

# Author Guidelines for SOIM-GCOE 2009 Manuscripts

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**Abstract:** This document is an example of what your manuscript to SOIM-GCOE 2009 should look like. The abstract should appear at the top of the left-hand column of text. The abstract should contain within 100 words, and should be identical to the abstract text submitted electronically on the conference website. All manuscripts must be in English, printed in black fonts.

## 1. Introduction

These guidelines include complete descriptions of the fonts, spacing, and related information for preparing the final SOIM-GCOE 2009 proceedings manuscripts. The format here described allows for a graceful transition to the style required for that publication.

## 2. General Instructions

The length of a manuscript is limited with at most **4 pages**. All printed material, including text, illustrations, and charts, must be kept within a print area of 178 mm wide by 241 mm high in **A4 papers**. Do not write or print anything outside the print area. The top and bottom margins must be 28 mm, and the left and right margins must be 16 mm. All text must be in a two-column format. Columns are to be 86 mm wide, with a 6 mm space between them. Text must be fully justified.

### 2.1 Page Title, Author(s) Name(s) and Affiliation(s)

The paper title (on the first page) should begin 28 mm from the top edge of the page, centered and in Times 14-point, boldface type. Long title should be typed on two lines without a blank line intervening. The authors' name(s) and affiliation(s) appear below the title in Times 11-points, normal type and Times 10-points normal type, respectively. Papers with multiple authors and affiliations may require two or more lines for this information.

### 2.2 Type-Style and Fonts

We strongly encourage you to use **Times-Roman font**. This will give the proceedings a more uniform look. Use a font that is no smaller than 9-point type throughout the paper, including figure captions.

In 9-point type font, capital letters are 2 mm high. If you use the smallest point size, there should be no more than 3.2 lines/cm vertically. This is a minimum spacing; 2.75 lines/cm will make the paper much more readable. Larger type sizes require correspondingly larger vertical spacing. Please do not

use double-space in your paper. True-Type 1 fonts are preferred.

The first paragraph in each section should not be indented, but all following paragraphs within the section should be indented as these paragraphs demonstrate.

### 2.3 Sections

Major headings, for example, "1. Introduction", should appear in lower case (initial letter capitalized), bold face, centered in the column, with one blank line before, and one blank line after.

Subheadings should appear in lower case (initial letter capitalized) in boldface. They should start at the left margin on a separate line.

In any headings, use heading number in order to facilitate cross references with a period (".") after the heading number, not a colon.

### 2.4 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 9-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).

### 2.5 Illustrations, graphs, and photographs

Illustrations must appear within the designated margins. Wide illustrations may run across both columns. If possible, position illustrations at the top of columns, rather than in the middle or at the bottom. Provide a caption for every illustration; number each one sequentially in the form: "Figure 1. Caption of the Figure." "Table 1. Caption of the Table." Type the captions for figures below the figures. Type the captions for tables above the tables. All halftone illustrations must be clear black and white prints. **Do not use any colors** in illustrations.

### 2.6 References

Citations within the text appear in brackets as [ref. number]. Gather the full set of references together under the heading **References**; place the section before any Appendices, unless they contain references. Arrange the references in alphabetical order or in order of appearance in the paper. Provide a citation as complete as possible, using a consistent format.

## 2.7 Appendix

Appendixes, if any, directly follow the text and the references (but see section 2.6.). Letter them in sequence and provide an informative title: **Appendix A Title of Appendix.**

## 3. Printing Manuscripts

The length of a manuscript is limited at most **4 pages**. All illustrations, references, and appendices must be accommodated within this page limit.

Print your properly formatted text on high-quality, **A4-size (210 mm x 297 mm)** 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. **Please DO NOT put a page number in each page.** Page numbers, session numbers, and conference identification will be inserted when the paper is included in the proceedings.

## References

- [1] T.A. Jones, "Writing a good paper," *IEEE Trans. on General Writing*, vol. 1, no. 2, pp.1-10, May 2002.
- [2] K. Hwang, *Computer Arithmetic*, John Wiley, 1997.