

# Author Guidelines for 8.5 x 11-inch Proceedings Manuscripts

Author(s) Name(s)  
Author Affiliation(s)  
Email

## Abstract

*The abstract is to be in fully-justified italicized text, at the top of the left-hand column as it is here, below the author information. Use the word "Abstract" as the title, in 12-point Times, boldface type, aligned left relative to the column, uppercase. The abstract is to be in 10-point, single-spaced type, and up to 200 words in length. Leave two blank lines after the abstract, add keywords, leave another two blank lines, and then begin the main text.*

## 1. Introduction

All manuscripts must be in English. These guidelines include complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts. Please follow them and if you have any questions, direct them to the Publication Chair or one of the organizers.

## 2. Formatting Your Paper

All printed material, including text, illustrations, and charts, must be kept within a print area of 6-7/8 inches (17.5 cm) wide by 8-7/8 inches (22.5 cm) high. Do not write or print anything outside the print area. All text must be in a two-column format. Columns are to be 3-1/4 inches (8.3 cm) wide, with a 3/8 inch (0.8 cm) space between them. Text must be fully justified.

A format sheet with the margins and placement guides is available as both Word and PDF files as <format.doc> and <format.pdf>. It contains lines and boxes showing the margins and print areas. If you hold it and your printed page up to the light, you can easily check your margins to see if your print area fits within the space allowed.

## 3. Main Title

The main title (on the first page) should begin 1-3/8 inches (3.49 cm) from the top edge of the page, centered, and in Times 14-point, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Leave two 12-point blank lines after the title.

## 4. Author Name(s) and Affiliation(s)

Author names and affiliations are to be centered beneath the title and printed in Times 12-point, non-boldface type. Multiple authors may be shown in a two- or three-column format, with their affiliations italicized and centered below their respective names. Include e-mail addresses if possible. Author information should be followed by two 12-point blank lines.

## 5. Second and Following Pages

The second and following pages should begin 1.0 inch (2.54 cm) from the top edge. On all pages, the bottom margin should be 1-1/8 inches (2.86 cm) from the bottom edge of the page for 8.5 x 11-inch paper; for A4 paper, approximately 1-5/8 inches (4.13 cm) from the bottom edge of the page.

## 6. Type-style and Fonts

Wherever Times is specified, Times Roman or Times New Roman may be used. If neither is available on your word processor, please use the font closest in appearance to Times. Avoid using bit-mapped fonts if possible. True-Type 1 fonts are preferred.

## 7. Main Text

Type your main text in 10-point Times, single-spaced. Do not use double-spacing. All paragraphs

should be indented 1/4 inch (approximately 0.5 cm). Be sure your text is fully justified—that is, flush left and flush right. Place additional blank line between paragraphs.

**Figure and table captions** should be 10-point boldface Helvetica (or a similar sans-serif font). Callouts should be 9-point non-boldface Helvetica. Capitalize the first letter of each word for figure captions and table titles. Figures and tables must be numbered separately. For example: “Figure 1. Database Contexts”, “Table 1. Input Data”. Figure captions are to be centered below the figures. Table titles are to be centered above the tables.

## 8. First-Order Headings

For example, “1. INTRODUCTION”, should be Times 12-point boldface, capitalized, flush left, with one blank line before, and one blank line after. Use a period (“.”) after the heading number, not a colon. All sections and sub-sections must be numbered except the References and Acknowledgement, if there is any.

### 8.1. Second-Order Headings

As in this heading, they should be Times 11-point boldface, capitalized the first letter of each word, flush left, with one blank line before, and one after.

#### 8.1.1 Third-Order Headings

Third-order headings, as in this paragraph, are discouraged. However, if you must use them, use 10-point Times, boldface, Capitalized the first letter of each word, flush left, preceded by one blank line, followed by your text on the next line.

## 9. 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 8-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).

## 10. Copyright Forms and Reprint Orders

You must include your fully-completed, signed copyright release form when you submit your paper. We must have this form before your paper can be published in the proceedings. The copyright form is available as a Word file, <copyright.doc>, as a PDF version, <copyright.pdf>, and as a text file in <authguid.txt>.

Reprints may be ordered using the form provided as <reprint.doc> or <reprint.pdf>.

## 11. References

List and number all bibliographical references in 9-point Times, single-spaced, at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [2], or [4, 1, 3]. Where appropriate, include the name(s) of editors of referenced books. References must have full citation.

- [1] Gentleware. Apollo for Eclipse, 2007.
- [2] M. Jakob, O. Schiller, H. Schwarz, and F. Kaiser. flashWeb: Graphical Modeling of Web Applications for Data Management. In *ER '07: Tutorials, posters, panels and industrial contributions at the 26th international conference on Conceptual modeling*, pages 59–64, Darlinghurst, Australia, Australia, 2007. Australian Computer Society, Inc.
- [3] F. Jouault and I. Kurtev. Transforming Models with ATL. In *Proceedings of the Model Transformations in Practice Workshop at MoDELS 2005*, Jamaica, 2005.
- [4] A. Schauerhuber, M. Wimmer, and E. Kapsammer. Bridging existing Web modeling languages to model-driven engineering: a metamodel for WebML. In *ICWE '06: Workshop proceedings of the 6th international conference on Web engineering*, page 5, New York, NY, USA, 2006. ACM.