

Author Guidelines for 8.5 x 11-inch Manuscripts for Review

Author1First Author1Last
Author1 organization
E-mailAuthor1

Author2First Author2Last
Author2 organization
E-mailAuthor2

Author3First Author3Last
Author3 organization
E-mailAuthor3

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 11-point, single-spaced type, and up to 150 words in length. Leave two blank lines after the abstract, then begin the keywords and topics of your paper. The Topics must be from the set for the meeting..

Keywords: keyword_1, keyword_2,, keyword_n

Topics: topic_1, topic_2,, topic_m

1. Introduction

All manuscripts¹ must be in English. Each section should be in 12-point Times, boldface type. The text should be 11-point Times and 1.5 line spaced. These guidelines are for submitting the paper for review. The submission should be in PDF format and should have all the fonts embedded. See instruction how to do it on the ConfSys home page[1]. Please follow them and if you have any questions, please consult [2] and have a look at [3]; as a last resort, drop a line to ConfSys Admin.

2. Formatting your paper

All material, including text, illustrations, and charts, must be kept within a print area of 6-1/2 inches (16.51 cm) wide by 8-7/8 inches (22.51 cm) high. Do not write or print anything outside the print area. All *text* must be in a one-column format.

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 italicized and centered below their respective names. Include e-mail addresses if possible. Author information should be followed by two 12-point blank lines. If the co:authors are users of ConfSys, make sure to use names and email address as they have used for sign-up for ConfSys. If in doubt, please consult them, If they are not users of ConfSys, they will be requested to sign-up. The email addresses used must be valid and current.

¹These instructions are adapted by the instructions used by IEEE.

5. Second and following pages

The second and following pages 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 (U.S. Letter size).

6. Type-style and fonts

Wherever Times is specified, Times Roman or Times New Roman may be used. If neither is available on your word processor, please use the font closest in appearance to Times. Avoid using bit-mapped fonts if possible. TrueType 1 fonts are preferred.

7. Main text

Type your main text in 11-point Times, single-spaced. All paragraphs should be indented 1/4 inch (approximately 0.5 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 boldface Helvetica (or a similar sans-serif font). Callouts should be 9-point non-boldface Helvetica. 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 centered *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.

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 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] Desai, B. C., *Embedding fonts in PDF files for uploading to ConfSys*, http://confsys.encs.concordia.ca/public_files/embedded_fonts.php
- [2] *Instructions for submitting papers to ConfSys* <http://confsys.encs.concordia.ca/authorHelp.html>
- [3] Desai, B. C., *IDEAS The Pre-teen years* http://confsys.encs.concordia.ca/public_files/sample/IDEAS-the-preteen-years-1col.pdf

