

Submission Guideline

Conference Proceedings Paper Formatting Instructions

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ABSTRACT

Proceedings containing papers presented at this conference will be produced from the manuscripts received from authors. These instructions are formatted to resemble a final paper. Your abstract should be about 150 words long; it must never exceed the first page or contain artwork or references. The abstract should present a concise statement of the scope, principal findings, and conclusions of the paper.

SUBMISSION DEADLINE AND PAPER LENGTH

Abstract Submission **31st May 2018**
deadline

Submit your abstract in MS Word file Format

Final Paper Submission **31st August 2018**
deadline

We require camera-ready “Final Copy” in MS word
Format including figures mounted in the text.
Please

Please Do not send your final paper in any other format

Page length Page Should be limited to Max 5 pages

FORMAT

Length: Please Limit final paper to **Maximum 5 page** only and abstract to first page of paper.

Point size and font. Use 12 point type for text, captions, and author contact information. For type within figures or tables, the 12 point size is preferred. We recommend selecting a serif text font such as Times Roman. *Italics*, **bold**, and ***bolditalics*** may be used; we recommend sticking to one “family” of typefaces. Try to avoid the use of Arial fonts as these can be distorted in the conversion to pdf.

Layout. All text must be single-spaced. Page design should be consistent throughout the paper.

Margin settings (see Table 1) must contain *all* elements of the paper that will be reproduced (text, figures, tables, captions). Imagine a “box” whose **width** does not exceed 5.75 in. (14.5 cm) and **depth** does not exceed 9 in. (22.5 cm). Short pages are unsightly and waste space; try to fill the imaginary box on each page. Leave at least 1 in. (3 cm) *top* and *bottom* margins. The first page of the paper should be an additional 0.5 in. below the top margin.

Table 1. Margin Settings.

<i>Margins</i>	<i>A4</i>
Top, first page only	5.25 cm
Top	3.50 cm
Bottom	3.50 cm
Left	3.25 cm
Right	3.25 cm

Figures and tables. All graphics (photos, line art, and tables) *must* fit within the above margin settings. All graphics should be understandable when printed in black and white. Do not use only color as a distinguishing feature. Use symbols or patterns on line and bar graphs to identify lines and columns. Landscape orientation is acceptable.

Illustrations should be numbered consecutively as they are presented (Figure 1, Figure 2, etc., and Table 1, Table 2, etc.). Each figure should be mentioned or called out before it appears. More than one figure may appear on a page.

Captions and legends. A descriptive caption, including figure number, should be placed directly *below* the illustration (see Figure 1). A descriptive legend, including table number, should be placed immediately *above* the table (see Table 1).



Mathematics. All mathematics must be embedded in the text. Equations need to be numbered *only* if they are referred to more than once.

Author contact information. A sample of author contact information is shown on the first page of these instructions. The following information maybe provided for all authors of the paper: author's full name; Society membership grade; academic degrees or honorifics; current employment affiliation; postal and electronic mailing addresses; phone and fax numbers.

PERMISSIONS

Rev. 11/2014

APPROVALS

It is the author's responsibility to obtain all necessary approvals from the author's employer prior to submission of the paper. Once a paper has been uploaded, reviewed by the author, and officially submitted, it is **not** possible to edit the document.

CONCLUSION

With thanks for your efforts, we look forward to providing a record of this conference that will be useful to you and your colleagues for many years to come.

REFERENCES

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