

Instructions for the Authors of Papers to be Published in the JEEP'09 Conference Proceedings

A.B. Author1, C.D. Author2

(Names of the Authors, upper and lower case, boldface, Arial 9 point, centered, 142 mm width)
Department, Institution's Name, Address, City, State ZIP/Zone, Country
Include@e.mail.address

Abstract

These instructions explain how to prepare your paper for the Proceedings of the JEEP'09 Conference so that its appearance is clear and consistent with the other papers in the Proceedings. They include guidance on layout, illustrations, text style and references. They are presented exactly as your paper should appear. It is highly advised to use this template to prepare your paper in Microsoft Word. Your abstract should not exceed 100 words. It should provide a brief summary of the contents of your paper. Begin typing your abstract 45 mm from the top margin. It should be **centred** across the page, **indented 12 mm** from the left and right page margins and **justified**. The heading **Abstract** should be typed in **Arial 9 point bold** font. The body of the abstract should be in Arial 9 point normal.

Keywords:

JEEP Conference, Paper, Instructions

1 INTRODUCTION

The goal of this template is to achieve uniformity in the papers appearing in the Proceedings of the JEEP'09 Conference. The typography, layout and style used in these instructions are exactly the same as you should use when preparing your paper. The template explains how to prepare an electronic publishing version as well as a paper copy version. The papers will be printed 'as is'. **No final corrections will be made by the publisher.**

This template is also available in Microsoft Word format on the JEEP'09 Web site at <http://www.jeep-proceedings.org>

Use white paper of A4 size (297 x 210 mm) and print in gray scale (**NO COLOURS!**) on one side only with a laser printer. It is essential that the camera-ready copies be absolutely clean and unfolded.

Your paper is limited to **four printed pages**. The official language of the Proceedings is English.

If English is not your mother tongue, provide a good translation into English, and make sure that the English is checked by a competent editor. Use of the first person ("I", "we", etc.) must be strictly avoided.

Please, mind that for paper publication in the Proceedings of the JEEP'09 Conference submission of an electronic copy in PDF format is required!

Please, use Adobe Distiller 6 (or later) to create your PDF file. Do not send MS Word documents.

Name your PDF file with the surname of the presenting author, e.g. surname.pdf.

2 IDENTIFYING YOUR PAPER

2.1 Paper title and authors

The paper title and authors should be exactly in the format as indicated in this template in order to maintain uniformity throughout the Proceedings. **Electronic publishing**

requires that you include the title and authors section into the paper yourself.

Affiliations of authors should be indicated by superscript numbers as in the example. **Do not use academic titles.** (Prof., Dr., etc.).

2.2 Page numbers & Proceedings reference footnote

Do not print page numbers in the PDF file.

The publisher will add cover pages, the table of content etc. Consecutive page numbers will be added by the publisher.

Insert *JEEP 2009* in odd header of pages, except the first page.

3 SETTING UP YOUR PAPER

3.1 Text area

Your manuscript must fit within the required margins. Set your margins for the pages at 20 mm (0.79 in) for the top margin and 18 mm (0.71 in) for bottom, 12 mm (0.47 in) for left, and 12 mm (0.47 in) for right, and 10 mm (0.39 in) for binding. For the first page, set your margins at 35 mm (1.382 in) for the top margin and 18 mm (0.71 in) for bottom, 12 mm (0.47 in) for left, and 12 mm (0.47 in) for right, and 10 mm (0.39 in) for binding. Thus, the first page and all **uneven** pages should have a **right hand** layout: right margin 12 mm (0.47 in) and left margin 22 mm (0.86 in). The **even** pages should have a **left hand** layout: left margin 12 mm (0.47 in) and right margin 22 mm (0.86 in). Centring of text sections refers to those margins.

Title area

Put the title directly under the top margin. The title should be in **Arial 12 point bold** centred. Use capitals as indicated in the title of this example. The first word of the title and all major words must start with a capital. The authors section should be in Arial 9 point normal.

Paper body

Begin typing your paper **120 mm (4.1 in) from the top margin**. Use a two-column format, and set the spacing between the columns at 0.8 mm (0.31 in), so that column width is 84 mm (3.3 in).

3.2 Font and line spacing

Preferably, papers are prepared on PC/MSWindows computers. **Arial 9 point** font must be used. **The general rule is: DO NOT USE OTHER FONTS. Also not in figures.**

(Papers prepared on other computers on which Arial is not available, must use **Helvetica (or Geneva) 9 point** or a similar 9 point san serif font.)

The usage of wrong fonts will be a reason for rejection. These instructions are printed in **Arial 9 point**.

EMBED ALL FONTS, ALSO THOSE USED IN THE PICTURES!

To do so: Under Adobe PDF in the MS word task bar click on "Change Conversion Settings". In the "Adobe PDF maker" pane, click the "Settings" tab. In the settings menu click the "Advanced Settings" button. Then click the "Fonts" tab. In the "Fonts" pane, check the "Embed all fonts" box and REMOVE ALL FONTS from the "Never Embed" box.

Check font embedding with the pre-flight option of Acrobat 6 (to be found in the task bar: Document-> Pre-flight, click "List all potential problems" then "analyze").

The line spacing should be set at **single spacing** 'at least 10 points'. Leave 3 points after each paragraph. **Justify the text on both the left and the right margins.**

3.3 Headings and heading spacing

We recommend using no more than three levels of headings, indicated in these instructions as Heading 1, Heading 2 and Heading 3. The styles for these headings are included in the Word template on the website and are summarized in Table 1 below.

Avoid loose Headings to appear at the bottom of a page.

HEADING 1

To denote the major sections of your paper, use Heading 1. These sections should be numbered. For example, Heading 1 is used for the following section headings in these Instructions: **INTRODUCTION, TEXT, SUMMARY**, etc.

The style for Heading 1 is **ARIAL 9 POINT BOLD ALL CAPS** with a 5 mm (0.2 in) hanging indent to accommodate the number and 3 point spacing after the heading. In addition, leave one carriage return (in Normal style) before the heading. Begin typing the text in the line beneath the heading.

Heading 2

To denote logical subsections of major sections, if any, use Heading 2. Number the subsections accordingly. In these instructions, for example, the subsections of Section 3 are numbered 3.1, 3.2, 3.3, etc.

The style for Heading 2 is **Arial 9 point bold** with a 7.5 mm (0.3 in) hanging indent to accommodate the number and 3 point spacing before and after the heading. Begin typing the text in the line beneath the heading.

Heading 3

To denote further divisions of a subsection, if relevant, use Heading 3. These divisions are not numbered. The style for

Heading 3 is *Arial 9 point italic* justified to the left margin, with 3 point spacing before and after the heading. Begin typing the text in the line beneath the heading. The heading of this section (*Heading 3*) is an example of the Heading 3 style.

4 TEXT

4.1 Terminology and Symbols

Authors should use SI units.

4.2 Style

The following list summarizes several important points of style to keep in mind when preparing your paper:

- Use **bold** for emphasis, but keep its use to a minimum. Avoid using underlining in your paper.
- Use a consistent spelling style throughout the paper (US or UK).
- Use single quotes.
- Use %, not percent.
- Do not use ampersands (&) except as part of the official name of an organization or company.
- Keep hyphenation to a minimum. Do not hyphenate 'coordinate' or 'non' words, such as 'nonlinear'.
- Do not end headings with full stops.
- Do not start headings at the foot of a column or with only one line of text below; put the heading on the next column or page.
- Leave one character space after all punctuation.

4.3 Mathematic text and equations

Equations should be justified to the left margin and numbered at the right margin. Leave 6 points before and 6 points after the equation, as indicated in the Equation style on the Word template.

$$x^2 + y^2 = 41 \quad (1)$$

For equation font sizes, use 9 point for full size, 7 point for subscript and superscript, and 5 point for sub-subscript and sub-superscript.

Use italics for variables (*u*); bold for vectors (no arrows) (**u**); bold italic for variable vectors (***u***) and capital bold italic (***U***) for variable matrices. Use *i*_{th}, *j*_{th}, *n*_{th}, not *i*^m, *j*^m, *n*^m. The order of brackets should be {{{()}}}, except where brackets have special significance.

4.4 Lists

Single space list items with no extra space between the lines. Mark each item with a solid bullet '•' or with an Arabic numeral followed by a full stop, e.g., 1. 2. 3. and so on. Be consistent in marking list items.

Refer to Section 4.1 for an example of a bulleted list. Following is an example of a numbered list:

1. For complete or near complete sentences, begin with a capital letter and end with a full stop.
2. For short phrases, start with lower case letters and end with semicolons.
3. Do not capitalize or punctuate single items.
4. Use a colon to introduce the list.

5 FIGURES AND TABLES

5.1 General appearance

Make sure that all figures, tables, graphs and line drawings are clear and sharp and of the highest quality. Lines should be thick enough to allow proper reproduction. **Also in figures: use embedded Arial font type only.**

Diagrams, graphics and photographs should be in **gray scale (NO COLOURS!)** of excellent quality with good contrast.

When preparing figures and tables, make sure that all lettering inside the figure is no smaller than the specified size of the paper text, i.e., **9 point**.

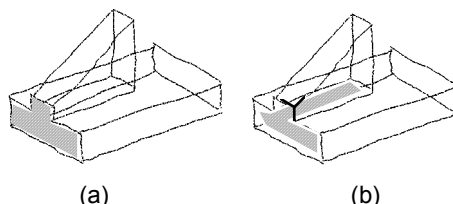


Figure 1: Example of picture scanned into the paper.

Take care that figures copied from other sources do not contain Asian fonts! Use Arial font type only. EMBED ALL FONTS!

5.2 Numbering, captions and positioning

Number figures and tables consecutively, e.g., Figure 1, Figure 2, Figure 3; Table 1, Table 2, Table 3. Use (a), (b), (c) to distinguish individual subjects in a composite figure. See Figures 1 and 2 for examples of figure and caption placement. Refer to Table 1 for an example of a table centred across two columns.

Each figure and each table must have a caption. Captions should be centred at the foot of the figure and typed in the same 9 point font used in the paper. Begin the caption with a capital letter and end with a full stop. Always refer to figures as 'Figure' and not Fig. Leave 6 point spacing between the figure and the caption. Place the figure or table on the text page as close to the relevant citation as possible, ideally at the top or at the bottom of a column. If a figure or table is too large to fit into one column, it can be centred across both columns at the top or the bottom of the page. Make sure that it does not extend into the page margins. **Do not wrap the text around the figures.**

6 PDF FILE PREPARATION

PDF files can get large by selecting the wrong type and/or resolution of photographs and figures. Larger files usually do not give better results but may load slow, which will cause problems when viewed from CD-rom and WWW.

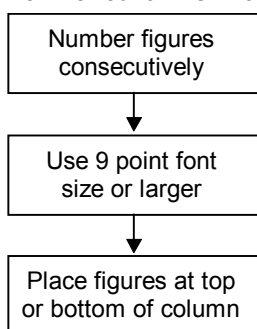


Figure 2: Diagram of the system.

For the submission procedure the following **manual settings** of the following printing parameters are required:

Use **Adobe distiller 6 for Windows XP** (set to compatibility with Acrobat 4) to create your pdf file.

Use the following settings:

General: Resolution: 2438 dpi, binding: left, page width: 21.00, height: 29.70, units: centimetres.

Compression -> colour images bicubic downsampling: 300 dpi, compression: jpeg, quality: maximum

-> grayscale images bicubic downsampling: 300 dpi, compression: jpeg, quality: maximum

-> monochrome images bicubic downsampling: 2400 dpi, compression: ccitt group 4.

Compress text and line art.

Fonts -> **Embed all fonts.** Embed base 14 fonts.

Colour: Leave colours unchanged, preserve under colour removal and black generation settings, preserve transfer functions, preserve halftone information.

Advanced: Allow postscript file to overwrite job options, preserve level 2 copypage semantics, save portable job ticket inside pdf file, process DSC comments, resize page and center artwork for EPS files, preserve EPS information from DSC, preserve documents Information from DSC.

7 PAPER SUBMISSION

The deadline for submission will be imperatively February 1st, 2009. No paper will be accepted after this date.

8 SUMMARY

This paper summarized the instructions for preparing an electronic publishing paper for the Proceedings of the JEEP'09 Conference.

9 ACKNOWLEDGMENTS

We extend our sincere thanks to all who contributed in the preparation of these instructions.

10 REFERENCES

Relevant works published in JEEP Proceedings must be cited in the reference list. List the references at the end of the paper, in **order of citation**.

Number the references chronologically: [1] [2] [3]. Cite the references in the body of the paper using the number in square brackets [1]. All references listed must be cited, and all cited references must be included in the reference list.

The reference list should be set in the same typeface as the body of the text. Use a hanging indent of 7.5 mm (0.3 in) to accommodate the numbers. Use the style 'References' on the Word template.

The format for references is as follows:

Last name, initial, year of publication, full paper title, journal name, volume, first and last page. Use only common abbreviations in journal names.

	HEADING 1	Heading 2	<i>Heading 3</i>
Font	Arial or Helvetica 9 point	Arial or Helvetica 9 point	Arial or Helvetica 9 point
Style	BOLD ALL CAPS	Bold	<i>Italic</i>
Numbering	1, 2, 3,	1.1, 1.2, 1.3, ...	None
Spacing	Single-spaced, 3 points after, Normal carriage return before	Single-spaced, 3 points before, 3 points after	Single-spaced, 3 points before, 3 points after

Table 1: Example of table centred across two columns.