

Author Guidelines ESSCIRC (A4) Proceedings Manuscripts

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Abstract

The abstract is to be in fully justified italicised text, at the top of the left-hand column as it is here, below the author information. Use the word “Abstract” as the title with the same styles and spacing as first-order headings, but unnumbered and centred. The abstract is to be in 10-point, single-spaced italic type, and may be up to 20 lines long. All manuscripts must be in English.

This document is based on the IEEE Computer Society’s proceedings guidelines.

1. Introduction

These guidelines include complete descriptions of the fonts, spacing, and related information for producing and submitting your proceedings manuscript. This document can also be used as an example or template for your proceeding manuscripts. For questions, please contact the ESSCIRC/ESSDERC Secretariat:

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2. Formatting your paper

The proceedings will be printed on A4 paper (21x29.7 cm). All printed material, including text, illustrations, and charts, must be kept within a print area 17 cm wide 24.3 cm high. Top and bottom margins are 2.7 cm, and left and right margins are 2 cm. Do not write or print anything outside the print area. All *text* must be in a two-column format. Columns are to be 8.1 cm wide, with a 0.8 cm space between them. Text must be fully justified.

3. Main title

The main title (on the first page) should begin 3.5 cm from the top edge of the page (2.7 cm margin plus 0.8 cm additional space), centred, and in Times 14-point, boldface type. The main title spans both columns. Capitalise the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalise articles, co-ordinate 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 centred 0.8 cm beneath the title and printed in Times 12-point, non-boldface type. Multiple authors may be shown in a one- or two- or three-column format, with their affiliations below their respective names. Affiliations are centred below each author name, italicised, not bold. Include e-mail addresses if possible. Follow the author information by another 0.8 cm before the main text.

5. 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.

6. Main text

Type your main text in 10-point Times, single-spaced. Do **not** use double-spacing. All paragraphs should be indented 1 pica (12 point 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. Use boldface and/or italic to emphasise important words.

Figure and table captions should be 10-point Helvetica (or a similar sans-serif font). Initially capitalise only the first word of each figure caption and table title. Figures and tables must be numbered separately. Figure captions are to be *below* the figures. Table titles are to be centred *above* the tables. For example:

Table 1. Input data

Col1	Col2	Col3
Data11	Data12	Data13
Data21	Data22	Data23
Data31	Data32	Data33

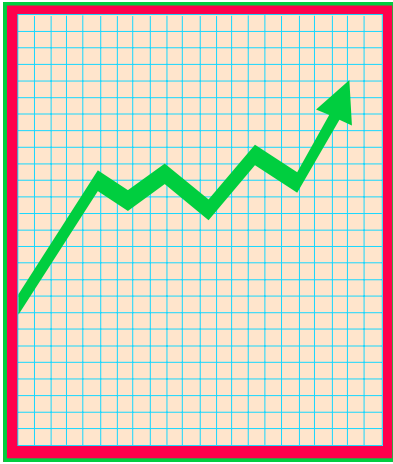


Figure 1. Database contexts

7. First-order headings

For example, “1. Introduction”, should be Times 12-point boldface, initially capitalised, flush left, with 0.4 cm (12 pt) before, and 0.3 cm (9 pt) after. Use a period (“.”) after the heading number, not a colon.

7.1. Second-order headings

As in this heading, they should be Times 11-point boldface, initially capitalised, flush left, with 0.3 cm (9 pt) before, and 0.2 cm (6 pt) after. Do not use third-order headings.

8. Printing your paper

Print your properly formatted text on high-quality A4 white printer paper. If the last page of your paper is only partially filled, arrange the columns so that they are evenly balanced if possible, rather than having one long column.

9. Page numbering

Number your pages lightly, in pencil, on the upper right-hand corners of the BACKS of the pages (for example, 1/4, 2/4; or 1 of 4, 2 of 4; and so forth). Please do NOT write on the fronts of the pages, nor on the lower halves of the backs of the pages. Do not automatically paginate your pages. Note that unnumbered pages that get out of order can be very difficult to put back in order!

10. Illustrations, graphs, and photographs

All graphics should be centred. Your artwork must be in place in the article preferably printed as part of the text rather than pasted up. If you must use photos, they must be pasted onto your manuscript. Use rubber cement to affix the halftones or photos in place. Black and white, clear, glossy-finish photos are preferable to colour.

11. Footnotes

Use footnotes sparingly¹ 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).

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. Additional items

A complete Word template whose styles obey all these guidelines is available. For Latex, start with a standard *10 pt article* documentclass with the *twocolumn* option.

All documents referenced here, including these instructions, are also available at our Web site: <http://www.esscirc.org/submissions/>.

14. Creating PDF Files

Authors are invited to submit an electronic version of their paper for publication on the Internet and/or CD-ROM. The only format supported is Adobe’s PDF format.

14.1. Adobe Acrobat Distiller

You may use the Adobe Acrobat Distiller (www.adobe.com) to produce PDF files. Acrobat viewers are available for free, but Acrobat Distiller is licensed software available for all major platforms.

Current versions of the Distiller (for Windows) install a printer driver, which lets you create PDF files by simply printing any document from any application to this special printer device. Another possibility is to print your document to a Postscript printer, check the “save to file” button, and use the Distiller to convert this saved Postscript file (drag and drop it over the distiller window). Please enter paper title and author(s) names in the Document Information fields.

14.2. Alladin Ghostscript

If you are using a Alladin Ghostscript 4.0 or later (<ftp://ftp.cs.wisc.edu/ghost/>), you can convert your

¹ or not at all

Postscript files with it. Ghostscript is free to most users. Check the Aladdin Ghostscript Free Public License, which is somewhat similar to the GNU General Public License.

Either use the *ps2pdf* utility, or the command line switch *-sDEVICE=pdfwrite* with *gs*. To see if your installed Ghostview does support writing PDF, type *gs -h* and look for a device named *pdfwrite*. If it is missing, you have to recompile *gs*.

Ghostscript has a few disadvantages over the Distiller. It does render some fonts instead of embedding them. Some versions produce very large PDF files, because of UniSys' Patent of the LZW compression algorithm.

14.3. Submitting PDF Files

Please use the name of the corresponding author to form the file name, with extension pdf, like *author.pdf*. Either attach your PDF file to a MIME mail or send a diskette.