

Instructions for the Preparation of Camera-Ready Manuscripts for the IAS Conference

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Abstract. This short document contains instructions for preparing your manuscript for the IAS-7 conference and for submitting it. Please follow the instructions accurately, this will assure a uniform look to the Proceedings.

1 Typing and Shipping Instructions

The paper, written on a single column on A4 paper, should not exceed 8 pages (for a regular paper) and 4 pages (for a short paper). Authors are allowed up to a maximum of two extra pages for regular papers and 1 extra page for short papers by paying an additional fee of \$50/page. Look for information about this on the registration page. The limit on the number of extra pages allowed is strict.

Camera-ready manuscripts are due on December 21, 2001. Please allow enough time for your manuscript to arrive. In any case, your paper should arrive no later than the end of December. Please mail a hard copy of your paper to the following address:

Table 1: Address for mailing camera-ready copy

Maria Gini IAS-7 200 Union St SE, Room 4-192 Minneapolis, MN 55455 USA	phone: 612-625-5582 email: ias7@cs.umn.edu
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With each paper you need to send a registration fee. Even if the paper will be presented by a student, you'll have to pay one full registration fee per paper. Details on the registration fees and how to pay will be available soon on the registration page.

After proofreading and correcting the typed sheets, write in pencil on the back (top right-hand corner) of each sheet your name and the page number. Mark the very last sheet by 'last page'. This will help ensuring the pages of the papers are in order.

2 Typing Area

Use paper of A4 size, with the following typing area:

length: 25 cm (or 10")
width: 15.6 cm (or 6" 1/8)
top margin: 2.3cm
left margin: 2.3 cm

The recommend typefont is Times New Roman. Only for tables and figures (illustrations) may you use Helvetica, Univers or other sans-serif fonts. Use Roman as default type and keep italics and/or bold for special text parts.

Please keep in mind that the formatting instructions are for A4 paper. If you do not have A4 paper, print your article on US standard 8 1/2" by 11". The left margin, top margin, text height, and text width should remain as specified in the formatting instructions.

3 Typefont sizes

- For the title: 24 pts, with a line spacing of 4 pts.
- For the text (including headings): 12 pts, with a line spacing of 2 pts.
- For abstract, footnotes, references, figures, and tables: 10 pts.

The paper will be reduced to 80so it is very important not to reduce the font size.

4 Typographical Style and Layout

4.1 Title

Start the title approximatively 2 cm below the beginning of the typing area. Center the title (horizontally) on the page. Leave approximatively 1 cm between the title and the name and address of the authors. Name(s) and addresse(s) should be in 12 pts and centered. Addresses should be in italics.

4.2 Abstract

The abstract should have a width of 12 cm and be centered.

4.3 Headings

Section and subsection headings should be numbered consecutively with Arabic numbers. Section headings should be bold, with two blank lines above and one below. Subsection headings should be in italics, with 1 blank line above and one below. All headings and subheadings should be flushed left. Do not include references to the literature, illustrations or tables in headings and subheadings.

Start a new paragraph by indenting it from the left margin (and not by inserting a blank line), except under a heading and subheading.

4.4 Figures

All figures must be numbered consecutively using Arabic numbers. They should be centered, except for small figures (not wider than 7 cm), which can be placed side by side. Figure captions should be centered beneath the figure. Figures preferably should be at the top or bottom of a page, and appear as close as possible to where they are mentioned in the text. Do not put figures in the back of the article.

4.5 Tables

Tables must be numbered consecutively using Arabic numbers. Table captions should be placed above the table.

4.6 References

References to the literature should be mentioned in the main text by an Arabic number in square brackets. List these (in numerical order) at the very end of your paper under the heading 'References'. Please note that the References section should not be numbered. Look at the examples in this document to see how to format your references.

5 Fine Tuning

- Avoid starting a page with an incomplete line. Do not end a page with a heading or sub-heading, one or more blank lines, except to avoid 'widow' headings and to end your article.
- Keep changes in fonts and style to a minimum so as to avoid a disorderly page layout.
- Do not underline headings, sub-headings, title, figure captions and table headings.
- Make sure that in figures the size of the largest characters and numbers is in proportion to the size of the smallest ones (i.e., alpha-numeric symbols should not be larger than approx. 150the smallest ones).
- Keep footnotes to a minimum or else list them in a special section before the References.

6 Acknowledgements

We would like to thank IOS Press [3] for their assistance.

References

- [1] J. Edwards and P. Lawson. The advancement of transputers and occam. In J. Edwards, editor, *Occam and the Transputer - Current Developments*, pages 1-12. IOS Press, Amsterdam, 1991.
- [2] P. Welch et al. *Transputing '91*. IOS Press, Amsterdam, 1991.
- [3] N. Nescio. Instructions for the Preparation of a Camera-Ready Manuscript. Amsterdam, 1991.
- [4] Sir Karl Popper. The critical approach versus the mystique of leadership. *Human Systems Management*, 8:259-266, 1989.