

# INFuture2009 – Paper Layout Preparation Guidelines

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## Summary

*Summary text. It is strongly suggested that summary and key words should both be on the first page.*

**Key words:** preferably one line of key words, maximum of two lines of key words is allowed

## Introduction

Paper layout preparation guidelines assist you in the preparation of camera-ready papers. Guidelines also imitate a prepared text, i.e. have all the potential text elements already prepared as they should be in the camera-ready paper. Your task is to prepare your paper in the exact way it will be published in the INFuture2009 proceedings<sup>1</sup>. **Maximum of 10 pages is allowed!**

You have received two versions of this guidelines and a template file:

- PDF version (INFuture2009-Paper Submission Guidelines.pdf),
- MS Word version (INFuture2009-Paper Submission Guidelines.doc),
- MS Word 2003 document template version (INFuture2009.dot).

You should use them in the following way.

## PDF version

PDF version is not containing references of the MS Word style names. It could be used as a reference for the text preparation.

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<sup>1</sup> The papers will be peer-reviewed; proceedings will have an ISBN number.

**MS Word version**

Double-click at this file will open MS Word document with the guidelines and the names of the styles added to the document. To see available styles in the task pane go to Format/Styles and Formatting. The list of styles will open in the task pane. The styles relevant for the text-preparation are those which name start with "INF09". You can copy-paste your text over this guidelines and apply the appropriate styles where needed. You can do this by selecting a part of the text that you have copied and clicking at the appropriate style name in the task pane. Detailed information about text formatting can be found in Table 1.

**MS Word 2003 template**

Double-click at this file (INFuture2009.dot) will open a new blank MS Word 2003 document containing styles you should use. To see available styles in the task pane go to Format/Styles and Formatting. The list of styles will open in the task pane. This file can be used to prepare your papers using predefined styles. The styles relevant for the text-preparation are those which name start with "INF09". Detailed information about text formatting can be found in Table 1.

Table 1: Text formatting information

<b>Element</b>	<b>Description</b>	<b>Style Name</b>
Font used	Times New Roman (whole paper)	
Main title	16 pt, bold, centred	INF09-Main Title
Autor's name	11 pt, centred	INF09-Author
Institution	11 pt, centred	INF09-Institution
Full address	10 pt, centred	INF09-Address
E-mail	10 pt, centred	INF09-e-mail
"Summary"	11 pt, bold	INF09-Summary
Summary (text)	11 pt, italic, justified	INF09-Summary Body
"Key words:"	11 pt, bold	–
Key words	11 pt, justified	INF09-Key Words
Subtitle – Level 1	12 pt, bold, align left	INF09-Subtitle 1
Subtitle – Level 2	11 pt, bold, align left	INF09-Subtitle 2
Subtitle – Level 3	11 pt, italic, align left	INF09-Subtitle 3
Text	11 pt, justified, line spacing: single	INF09-Body Text
Space between subtitles and other elements	11 pt, line spacing: single	INF09-Single Space
Bulleted list	11 pt, justified, bullet position – indent at 0,5 cm, text position – tab space after 1 cm, indent at 1 cm	INF09-Bulleted List
Numbered list	11 pt, justified, number position – left, aligned at 0,5 cm, text position – tab space after 1 cm, indent at 1 cm	INF09-Numbered List
Table text	9 pt	INF09-Table Text
Source (table, picture etc.)	9 pt, justified	INF09-Source
Footnotes	9 pt, justified	INF09-Footnotes
References	9 pt, justified, hanging indent 0,5 cm	INF09-References

Source: Text of the source.

## **Guidelines**

### **Font**

You should use Times New Roman font throughout the text. Follow the sizes specified in the Table 1 for different text elements.

### **Format**

You should prepare the camera-ready paper on the A4 paper size (210 mm x 297 mm) with the margins set as follows: top and bottom (5.2 cm), left and right (4.25 cm).

Align text both on the left and right margin (justify). Use single space between the text and the subtitles. Do not add space between paragraphs or footnotes.

### **Tables, diagrams, charts, pictures**

#### *Tables, diagrams and charts*

Number each table/diagram/chart. The table/diagram/chart heading should be placed above the table/diagram/chart. Try to add the table/diagram/chart after it is mentioned in the text. Add source information below if applicable. In diagrams and charts, use black/white/shades of grey/pattern fillings rather than colour.

#### *Pictures*

Number each picture. The picture heading should be placed below the picture. Try to add the picture after it is mentioned in the text. Add source information if applicable.

### **Conclusion**

Be short and up to the point. Do not use tables, diagrams, charts or pictures in the conclusion.

**Camera ready paper of no more than 10 pages should be uploaded to the conference online submission system no later than 1 August 2009 both in MS Word DOC (up to the 2003 version) and Adobe PDF format. Additional pages will be charged 50€each!**

### **References**

Surname\_1, Name\_1; Surname\_2, Name\_2. Book Name. City : Publisher\_1, Publisher\_2, year

Surname\_1, Name\_1; Surname\_2, Name\_2. Article Name. // *Journal Name*. volume (year), number; pages

Surname\_1, Name\_1; Surname\_2, Name\_2. Article Name. // *Proceedings Name* / Surname\_1, N1.; Surname\_2, N2. (ed.). City : Publisher\_1, Publisher\_2, year, pages

Surname\_1, Name\_1. Article Name. Date of last revision. <http://www.server.com> (Access date)