

Instructions for the Preparation of Proceedings Manuscripts

Author(s) Name(s)
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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, centered relative to the column, initially capitalized. The abstract is to be in 10-point, single-spaced type, and up to 150 words in length. Leave two blank lines after the abstract, then begin the main text. Abstract shall clearly state the purpose, intents, results and conclusions of the work to be described in the full paper.

1. Introduction

To ensure conformity and uniformity of appearance it is essential that these instructions are followed.

2. Formatting your paper

The paper will all be in a 2-column format and the final publication will be A4 size. Margins should be set at 2.4cm (top and bottom) and 2cm (left and right). All printed material, including text, illustrations, and charts, must be kept within the margins. Text should be typed in two columns – each column 8cm wide with a gap of 1cm between the two.

3. Main title

The main title (on the first page) should begin 2.4cm from the top edge of the page, centered, and in Times 14-point, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Leave two 12-point blank lines after the title.

4. Author name(s) and affiliation(s)

Author names, initials and surname only, and affiliations are to be centered beneath the title and printed in Times 12-point, non-boldface type. Decorations, degrees and professional qualifications should not be included. Multiple authors may be shown in a two- or three-column format, with their affiliations, company(ies)/organization(s) and Country only, italicized and centered below their respective names.

Include e-mail addresses if possible. Do not include addresses, company/university departments, towns etc. Author information should be followed by two 12-point blank lines.

5. 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. Avoid using bit-mapped fonts if possible. Arial, Courier and Times New Roman, are preferred.

Type your main text in 10-point Times, single-spaced. Do **not** use double-spacing. Do not indent, the text should always start at the left hand margin. Be sure your text is fully justified—that is, flush left and flush right.

6. First-order headings

Headings should be outline numbered. For example, “1. Introduction”. First-order headings should be Times 12-point boldface, initially capitalized, flush left, with one blank line before, and one blank line after. Use a period (“.”) after the heading number, not a colon.

6.1. Second-order headings

As in this heading, they should be Times 11-point boldface, initially capitalized, flush left, with one blank line before, and one after.

6.1.1. 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.

7. Main text

All **figures and tables** must be captioned. Figure and table captions should be 10-point boldface Helvetica (or a similar sans-serif font). Callouts should be 9-point non-boldface Helvetica. Initially capitalize only the first word of each figure caption and table title. Figures and tables must be numbered separately. For example: “Figure 1. Database contexts”, “Table 1. Input data”. Figure captions are to be centered *below* the figures. Table titles are to be centered *above* the tables.

Equations should be numbered consecutively with Arabic numbers in parentheses placed at the right hand margin of each column.

Proprietary articles should not be mentioned by name, unless this is unavoidable. When comparing the products call them “product A and product B”.

Copyright – Any acknowledgement regarding copyright, must be made at the conclusion of the text.

8. Page numbers, headers and footnotes

Page numbers and headers should not be used in the paper. 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).

9. References

List and number all bibliographical references in 9-point Times, single-spaced, at the end of your paper. When referenced in the text, enclose the citation number in

square brackets, for example [1]. Where appropriate, include the name(s) of editors of referenced books.

[1] A.B. Smith, C.D. Jones, and E.F. Roberts, “Article Title”, *Journal*, Publisher, Location, Date, pp. 1-10.

[2] Jones, C.D., A.B. Smith, and E.F. Roberts, *Book Title*, Publisher, Location, Date.

10. Standard of written English

All manuscript must be in English. The assessors will review the papers based upon the technical content. However, papers suffering from excessive spelling mistakes and poor English may be returned to the author because of the difficulty in assessing them. Authors whose mother tongue is not English may find it useful to have their paper proof checked by a native English speaking colleague.