CONF-IRM 2024
FORMATTING YOUR SUBMISSION

1.   Use MC Word

2.   Page layout:
2.1.   Formatting: use "No space" style and then follow the rest of the instructions
2.2.   Paper size: A4
2.3.   Margin: Normal (2.5 cm all around)
2.4.   Orientation: Portrait
2.5.   Columns: One
2.6.   Base font: Times New Roman, 12p, with exceptions for titles
2.7.   Page number: in the footer, bottom centre

3. Titles
3.1.   All titles: bold
3.2.   Paper title: 16p, small caps, centre
3.3.   All other titles: left
3.4.   Abstract: 14p, italic
3.5.   Keywords: 14p, italic
3.6.   Do not number the abstract, key words, and references sections
3.7.   Section titles: multilevel numbers as in this guide
3.7.1. First order: 14p
3.7.2. Second order: 12p
3.7.3. Third order: 12p, italic
3.7.4. Do not use forth order titles

4. Authors and affiliations
4.1. Each author's data should include: Full first name, second name or initial (if exists), family name, name of the affiliated institution (i.e. the name of institution where the author is CURRENTLY working), and the associated email address. Do not write the name of your division, department, etc. Font for the data: 12p, centred. For example:

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4.2. If the paper has more than one author then they should be listed in two columns as shown below. Order of the names is of your choice, remove hyperlinks:

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5. Main text of the paper

Start typing your text just after the title (like in here) immediately after the title. Note that the there is no indent and the text is justified from both sides. Note the sub-sections formatting. Always leave one line space between sections. For example:

Cloud computing has changed the world dramatically. The objective of this research is to evaluate the technological changes introduced by cloud computing, followed by a review of the regulatory environment of cloud computing from the point of view of protecting all parties involved in using it. The regulatory environment means, for the purposes of this thesis, the existing New Zealand laws and standards, along with some laws and standards from other countries that are effective with respect to New Zealand organisations.

5.1. Cloud computing

Cloud computing, a technology that enables the delivery of computing as a service rather than as a product, now significantly influences our daily lives. Relationships in the cloud are complex when compared with the use of traditional information system (IS) technology. Through the use of the Internet, this borderless technology gives every single international citizen easy access to services. However, it also creates a hazard when people are trying to establish their rights.

5.1.1. Regulations

Regulations have become the primary weapon that users can use against other parties in the cloud in the case of conflict. However, regulations are also the shield that both users and cloud service providers can employ for protection

6. Figures

Every figure must have a title and a number. Title must be placed at the bottom of the Figure, centred, font: 12 p. No restriction on font in the figures. You may use colour font if you need. Group all parts of your figure. Example of a Figure:

Fig 2: Citations

7. Tables

Every table must have a title and a number. Title must be placed at the bottom of the Table, centred, font: 12 p. Use Times New Roman font in the tables but there is not restriction on font size. You may use colour font if you need. When entering text in the table keep the text left justified. Do not justify both sides. Example of a Table:
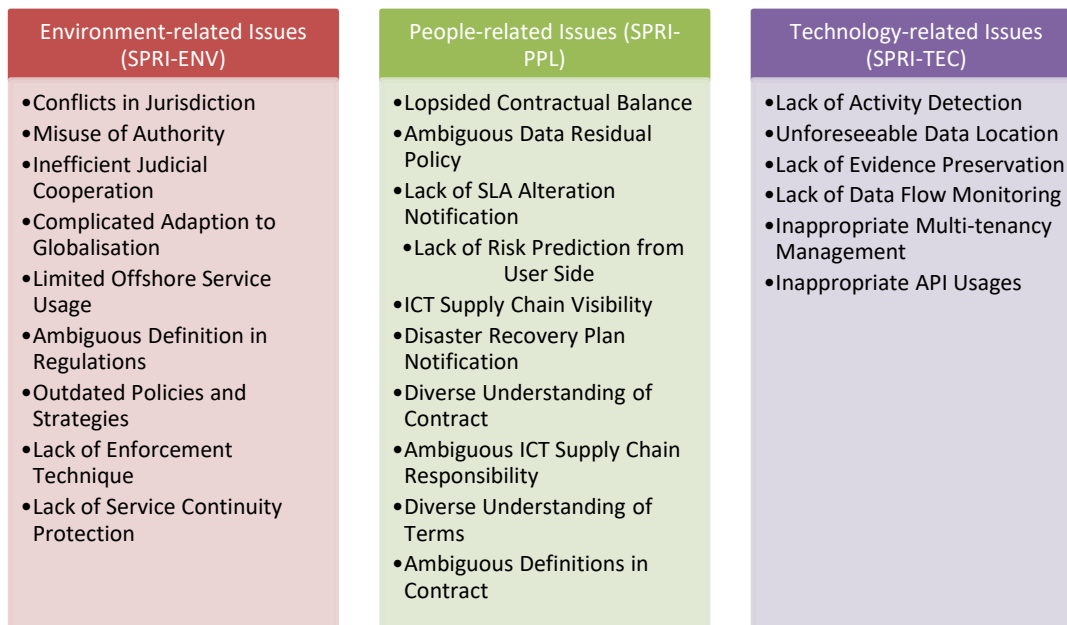
Environment-related Issues (SPRI-ENV)	People-related Issues (SPRI-PPL)	Technology-related Issues (SPRI-TEC)
• Conflicts in Jurisdiction • Misuse of Authority • Inefficient Judicial Cooperation • Complicated Adaption to Globalisation • Limited Offshore Service Usage • Ambiguous Definition in Regulations • Outdated Policies and Strategies • Lack of Enforcement Technique • Lack of Service Continuity Protection	• Lopsided Contractual Balance • Ambiguous Data Residual Policy • Lack of SLA Alteration Notification • Lack of Risk Prediction from User Side • ICT Supply Chain Visibility • Disaster Recovery Plan Notification • Diverse Understanding of Contract • Ambiguous ICT Supply Chain Responsibility • Diverse Understanding of Terms • Ambiguous Definitions in Contract	• Lack of Activity Detection • Unforeseeable Data Location • Lack of Evidence Preservation • Lack of Data Flow Monitoring • Inappropriate Multi-tenancy Management • Inappropriate API Usages

Figure 4.1 – The Initial Conceptual Model of Cloud Security Privacy Risk and Issue

8. Referencing

8.1. Use endnotes only

8.2. Format of reference in the text: (Sundt, 2006) or Ahmad (2013)

8.3. List references in alphabetical order at the end of your text. Note the format of the entry (rows after the first row). Use 12p font. Example of entries:

Sundt, C. (2006). Information Security and the Law. *Information Security Technical Report, 11*(1), 2-9.

Svantesson, D. & Clarke, R. (2010). Privacy and consumer risks in cloud computing. *Computer Law and Security Review, 26*(4), 391-397.

United Nations. (1999). *United Nations Guidelines for Consumer Protection*. New York, NY, United Nations.

Vijindra, & Shenai, S. (2012). Survey on Scheduling Issues in Cloud Computing. *Procedia Engineering, 38*, 2881-2888.

Wei, L. Zhu, H., Cao, Z., et al. (2013). Security and privacy for storage and computation in cloud computing. *Information Sciences, 258*, 371-386.

8.4. In the case of more complicated reference sources, use common sense.

9. Appendixes

9.1. Place appendix AFTER references

9.2. Format of references: the same as the main text

10. Additional comments

10.1. All tables and figures must be referenced in the text by statements like: "Details are presented in Table 1". Do not use "..as in table below".

10.2. Avoid splitting tables or figures on two pages. Simply place table/figure on the top of the next page after you refer to it in the text. Then fill the rest of the page with the text.

10.3. In the case of presenting a complicated formulas for which MC Word would not work, use appropriate text editor, do the print screen, and insert your formula as a picture.

10.4. Do not submit camera-ready version of your paper in PDF!

10.5. Your paper will be rejected if you would not follow the rules outlined in this document.