

# Instructions for the Preparation of a Camera-Ready Manuscript

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**Abstract.** These instructions are designed for both author and typist and should be read carefully. If they are not adhered to, it could result in delay in publication and/or in sub-optimal reproduction quality. The abstract should be a single paragraph, not too long and contain no references.

**Keywords.** Camera-ready manuscript, IOS Press, MS Word, book, layout, style.

## Introduction

Note that this section, along with the **References**, **Acknowledgements** and any **Appendix** sections are *unnumbered*. This header title, **Introduction**, uses the “HeadingUnn 1” style.

One way to turn an existing document into this format is simply to edit *this* document into your paper. Please use the correct styles for section headings, paragraphs etc.

Note the special header for this title page. Do not change it! Further information on running headers for the other pages is given in an **Appendix** at the end of this document.

As soon as possible, please mail *your nominated CPA Proceedings Editor* the number of pages in your final copy.

Please also note that your camera-ready copy will be photo-reduced to 80% of the size produced in this camera-ready copy.

## 1. Typing Area

Use paper of A4 size, with the following typing area: length: 25 cm (or 10"), and width: 15.6 cm (or 6" 1/8). This document already has this set up.

The recommended type font 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. Required font sizes are:

1. for the title: 24 pts. and **bold**.
2. for the main text (including headings): 12 pts.
3. for the abstract, footnotes, references, figures and tables: 10 pts.

Settings for the line spacing are: 2 pts. in cases (2) and (3), 4 pts. in case (1).

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<sup>1</sup> Corresponding Author: *Full Address Here*. However, if there is room for the full address above, this footnote is not needed. Email addresses may also be included here or after the author address(es) above.

<sup>2</sup> If all authors have the same address, there is no need for these “a”, “b”, etc. superscripts.

## 2. Typographical Style and Layout

### 2.1 Title, Authors and Addresses

Centre the title (horizontally) on the page, leaving 24pts white space above. Leave 12pts between title and the name and address of yourself (and of your co-authors, if any). Note: these spacings are automatic with the “Paper Title” style that should be used.

Type the name(s) and address(es) in 12 pts. and centre them (horizontally) on the page (style “Paper Author”). Use *italics* for addresses.

### 2.2 Abstract, Headings and Sub-Headings

Type the abstract at a maximum width of 12 cm. (style “Paper Abstract”). Centre the abstract (horizontally) on the page. Number section and subsection headings consecutively in Arabic numbers and type them in **bold**, respectively *italics*. Keep headings and subheadings flushed left. Do not include references to the literature, illustrations or tables in headings and subheadings.

Keep two blank lines above a section heading (style “**1. Heading 1**”) and one above a subheading (styles “*1.1 heading 2*”, “*1.1.1 Heading 3*”). Put one blank line under a heading and a subheading. Only if you want to emphasise specific parts of the main text, use *italics*. Otherwise, use Roman.

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

Except for the *first paragraph* in any section or sub-section etc. These must not have an opening indentation. Use the style “Paper First Paragraph” for this.

Please note the capitalisation rules for section/sub-section headings. Use initial capitals for all words other than articles (a, an, the), conjunctions (and, or, not) and prepositions (at, to) – unless the first word in a heading.

#### 2.2.1 Sub-Sub-Headings

Just for illustration. Same rules as for sub-headings.

### 2.3 Illustrations, Figures, Tables and Code

All illustrations should be original drawings or photographic prints of originals. Photographs should be glossy prints. Photocopies are often not good enough and should be avoided. All illustrations must be numbered *consecutively* (i.e., not section-wise), using Arabic numbers.

All illustrations should be *centred*, except for very small figures (no wider than 7 cm), which may be placed side by side. Centre figure captions beneath the figure. Position figures at the top or at the bottom of a page. Do not assemble figures at the back of your article, but place them as close as possible to where they are mentioned in the main text. Please keep in mind the distinction between figures and tables (the latter only contain alpha-numerical characters and no graphical elements).

All figures and tables must be numbered *consecutively* (in Arabic numbers). Table headings should be placed *above* the table, figure headings *below* the figure. Tables should only contain horizontal lines – *no vertical lines* please.

Program code must be in a **fixed-width** font, size 10 (or 11) and **in bold**.

## 2.4 References

References to the literature [1] should be mentioned in the main text [2] by an Arabic number in square brackets [3]. List these (in numerical order of their citation [4] in your text) at the very end of your paper under the heading **References** (in 10 pt. font).

## 2.5 Hard-Copy Submission

After proof-reading and correcting the typed sheets, write in pencil on the back (top right-hand corner) of each sheet (1) your name, and (2) the sheet number. Mark the very last sheet by 'last page'. [Note: for electronic submission, ignore this!]

## 2.6 Further Information

Please contact *your nominated Editor* or:

**cpa-organisers@kent.ac.uk**

## 3. Fine Tuning

Please tidy up your final copy:

- Do not end a page with a heading or sub-heading (these are *widows*).
- Do not end a page with one or more blank lines, except to avoid *widow* headings and to end your article.
- Avoid starting a page with an incomplete line.
- Keep changes in fonts and style to a minimum 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. 150% of the smallest ones).
- Keep footnotes to a minimum or list them in a special section before the references.

## References

- [1] N. Nescio, Instructions for the Preparation of a Camera-Ready Manuscript. IOS Press, Amsterdam, 1991.
- [2] Sir Karl Popper, The Critical Approach versus the Mystique of Leadership, *Human Systems Management*, 8 (1989) 259-266.
- [3] J. Edwards and P. Lawson, The Advancement of Transputers and occam. In: J. Edwards (ed.), *occam and the Transputer - Current Developments*. ISBN: 90 5199 063 4. IOS Press, Amsterdam, 1991, pp. 1-12
- [4] P. Welch et al. (eds.), *Transputing '91*. ISBN: 90 5199 045 6. IOS Press, Amsterdam, 1991.

***Please see the Appendix on  
the next page***

**Appendix: Additional Instructions (Specific for CPA-2009)**

The special header on the first page must contain the following information:

*Communicating Process Architectures 2009*  
*Peter Welch, Herman Roebbers, and Tobe Announced (Eds.)*  
*IOS Press, 2009*  
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This template has set this up for you and should not be changed for the CPA-2009 proceedings. Please leave the first page number set to 1 (until told otherwise by the editor). Each paper in the CPA-2009 proceedings will start with an odd number, so the above style will be right for your first page.

The header information on the following pages should be:

*“B.P. Manager / shortened title”*

Or in case of two authors:

*“B.P. Manager and S. Author / shortened title”*

However for 3 authors and more (see the headers in this document):

*“B.P. Manager et al. / shortened title”*

The Header text should be 10 points italic with 12 points line spacing. This template sets up page numbers correctly adjusted to the *outside* of the page – i.e. there are *even* and *odd* page headers (as well as the special *first page* header). You just need to edit the text in these *even* and *odd* headers: select [View / Header-and-Footer], move to an even/odd header and change the text.