

# Author Guidelines for 8.5x11-inch FastAbstracts Proceedings Manuscripts

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

## 1. Introduction

These guidelines include complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts. These instructions have been adapted from the instructions provided by the IEEE Computer Society for preparation of manuscripts to be included in proceedings.

## 2. Formatting your paper

All printed material, including text, illustrations, and charts, must be kept within a print area of 6-7/8 inches (17.5 cm) wide by 8-7/8 inches (22.54 cm) high. Do not write or print anything outside the print area. All *text* must be in a two-column format. Columns are to be 3-1/4 inches (8.25 cm) wide, with a 5/16 inch (0.8 cm) space between them. Text must be fully justified.

A format sheet with the margins and placement guides is available in Word as *format.doc*. It contains lines and boxes showing the margins and print areas. If you hold it and your printed page up to the light, you can easily check your margins to see if your print area fits within the space allowed.

## 3. Main title

The main title (on the first page) should begin 1-3/8 inches (3.49 cm) 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 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. Second page

The second page should begin 1.0 inch (2.54 cm) from the top edge. On all pages, the bottom margin should be 1-1/8 inches (2.86 cm) from the bottom edge of the page for 8.5 x 11-inch paper; for A4 paper, approximately 1-5/8 inches (4.13 cm) from the bottom edge of the page.

## 6. Type-style and fonts

Wherever Times is specified, Times Roman, or New Times Roman may be used. If neither is available on your word processor, please use the font closest in appearance to Times that you have access to. Please avoid using bit-mapped fonts if possible. True-Type 1 fonts are preferred.

## 7. Main text

Type your main text in 10-point Times, single-spaced. Do **not** use double-spacing. All paragraphs should be indented 1 pica (approximately 1/6- or 0.17-inch or 0.422 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 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 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, boldface, initially capitalized, flush left, preceded by one blank line, followed by a period and your text on the same line.

## **10. Page numbering**

Do not include page numbers on your pages. This will be handled at production time.

## **11. Illustrations, graphs, and photographs**

All graphics should be centered. Your artwork must be in place in the article printed as part of the text rather than pasted up. Penciled lines and very fine lines do not reproduce well. Remember, the quality of the book cannot be better than the originals provided.

### **11.1. Color images in proceedings**

DO NOT SUBMIT COLOR IMAGES IN YOUR PAPER.

### **11.2. 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 8point 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).

## **12. 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.

## **13. Copyright release form**

You must include your fully-completed, signed copyright release form when you submit your paper. We **must** have this form before your paper can be published in the proceedings. The copyright form is as an Acrobat file, copyright.pdf.