

## Author's Template for Paper Submissions

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### 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 up to 250 words in length. Leave two blank lines after the abstract, then begin the main text.*

### 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 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 two-column format. Columns are to be 3-1/16 inches (7.85 cm) wide, with a 3/8 inch (0.81 cm) space between them. Text must be fully justified.

A format sheet with the margins and placement guides is available as PDF file <format.pdf>. It contains lines and boxes showing the margins and print areas. If you hold it and your printed page up to the light, you can easily check your margins to see if your print area fits within the space allowed.

Do not put page numbers on your document. We will add appropriate page numbers to accepted papers.

Papers must be submitted in Adobe's Portable Document Format (PDF) format. PDF files must not have Adobe Document Protection enabled, as this prevents us from processing the file. These submissions must be formatted to A4 page size, and in first-page-first order. Please verify that the final version of your PDF file prints correctly to a

PostScript printer before submission. Also, make sure to disable ALL document security. For best results, authors should avoid the use of custom half tones, bitmap pattern fills, and bitmap fonts. Use standard half tones and solid color or grey fills instead. ALL FONTS MUST be embedded in the PDF file. There is no guarantee that we have the same fonts used in the document.

### 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 12-point 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.

### 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 approximately 1-5/8 inches (4.13 cm) from the bottom edge of the page.

### 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. 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 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

All references should be listed and numbered at the end of the paper in the order of their appearance. The citations should be enclosed in brackets. For example, the reference:

7. Shoniregun C. A., (2002), ‘The Future of Internet Security’, *Communication of the ACM: Ubiquity* (ACM IT Magazine and Forum), Volume 3, Issue 37, Oct 29. The latter should be cited as ‘...the future is not all rosy [7]...’. Authors should distinguish among different types of references and should follow the following examples:

- **Journal Article:** Bergel, H. (2000) ‘Predatory Disintermediation’, *Communications of the ACM* 43 (5), pp. 23-29.
- **Book (authored or edited):** McEachern, T. and O’Keefe, R. M. (1997) *Rewiring Business: Uniting Management and the Web*, John Wiley & Sons, New York.
- **Chapter in book/proceedings:** Clemons, E. K. and Row, M. C. (1998) ‘Electronic consumers interaction, Technology- Enabled Encroachment, and channel power: The Changing Balance Between Manufacturer’s Electronic Distribution and Established Retailers’, in *Proceedings of the 31st Hawaii International Conference on System Science*, IEEE Computer society Press: Los Alamitos, CA, vol. 32, p. 8.
- **Internet reference:** Lief, V. (1999) ‘Anatomy of New Market Models’, Forrester Research; <http://www.forrester.com> (8 February 2003).

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. **The references should not be more than 20.**

[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.

### Example of References

- [1] S. P. Bingulac, On the compatibility of adaptive controllers, in *Proceedings 4th Annual Allerton Conference on Circuits and Systems Theory*, New York, 1994, pp. 8-16.
- [2] J. W. DuBois, S. Schuetze-Coburn, S. Cumming, and D. Paolino, Outline of discourse transcription, in *Talking Data: Transcription and Coding in Discourse Research* (J. A. Edwards and M. D. Lampert, Eds.). Hillsdale, NJ: Lawrence Erlbaum Associates, 1993, pp. 45-89.

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- [3] W. A. Effross. (2001, March) Withdrawal of the reference: Rights, rules, and remedies for unwelcomed web-linking. University of South Carolina School of Law Website, <http://www.law.sc.edu/sclr/EFFROSS.htm> (Access Date: May 23, 2010).
- [4] G. W. Juette and L. E. Zeffanella, Radio noise currents in short sections on bundle conductors, presented at the IEEE Summer power Meeting, Dallas, TX, June 22-27, 1990, Paper 90 SM 690-0 PWRS.
- [5] C. J. Kaufman, Rocky Mountain Research Lab., Boulder, CO, private communication, May 1995.
- [6] P. Leone, D. L. Gillihan, and T. L. Rauch, Web-based prototyping for user sessions: Medium-fidelity prototyping, in Proceedings of 44th International Technical Communications Conference. Toronto, Canada. Society of Technology for Communications, 1997, pp. 231-234.
- [7] R. J. Vidmar. (1992, August). On the use of atmospheric plasmas as electromagnetic reflectors. IEEE Transactions on Plasma Science, Vol. 21, no. 3, pp. 876-880, <http://www.halcyon.com/pub/journals/21ps03-vidmar> (Access Date: June 2, 2010).
- [8] J. P. Wilkinson, Nonlinear resonant circuit devices, U.S. Patent 3 624 12, July 16, 1990.
- [9] J. Williams, Narrow-band analyzer, Ph.D. dissertation, Department of Electrical Engineering, Harvard University, Cambridge, MA, 1993.
- [10] H. Zhang, Delay-insensitive networks, M.S. thesis, University of Waterloo, Waterloo, ON, Canada, 1997.

## 11. Acknowledgements

You must include your fully-completed, signed copyright release form when you submit your final paper. We **must** have this form before your paper can be published in the journal. The copyright form is available as a Word file.