

# Author Guidelines for A4 Proceedings Manuscripts

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

## 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 10-point, single-spaced type, and may be up to 7.6 cm long. Leave two blank lines after the abstract, then begin the main text. 論文可以中文撰寫(附上中文摘要)*

## 1. Introduction

These guidelines include complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts. Please follow them.

## 2. Formatting your paper

All printed material, including text, illustrations, and charts, must be kept within a print area of 17 cm wide by 24.7 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 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, 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 and following pages

The second and following pages should begin 2.5 cm from the top edge. On all pages, the bottom margin should be 2.8 cm from the bottom edge of the page for A4 paper.

## 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 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 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.

## 9. Printing your paper

Print your properly-formatted text on high-quality, 21 x 29.7 cm (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.

## 10. Page numbering

For submission draft, please number your pages, starting with page 1, at the bottom center of the page. For camera-ready copy, please do not number your pages.

## 11. Illustrations, graphs, and photographs

All graphics should be centered. Your artwork must be in place in the article (preferably printed as part of the text rather than pasted up). If you are using photographs and are able to have halftones made at a print shop, use a 100- or 110-line screen. 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 color. Supply the best quality photographs and illustrations possible. Penciled lines and very fine lines do not reproduce well. Remember, the quality of the book cannot be better than the originals provided. Do **not** use tape on your pages!

### 11.1. Symbols

If your word processor or typewriter cannot produce Greek letters, mathematical symbols, or other graphical elements, please use pressure-sensitive (self-adhesive) rub-on symbols or letters (available in most stationery stores, art stores, or graphics shops).

### 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 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.