

INSTRUCTIONS FOR AUTHORS

FOR 8.5X11-INCH PROCEEDINGS MANUSCRIPTS

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Abstract

The abstract is to be in fully-justified italicized text, at the top of the left-hand column as it is here, below the author information. Use the word "Abstract" as the title, in 12-point Times, boldface type, centred relative to the column, initially capitalized, with a blank line separating it from the text of the abstract. The abstract is to be in 10- point, single-spaced type, and may be up to 3 in. (7.62 cm) long.

Leave one blank line after the abstract. Type "Keywords" in 10-point Times, boldface type, initially capitalized, flush left relative to the column, without any number in front of it, followed by a colon (:) and your keywords on the same line. The keywords should list up to five important descriptors of the paper. Leave two blank lines after the abstract, then begin the main text.

The body of the abstract should include: (i) motivation and statement of novelty; (ii) description of the main concepts; and (iii) summary of results. This abstract should refer very closely to the abstract submitted for review to this conference

Keywords: *Manuscript preparation; formatting of text.*

1. Introduction

These guidelines include complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts..

2. Formatting Your Paper

2.1. Languages of Paper

All manuscripts must be in either English , French or Spanish .

2.2. Maximum Length of Paper

The paper should be 4 pages and not exceed 6 pages.

Page Size

Prepare your paper in full-size format, on US letter paper (8½ by 11 inches). All printed material, including text, illustrations, and charts, must be kept within a print area of 7-1/4 inches (18.4 cm) wide by 9-1/4 inches (23.5 cm) high. Page margins should be ¾ inch (1.9 cm) on the top, 5/8 inch (1.59 cm) on the left and right, and 1 inch (2.54 cm) on the bottom.

Do not write or print anything outside the print area. All text must be in a two-column format. Columns are to be 3.5 inches (8.9 cm) wide, with a 0.25 inch (.64 cm) space between them. Text must be fully justified.

Since the conference proceedings will be printed on the 8-1/2 inch wide by 11 inch high paper, A4 format will not be accepted.

2.3. Main Title

The main title (on the first page) should begin 3/4 inches (1.9 cm) from the top edge of the page, centred, and in Times 14-point, boldface type, fully capitalized. Leave two blank lines (0.28 inches, 0.7 cm) after the title.

2.4. Author Name(s) and Affiliation(s)

Author names and affiliations are to be centred beneath the title, and entered in Times 12-point, non-boldface type. Multiple authors may be shown in a two- or three-column format, with their affiliations below their respective names. Affiliations are centred below each author name, italicized, not bold. Include e-mail addresses if possible. Follow the author information by two blank lines (0.28 inches, 0.7 cm) before the main text.

2.5. Second and Following Pages

The second and following pages maintain the same margins as the first page.

2.6. Type Style and Fonts

Wherever Times is specified, Times Roman, or Times New Roman may be used. If neither is available on your word processor, please use the font closest in appearance to Times to which you have access. Please avoid using bitmapped fonts if possible. Type 1 fonts are preferred, but TrueType fonts may be used as long as they are embeddable and subsettable.

2.7. Text Balancing on the Last Page

If the last page of your paper is only partially filled, adjust the length of the columns so that they are equal.

2.8. Page Numbering

Put page numbers on your papers.

3. Main Text

Type your main text in 10-point Times, single-spaced (12pt) line spacing. Do not use double-spacing. All paragraphs should be indented 1 pica (approximately 1/6- or 0.14-inch or 0.4 cm). Be sure your text is fully justified; i.e., flush left and flush right. Please do not place any additional blank lines between paragraphs. Figure and Table captions should be 10-point Times, boldface. Initially capitalize only the first word of each figure caption and table title. Figures and tables must be numbered separately. For example: "Fig. 1. Database contexts.", "Table 1. Input data.". Figure captions are to be below the figures. Table titles are to be centred above the tables.

4. First-Order Headings

As in this heading, the first-order headings should be Times 12-point boldface, initially capitalized, centred with one blank line before, and one blank line after. Use a period (".") after the heading number, not a colon. Do not use any punctuation at the end of the headings.

4.1. Second-Order Headings

As in this heading, they should be Times 12-point boldface, initially capitalized, flush left, with one blank line before, and one after. Do not use any punctuation at the end of the second-order headings.

4.1.1 Third-order headings. Third-order headings, as in this paragraph, are discouraged. However, if you must use them, use 10-point Times, boldface, initially capitalized, flush left, preceded by one blank line, followed by a period and your text on the same line.

4.2. Footnotes

Use footnotes sparingly (or not at all!) and place them at the bottom of the column on the page on which they are referenced. Use Times 8-point type, single-spaced. To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

5. Illustrations, Graphs and Photographs

5.1. Placement and Resolution

All graphics should be centred. Manuscript graphics should have a resolution of 600dpi for monochrome images, and 300dpi for grayscale or colour images. Graphics should be

inserted into the manuscript file rather than using cutting and pasting. Do not link to a graphic. Instead, insert the graphic into the manuscript.

5.2. Graph, Figure and Table Captions

Position figures and tables at the tops and bottoms of columns. Avoid placing them in the middle of columns. Large figures and tables may span across both columns. Figure captions should be centered below the figures; table captions should be centered above. Avoid placing figures and tables before their first mention in the text.

6. Conclusions

Close the paper with conclusions stemming from the pertinent results and discussion.

Acknowledgements

Type "Acknowledgements" in 12-point Times, boldface type, centered relative to the column, without the number in front of it. Provide acknowledgments for the input of other individuals, as well as to sources of funding, if appropriate.

Note on References

Type "References" in 12-point Times, boldface type, centred relative to the column, without the number in front of it. At the end of your paper, list and number all bibliographical references in 10- or 9-point Times single-spaced, left justified (with a hanging indent as shown below) relative to the column. When referenced in the text, enclose the citation number in square brackets, for example [1].

References

- [1] A.B. Smith, C.D. Jones, and E.F. Roberts, "Article title with leading capitalization, and the comma inside the quotes," *Journal (in Italics)*, vol. 3, pp. 1-10, Month, Year.
- [2] Jones, C.D., A.B. Smith, and E.F. Roberts, *The Title of a Book, 3rd ed (Capitalize the First Word and All Other Words Except for Conjunctions and Prepositions)*. Location: Publisher, Year.
- [3] K. Elissa, "Title of paper if known," unpublished.
- [4] R. Nicole, "Title of paper with only first word capitalized," *J. Name Stand. Abbrev.*, in press.
- [5] Y. Yorozu, M. Hirano, K. Oka, and Y. Tagawa, "Electron spectroscopy studies on magneto-optical media and plastic substrate interface," *IEEE Transl. J. Magn. Japan*, vol. 2, pp. 740-741, August 1987 [*Digests 9th Annual Conf. Magnetism Japan*, p. 301, 1982].