INFuture – Paper Layout Preparation Guidelines

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 cameraready 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 INFuture proceedings[1].

There are two versions of this guidelines and a template file:

- PDF version (INFuture-Paper Submission Guidelines.pdf),
- MS Word version (INFuture-Paper Submission Guidelines.doc),

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.

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 (Word v. 2003) Format/Styles and Formatting or (Word 2007

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[1] The papers will be peer-reviewed; proceedings will have ISSN and DOI numbers.

and higher) open styles window from Home / Styles section or press Ctrl+Alt+Shift+S. The list of styles will open in the task pane. The styles relevant for the text-preparation are those which name start with "INFuture". You can copy-paste your text over these 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 v. 2003 and higher template
To see available styles in the task pane go to (Word v. 2003) Format/Styles and Formatting or (Word 2007 and higher) open styles window from Home / Styles section or press
Ctrl+Alt+Shift+S. 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 "INFuture". Detailed information about text formatting can be found in Table 1.

Table 1: Text formatting information

Element	Description	Style Name
Font used	Times New Roman (whole paper)	
Main title	16 pt, bold, centred	INFuture-Main Title
Space between subtitles and other elements	11 pt, line spacing: single	INFuture-Single Space
"Summary"	11 pt, bold	INFuture-Summary
Summary (text)	11 pt, italic, justified	INFuture-Summary Body
"Key words:"	11 pt, bold	–
Key words	11 pt, justified	INFuture-Key Words
Subtitle – Level 1	12 pt, bold, align left	INFuture-Subtitle 1
Subtitle – Level 2	11 pt, bold, align left	INFuture-Subtitle 2
Subtitle – Level 3	11 pt, italic, align left	INFuture-Subtitle 3
Text	11 pt, justified, line spacing: single	INFuture-Body Text
Bulleted list	11 pt, justified, bullet position – indent at 0,5 cm, text position – tab space after 1 cm, indent at 1 cm	INFuture-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	INFuture-Numbered List
Table text	9 pt	INFuture-Table Text
Source (table, picture etc.)	9 pt, justified	INFuture-Source
Footnotes	9 pt, justified	INFuture-Footnotes
References	9 pt, justified, hanging indent 0,5 cm	INFuture-Main Title

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, figures

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.

Figures

Number each figure. The figure heading should be placed **below** the figure. Try to add the figure 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 figures in the conclusion.

Camera ready paper should be uploaded to the conference online submission system no later than the deadline in MS Word .DOC (v. 2003 and higher) or .DOCX format.

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)

Authors submitting the paper should agree and strictly follow standards of expected ethical behaviour as defined in the [INFuture publishing ethics](#).