ (use, instead, ‘that is’);

- Do not shorten words; for example, ‘don’t’ should be ‘do not’;
- In short, keep all formatting to the simplest form;

Diagrams

- Use diagrams only where necessary;
- Please embed the graphics into the document.
- Any exhibits (tables, figures, illustrations, etc.) should be placed as close as possible to the first reference made to it. Each reference to a figure or table should use bold for the type of graphic and number: **Figure 1** represents
- Exhibits should be numbered and identified by a brief description in Times New Roman 10 pt, such as ‘**Figure 1:** Web portal development analysis’.
- This identification should appear below the actual figure.
- From the “Home” tab, select “Paragraph”; select “Indents and Spacing”. Set “Before” to 3 pt.
- Do not forget to label all diagrams.
- Make sure that diagrams will print clearly in black and white.
- Please ensure diagrams are scalable, that is, can be resized.
- Please do not include scanned images from other publications.

Documentation style

The documentation style for the *OIC-CERT Journal of Cyber Security* is adapted from the IEEE style. In general, this style calls for in-text citations and a reference list at the end of the paper.

In-text citations

IEEE in-text citations consist of numbers provided in square brackets, which correspond to the appropriate sources in the reference list at the end of the paper. The in-text citations numbers start at [1], and continue in ascending order throughout the paper – unless you are referring to a source you have already cited in your text, in which case you can use the previously assigned number.

Each in-text citation number should be enclosed by square brackets and appear on the text line, inside sentence punctuation, with a space before the bracket.

Example: Thevenin’s and Norton’s theorems are widely used for circuit analysis simplification [13].

Citations of references may be given simply as “in [1]...”, rather than as “in reference [1] ...”.

Blocked-off quotations or items

Should you choose to include a quotation of some length (more than 3 lines) or to insert a list into your paper, please use a block quotation by setting the block of quoted text as a paragraph of single-spaced lines.

- Blank lines should separate the block quote or list from the text that immediately precedes it and the text that immediately follows it.
- The text of the material should be indented one-half inch from the both margin.
- There is no need for quotation marks with blocked-off quotations, unless they appear in the original.
- For quoted material, provide the citation in square brackets after the quotation or after the author's name along with the page number(s) *before* the period [7, p. 14].

References

The **References'** list should appear at the end of the article and, using the IEEE style of documentation, in **Times New Roman 9 pt.**, should provide sufficient description to enable the reader to locate all publications referred to in the text.

- The first reference should appear immediately beneath the **References** heading (no line space);
- A numbered list of references must be provided at the end of the paper. The reference list contains full details of all sources cited in-text. Reference list entries should appear in the order the sources are cited in the text of the paper, beginning with [1], and continuing in consecutive numerical order, from the lowest number to the highest. Reference list entries do not follow an alphabetical order by author or title of sources;
- References to government or corporate entities as authors should appear and be alphabetised on the reference list by full title (such as "National Security Agency") but be followed by abbreviations, acronyms, etc., if applicable "(NSA)";
- Unpublished works or private communications are to be mentioned within the text, but may be omitted from the reference list;
- References to electronic documents should include an appropriate Universal Resource Locator (URL) and date viewed; and
- Please ensure that all the references in the text are in the list of references at the end (and vice versa).

Author's Responsibilities & Copyright

Authors are expected to ensure the accuracy of their papers. The publisher accepts no responsibility for statements made by authors in written papers. Where relevant, authors are to ensure that the contents of their papers are cleared for publication by, for example, their employer, their client, the funding organization, and/or the copyright owner of any material which is reproduced. Authors retain the copyright of their papers.

Publication

The editors and/or reviewers reserve the right to refer papers back to the authors for corrections or editing before the publication.

Submission Details

Submissions should be made via e-mail to the OIC-CERT Secretariat (secretariat@oic-cert.org).

File types

Papers are to be submitted as Microsoft Word files.

Files to send

Unless asked to do otherwise, please send only the following files:

1. Final paper prepared according to the specifications above.
2. Author Declaration Form, which appears as the last page of this document.
3. A short biography (of a few sentences) for each author to be included in the journal.
4. A photo of each author that can be resized, if necessary.

Questions

Publication or other general questions should be directed to the OIC-CERT Secretariat (secretariat@oic-cert.org).