

Instructions for the Preparation of a Camera-Ready Manuscript

First AUTHOR ^{a 1}, Second AUTHOR ^{b 2} and Third AUTHOR ^b

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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, 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. The first paragraph of sections and sub-sections use the “*Paper First Paragraph*” style.

One way to turn an existing document into this format is simply to edit *this* document into your paper. This paragraph uses the “*Paper Normal*” style. Please use the relevant *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.

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

1. Please Use Latex!

The Editors of CPA Proceedings would much rather authors used Latex for preparing their papers rather than Word. In their experience, this simplifies the production of final copy for the printers. Please see the CPA conference website for the Latex style files. However, if authors prefer otherwise, this Word template is provided. The word processing system used will not, of course, be a consideration in the reviewing process for submissions.

2. Typing Area

Use paper of A4 size, with the following typing area: length: 25 cm (10"), width: 15.6 cm (6" 1/8). The margins have already been set up for this in this document.

The required type font is Times New Roman. Only for tables and figures (illustrations) may you use Helvetica, Univers or other sans-serif fonts. Required font sizes are:

¹ 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.

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

1. for the title: 24 pts. and **bold** (with line spacing of 28 pts.);
2. for main text (including headings): 12 pts. (with line spacing of 14 pts.);
3. for abstract, footnotes, references, figures and tables: 10 pts. (line spacing 12 pts.).

3. Typographical Style and Layout

3.1 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.

3.2 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.

3.2.1 Sub-Sub-Headings

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

3.3 Illustrations, Figures, Tables and Code

All illustrations and figures should be high-resolution electronic images in any format acceptable to Word. They should be *centred*, except if very small (no wider than 7 cm), which may be placed side by side. Centre figure captions *beneath* the figure. Do not assemble figures at the back of your paper, but place them as close as possible to where they are referenced 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. Tables should not contain vertical lines – *horizontal lines only* please. Figures and tables must be numbered *separately* (in Arabic numbers). Table headings should be placed *above* the table, figure headings *below* the figure.

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

3.4 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).

3.5 Page Budget

Your final paper should have the right number of pages for its content. There is no general budget, though the editor may have special concerns for each paper as a result of referees' reports. You may assume that your first page number will be odd – i.e. that your paper will start on a right-hand page in the proceedings.

If your paper is accepted, one of the Proceedings editors will be nominated to work with you towards your producing final camera-ready copy, taking into account the feedback from the referees (and all the style guidelines in this document). Please keep your editor regularly informed of progress during this very important stage. As soon as possible, please email the number of pages in your final copy to:

cpa2014@wotug.org

4. Fine Tuning

Please tidy up your final copy:

- Do not end a page with a heading or sub-heading.
- 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 the last line of a paragraph or ending a page with the first line of a paragraph.
- 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-2014)

The special header on the first page should not be changed for the CPA-2014 proceedings. Please leave the first page number set to 1 (unless told otherwise by your editor). Each paper in the CPA-2014 proceedings will start with an odd number, so the above style will be right for your first page.

For a single author, the header information on the following pages should be:

“B.P. Manager / shortened title”

In the 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.