

TEMPLATE FOR THE PREPARATION OF PAPERS FOR ELECTRONIC PUBLISHING IN ICAS 2010

Author1*, Author2**
***Company1, **Company2**

Keywords: *keywords list (no more than 5)*

Abstract

The ICAS 2010 proceedings will be published on CD Rom. This is a brief guide to help you prepare papers in a uniform style for this 'electronic' publication.

It gives details of the preferred style and offers templates to ease paper preparation. Further details can be obtained from <http://www.optimage.co.uk/ICAS2010> or by contacting the CD Proceedings Editor, Prof I Grant, at editor@optimage.co.uk Please include 'ICAS' in the subject header of your message.

1 Title of Section (e.g. General Introduction)

This sample article is to show you how to prepare and submit papers in a standard style for electronic publishing in the ICAS 2010 CD ROM proceedings. It illustrates the paper layout, and describes points you should notice before you submit your papers.

The papers will be in A4 size with margins top 30 mm, left and right 17.5 mm, bottom 22 mm. A column separation of 10 mm is used. The text should be Times or Times Roman with font size 12 point.

1.1 Headers and Footers

Notice the 'ICAS' logo should only appear on page 1. In the Word template there should be a section break after page 1 to ensure this. After page 1 even numbered pages have authors names only, right justified in the header. Odd numbered pages have the title only in the header, right justified.

Footers contain the page number, right justified.

2 Preparation and Submission of an Electronic Paper

2.1 Use of Templates

The papers should be prepared, if possible, using one of the supplied templates. These are

- *Microsoft Word*
- *L^AT_EX style sheet odeweb.sty*

These are available to download at address http://www.optimage.co.uk/ICAS2010/template_s.htm

The papers should conform in appearance to the example given, in pdf format, at the same address.

2.2 General Procedures for Submission

- The final, pdf version of your paper must be submitted using the **electronic author submission tool** available at http://www.optimage.co.uk/ICAS2010/e_pstve.htm
- The file name must be your paper id number, in a three digit format, followed by '.PDF' in upper case. For example, paper 21 would have the title. '021.PDF' If you are not sure of the id number for your paper contact the editor.
- You will be issued with a password to allow a single upload (submission) for each paper you are responsible for. It is essential that the paper is in its final format before upload to avoid confusion.

- Papers should not normally exceed 10 pages including illustrations. The *.pdf* paper file size must not exceed 2 Mb and will be typically less than 1Mb in size. Files larger than 2 Mb will not be accepted by the submission tool. Problems with over-large file size are usually the result of using unnecessarily high resolution in graphics. See section 2.5.

2.3 Software Used and Final Paper Format

The papers must be submitted in pdf format. The electronic submission tool will not accept any other format. When creating your pdf file please select 'include all embedded fonts'.

2.4 Diagrams and Figures

Care should be taken over the preparation of diagrams and figures which may incorporate colour where it adds to the presentation. Figures will either be entered in one column or two columns and should be 80 mm or 170 mm wide respectively. A minimum line width of 1 point is required *at actual size*. Annotations should be in 10 point with the first letter only capitalised. The figure caption should be preceded by 'Fig.' followed by the figure number. For example, 'Fig. 10. The Vortex Shedding.....'.

2.5 Photographs and illustrations

Authors should recognise the possibility for full colour publishing of photographs and illustrations. Image files should be optimised to minimise size without compromising the quality. Do not use raw bitmapped files in the final document, compress them to .png, .jpeg or .gif format. The figures should have a maximum resolution of 300 dpi.

2.6 Equations

Using the appropriate editor each equation should occur on a new line with uniform spacing from adjacent text as indicated in this template. The equations, where they are referred to in the text, should be numbered sequentially and their identifier enclosed in

parenthesis, right justified. The symbols, where referred to in the text, should be italicized.

$$E=mc^2 \quad (1)$$

3 General Style Preferences

3.1 Style of Writing

Papers are accepted on the basis that they may be edited for style and language. The author himself is responsible for the correctness of the scientific content.

Abbreviations should be spelt out in full the first time they appear and their abbreviated form included in brackets immediately after. Words used in a special context should appear between single quotation marks the first time they appear.

3.3 References

3.3.1 Description

The papers in the reference list must be cited in the text. In the text the citation should appear in square brackets "[]", as in, for example, 'the red fox has been shown to jump the black cat [3] but not when....' In the Reference list the font should be Times or Times New Roman with 10 point size. The Author name list should be terminated by a 'full stop'. The citation number should be enclosed in brackets.

Book titles should be in *italics*, followed by a 'full stop'. Proceedings or journal titles should be in *italics*. Only the first letter of the title should be capitalised in the article name. For instance

3.3.2 Example

References

- [1] Smith J, Jones B and Brown J. *The title of the book*. 1st edition, Publisher, 2001.
- [2] Smith J, Jones B and Brown J. The title of the conference paper. *Proc Conference title*, where it took place, Vol. 1, paper number, pp 1-11, 2001.
- [3] Smith J, Jones B and Brown J. The title of the journal paper. *Journal Name*, Vol. 1, No. 1, pp 1-11, 2001.

4 Copyright Issues

The copyright statement is included in the template and must appear in your final pdf document in the position, style and font size shown below.

5 Archiving

The ICAS 2010 CD Rom proceedings will have an ISBN number and an archive copy will be deposited in the National Library of Scotland.

6 Sending Your Electronic Paper & Contacting the Editor of the Electronic Proceedings

Please refer to section 2.2 and follow the submission method described there....

Please include 'ICAS' in the subject header of email messages to the editor Prof I Grant editor@optimage.co.uk

Only if you do not have web access the electronic files may also be sent by mail on floppy or CD / CDRW, to the address

**Professor Ian Grant,
Editor ICAS 2010 CD Proceedings,
26 St Fillans Terrrace,
Edinburgh EH10 5PJ,
Scotland, UK.**

7 Submission Dates

The final date for the receipt of the electronic papers by the Editor is 2400 hours on 15th June 2010. The upload process includes a timestamp which identifies the submission date.

8 Contact Author Email Address

The contact author email address should appear explicitly in this section to facilitate future contacts.

For example editor@optimage.co.uk

Copyright Statement

The authors confirm that they, and/or their company or organization, hold copyright on all of the original material included in this paper. The authors also confirm that they have obtained permission, from the copyright holder of any third party material included in this paper, to publish it as part of their paper. The authors confirm that they give permission, or have obtained permission from the copyright holder of this paper, for the publication and distribution of this paper as part of the ICAS2010 proceedings or as individual off-prints from the proceedings.