

# Author Guidelines for A4 Proceedings Manuscripts

Author(s) Name(s)  
Author Affiliation(s)  
E-mail

## 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 may be up to 7.5 cm long. Leave two blank lines after the abstract, then begin the main text.*

## 1. Introduction

These guidelines include complete descriptions of the fonts, spacing, and related information for producing your proceeding manuscript. Please follow them.

## 2. Formatting your paper

All printed material, including text, illustrations, and charts, must be kept within a print area of 17 cm wide by 24.7 cm high (format A4, left and right margins: 2cm, up and down margins: 2.5 cm).

Graphic should not exceed the larger of the print area.

All *text* must be in a two-column format. Columns are to be 8.1 cm wide, with a 0.81 cm space between them. Text must be fully justified.

This document should be six pages long.

## 3. Main title

The main title (first line, on the first page) should be 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 blank lines after the title.

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

Author names and affiliations are to be centered beneath the title and printed 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 centered below each author name, italicized, not bold. Include e-mail addresses if possible. Follow the author information by two blank lines before main text.

## 5. Type-style and fonts

Wherever Times is specified, Times Roman, or New Times Roman may be used.

## 7. Main text

Type your main text in 10-point New Times Roman, single-spaced. Do **not** use double-spacing. All paragraphs should be indented 1 pica (approximately 0.4 cm). Be sure your text is fully justified—that is, flush left and flush right. Please do not place any additional blank lines between paragraphs.

**Figure and table captions** should be 10-point Helvetica (or a similar sans-serif font), boldface. Callouts should be 9-point Helvetica, non-boldface. 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 *below* the figures. Table titles are to be centered *above* the tables.

## 8. First-order headings

For example, “1. Introduction”, should be Times New Roman 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.

### 8.1. Second-order headings

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

#### 8.1.1. Third-order headings.

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

## 9. 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 New Roman 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).

## 10. 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.