

Author Guidelines for A4 Extended Abstract

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

Introduction

These guidelines include complete descriptions of the fonts, spacing, and related information for producing your **extended abstract manuscript**. This extended abstract will be published in a proceeding. Please follow them.

Formatting your paper

All printed material, including text, illustrations, and charts, must be kept within a print area of 15 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 one-column format. Text must be fully justified.

This document should be two pages long.

Main title

The main title (first line, on the first page) should be centered, and in Times 16-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.

Author name(s) and affiliation(s)

Author names and affiliations are to be centered beneath the title and printed in Times New Roman 14-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 in Times New Roman 12-point. Include e-mail addresses if possible. Follow the author information by two blank lines before main text.

Type-style and fonts

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

Main text

Type your main text in 12-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 12-point Helvetica (or a similar sans-serif font), boldface. Callouts should be 10-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.

References

List and number all bibliographical references in 12-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.