

# Preparations of Papers for the Conference

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**Abstract**—These instructions give you basic guidelines for preparing papers for INSO2013 conference proceedings.

**Index Terms**—first term, second term, third term, fourth term, fifth term.

## I. INTRODUCTION

Your goal is to simulate the usual appearance of papers in a Conference Proceedings. We are requesting that you follow these guidelines as closely as possible.

### A. Full-Sized Copy

Prepare your paper in full-size format, on A4 paper (210 x 297 mm, 8.27 x 11.69 in). No header or footer, no page number.

*Type sizes and typefaces:* Follow the type sizes specified in Table I. As an aid in gauging type size, 1 point is about 0.35 mm. The size of the lowercase letter “j” will give the point size. Times New Roman has to be the font for main text. Paper should be single spaced.

*Margins:* top = 30mm (1.18 in), bottom, left and right = 20 mm (0.79 in). The column width is 82mm (3.23 in). The space between the two columns is 6mm (0.24 in). Paragraph indentation is 3.7 mm (0.15 in).

Left- and right-justify your columns. Use tables and figures to adjust column length. On the last page of your paper, adjust the lengths of the columns so that they are equal. Use automatic hyphenation and check spelling. Digitize or paste down figures.

For the Title use 24-point Times New Roman font, an initial capital letter for each word. Its paragraph description should be set so that the line spacing is single with 6-point spacing before and 6-point spacing after. Use two additional line spacings of 10 points before the beginning of the double column section, as shown above.

Each major section begins with a Heading in 10 point Times New Roman font centered within the column and numbered using Roman numerals, followed by a period, two spaces, and the title using an initial capital letter for each word. The remaining letters are in SMALL CAPITALS (8 point). The paragraph description of the section heading line should be set for 12 points before and 6 points after.

Subheadings should be 10 point, italic, left justified, and numbered with letters (A, B, ...), followed by a

period, two spaces, and the title using an initial capital letter for each word. The paragraph description of the

TABLE I.  
TYPE SIZES FOR PAPERS

Type size (pts.)	Appearance		
	Regular	Bold	Italic
6	Table captions, <sup>a</sup> table superscripts		
8	Section titles, tables, table names, first letters in table captions, figure captions, footnotes, text subscripts, and superscripts		
9	References	Abstract	
10	Authors' affiliations, main text, equations, first letters in section titles		Subheading
11	Authors' names		
24	Paper title		

subheading line should be set for 6 points before and 3 points after.

For main text, paragraph spacing should be single spaced, no space between paragraphs. Paragraph indentation should be 3.7mm/0.21in, but no indentation for abstract & index terms.

## II. HELPFUL HINTS

### A. Figures and Tables

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. Leave sufficient room between the figures/tables and the main text. 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. Use the abbreviation “Fig. 1,” even at the beginning of a sentence.

To figure axis labels, use words rather than symbols. Do not label axes only with units. Do not label axes with a ratio of quantities and units. Figure labels should be legible, about 9-point type.

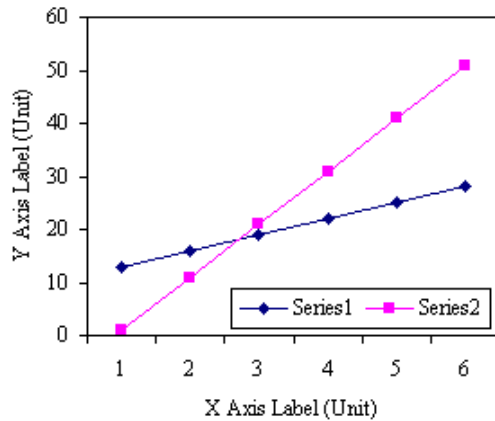


Figure 1. Note how the caption is centered in the column.

Color figures will be appearing only in online publication. All figures will be black and white graphs in print publication.

### B. References

Number citations consecutively in square brackets [1]. Punctuation follows the bracket [2]. Use “Ref. [3]” or “Reference [3]” at the beginning of a sentence:

Give all authors’ names; use “et al.” if there are six authors or more. Papers that have not been published, even if they have been submitted for publication, should be cited as “unpublished” [4]. Papers that have been accepted for publication should be cited as “in press” [5]. In a paper title, capitalize the first word and all other words except for conjunctions, prepositions less than seven letters, and prepositional phrases.

For papers published in translated journals, first give the English citation, then the original foreign-language citation [6].

### C. Footnotes

Number footnotes separately in superscripts <sup>1, 2, ...</sup>. Place the actual footnote at the bottom of the column in which it was cited, as in this column. See first page footnote as an example.

### D. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title unless they are unavoidable.

### E. Equations

Equations should be centered in the column. The paragraph description of the line containing the equation should be set for 6 points before and 6 points after. Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). Italicize Roman symbols for quantities and variables, but not Greek symbols. Punctuate equations with commas or periods when they are part of a sentence, as in

$$a + b = c. \quad (1)$$

Symbols in your equation should be defined before the equation appears or immediately following. Use “(1),” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is ...”

### CONCLUSIONS

The authors can conclude on the topic discussed and proposed. Future enhancement can also be briefed here.

### REFERENCES

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- [5] R. Nicole, “Title of paper with only first word capitalized”, *J. Name Stand. Abbrev.*, in press.
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- [7] M. Young, *The Technical Writer's Handbook*. Mill Valley, CA: University Science, 1989.