

# SAMPLE OF A PROCEEDINGS PAPER: A GUIDE FOR PREPARING CAMERA-READY PAPERS

*Makoto Endo*

Media Communications Project  
NTT Cyber Space Laboratories  
1-1 Hikarinooka, Yokosuka, Kanagawa, 239-0847 JAPAN  
E-mail: endo.makoto@lab.ntt.co.jp

## ABSTRACT

The Proceedings of IWAIT2003 will be published in printed proceedings only. In this sample layout of IWAIT2003 printed proceedings paper, you will find information on how to prepare a printed paper. You must use a two-column, single space format, with the title and the author names centered across both columns on the first page. The paper should begin with an abstract of some 100-150 words, and all references must come at the end. Illustrations or figures may also span both columns, but preferably, should be placed on the top half of the sheet. The dimensions of the paper are summarized in the following, and no text should be written outside these margins. Lettering smaller than 9 pt size is not allowed.

## 1. PRINTED PAPERS

The IWAIT2003 Proceedings will be printed directly by means of photo-offset from the copies prepared by you and your fellow authors. **NO CHANGES WILL BE ALLOWED AFTER THE SUBMISSION OF YOUR MANUSCRIPT.** You must use the same two-column style used in this sample paper, and you are requested to adhere to the style guidelines proposed in the following so as to maintain some uniformity in the final Proceedings. This sample paper depicts only two pages.

### 1.1 General Instructions

As the manuscript that you prepare will be photographed and printed as it is received, we encourage you to be as neat as possible.

Manuscripts must be formatted two columns to a page, and preferably using standard 8.5×11 inch or A4 (210 × 297mm) paper. Use only one side.

Specifically, prepare five (5) pages of text and figures. Longer papers will not be printed. Text should appear in two columns, each 3.29 inches (83.5 mm) wide with 0.31 inch (8 mm) space between columns. On the first page, the top 2 inches (50 mm) of both columns is reserved for the title, author(s) and affiliations(s). These items should be centered across both columns. The abstract should appear

at the top of the left-hand column of text, about 0.5 inch (12 mm) below the title area and no more than 3.15 inches (80 mm) in length. Leave 0.5 inch (12 mm) space between the end of the abstract and the beginning of the main text. On the second page, the text or illustrations begin at the top of the page.

Manuscripts must be single-spaced except where additional space is needed to accommodate superscripts or subscripts.

It is important that all text and illustrations are within the specified dimensions. Nothing will be printed outside of this area. Lay each page of your completed paper over the enclosed template and hold it in front of a light source to ensure the pages conform to the layout guidelines.

### 1.2 Style Guidelines

All manuscript must be single spaced in the specified two-column format. **TYPE SIZE SHOULD BE AT LEAST 9-POINT.** Preferably, use as base fonts, the "TIME NEW ROMAN" of 10 pt size or larger.

#### 1.2.1 Title -Authors' Names

The paper title must appear in **CAPITALS, boldface** and centered on the page. Type name(s) and organization(s) of the author(s) in the space indicated, using both upper case (capital) and lower case letters. Preferably, write the authors' names in *italics*.

#### 1.2.2 Abstract

Each paper should contain an abstract of about 100-150 words at the beginning of the paper, placed at the top of the left column.

#### 1.2.3 Headings

Major Headings: Use **bold** or underlined **CAPITALS**. Center over the column.

Subheadings: **Bold** or underlined. Place flush with left edge of column.

Sub-subheadings: *Italics* or underlined. Indented from left edge of column.

## **1.3 General Information**

### **1.3.1 Symbols and Abbreviations**

Define all symbols and abbreviations in text and illustrations when first used. Examples FEC (Forward Error Correction); NAPLPS (North American Presentation Level Protocol Syntax).

### **1.3.2 Equations**

Enclose equation numbers in parentheses and place at right-hand edge of column.

### **1.3.3 Hand Lettering**

Use black ink whenever mathematical symbols or other copy must be lettered by hand.

### **1.3.4 References**

List and number all bibliographical references at the end of the paper. When referring to them in the text, type the corresponding reference number inside square brackets as shown here: [1]. (Use curved brackets if necessary.)

### **1.3.5 Page Numbers**

Please DO NOT include page numbers.

## **1.4 Illustrations**

### **1.4.1 Drawings and Photographs**

All drawings should be prepared using back lines on white paper. Use lines heavy enough to be easily legible and remember.

Line drawings and photographs should be reduced to proper size and put in place as close as possible to where they are mentioned in the text. Lettering should not be smaller than the typed text.

**DO NOT USE ANY COLORS IN ILLUSTRATIONS.**

Title of the paper, author's name and figure number should be marked in pencil on the back of each unmounted drawing and photograph, and the word TOP should appear at the top of the illustration.

Omit all non-essential illustrations.

### **1.4.2 Tables**

The text in tables should be approximately the same type size as other text. Most tables will have a sufficient number of columns that is not possible unless they span both columns. Preferably they should be placed at the top or bottom of a page.

### **1.4.3 Captions**

If the figure captions are not typed in place, they should be typed on a separate page, cut out and pasted in place using rubber cement or equivalent paper adhesive.

## **2. REFERENCES**

- [1] Helen Meng., Senis Busayapongchai, and Victor Zue, et al. "WHEELS: A Conversational System in the Automobile Classification Domain," ICSLP '96 Vol. 1. No.1, pp. 542-545, 1996.
- [2] S. Bennacef and L. Lamel et al., "Dialog in the RAILTEL Telephone-Based System," ICSLP'96 Vol. 1. pp. 550-553, 1996.