Preparation of papers in single column format

A B Author\textsuperscript{1}, C D Author\textsuperscript{2} and E F Author\textsuperscript{3}

\textsuperscript{1}Department, University,
Street, Town, City, COUNTRY
\textsuperscript{2,3}Department, Company,
Street, Town, City, COUNTRY
\textsuperscript{1}ab@etc, \textsuperscript{2}cd@etc, \textsuperscript{3}ef@etc
\textsuperscript{1}www.website.1.etc, \textsuperscript{2}www. website.2.etc, \textsuperscript{3}www. website.3.etc

ABSTRACT

This electronic document is a “live” template. The various components of your paper [title, text, heads, etc.] are already defined on the style sheet, as illustrated by the portions given in this document. DO NOT USE SPECIAL CHARACTERS, SYMBOLS, OR MATH IN YOUR TITLE OR ABSTRACT. (Abstract)

Keywords-component: formatting; style; styling; insert (key words)

1. INTRODUCTION

Authors are requested to submit the final formatted paper electronically. The paper is to be formatted for PC, with \textit{either} a Rich Text Format or Word for Windows PC (preferably Word97 or higher). Please do not send password protected files. Authors are fully responsible for the quality of their article and are kindly requested to observe the following instructions for the preparation of their manuscripts.

2. FORMATS FOR PAPERS

2.1 Full-size Electronic & Camera Ready Copy (CRC) Manuscripts

If you use Word, prepare your paper in full-size format using A4 setting (210\textit{mm} × 297\textit{mm}) and check the different even and odd pages. Do not use local paper sizes. In formatting the page, set the margins to those shown in Table 1. Do not use any headers or footers, or change those present in this template. Avoid using footnotes. Wear sunscreen (a joke to alleviate the tedium of these instructions). Other word processing should follow as close as possible the format given and saved as Rich Text Format (RTF).

| Table 1. The caption comes before the table, italicised and centred on the page. |
|--------------------------|--------------------------|--------------------------|
| left margin:             | 2.5 cm                  | top margin:              | 2.0 cm                  |
| right margin:            | 2.5 cm                  | bottom margin:           | 3.0 cm                  |
| header:                  | 1.0 cm                  | gutter:                  | 0.5 cm                  |
| footer:                  | 1.5 cm                  | gutter position:         | left                    |

2.2 Electronic Submission of Papers

Authors are asked to submit the final versions of papers electronically to the Organizing Secretary at conference.mvn@gmail.com. Use international fonts and avoid the use of local fonts. Submit in Word or RTF form only.
3. UNITS

The standard units of the conference follow IEEE guidelines. Please use SI units as primary units. Please avoid using any other units unless they are used as identifiers in trade.

4. HEADINGS, PARAGRAPHS AND TYPE FONTS

The easiest way to format the paper is to use this document as a template for your paper – see attached. Please do not alter the footer information.

The main heading of the paper should be in sentence case and centred. Avoid starting the title by using indefinite articles (a, an, to, the, etc). Do not use abbreviations or acronyms in the title. This heading should be in **bold** using 14 point type size. The title should be preceded by a 24 point spacing (usage of Format → Paragraph is encouraged).

Section heading should also be bold and centred, but capitalised, in 12 point type size. The spacing preceding the section headings is 16 point. All sections (except the Abstract and Acknowledgements, if any) should be consecutively numbered, including Conclusions and References.

4.1 Subheadings and Initial Letters

Subheadings should be 10 point, italicised, typed flush to left side, and in lower case with initial capitals for all main words. Number each subheading as shown using the section number and subheading number.

Subheadings and sub-subheadings here are preceded by a single line space (10 point).

4.1.1 Sub-subheadings. Sub-subheadings should be typed as for subheadings. The following text should run on after the full stop. There should not be any further layers.

4.2 Paragraphs

Any paragraph starting after a heading, subheading, table, figure or equation, should begin flush with the left column. Subsequent columns should be indented by 5mm, as follows:

Type size for standard text (and all subheadings) should be 10 point, the line spacing should be set at ‘at least 10 point’. There should be a 6 point spacing between paragraphs.

4.3 Fonts

The default font for the Proceedings should be in Times New Roman. Other fonts are acceptable for use in diagrams or tables. However, do not use any fonts that are region specific. *If in doubt please email the Organizing Secretary to ensure compatibility of the font you wish to use.*

5. STYLE HINTS

5.1 First Page

Space between the Title and Abstract is reserved for the name(s) of author(s), affiliation(s), corresponding address(es), email address(es) and, if appropriate, web site. Abstract, keywords and main body of the paper follow as suggested by this manuscript. The abstract should be not more than 300 words; three to seven keywords should be provided, indicating the main topics discussed within the paper. These will be used to provide basic terms for indexing. As with the title, please avoid abbreviations and acronyms. Also try not to give too general keywords (for example *Virtual Reality*).

5.2 Do Not Start a Section of Subheading at the end of a page.
5.3 Drawings and Illustrations

Where possible use computer generated figures and images that can be incorporated directly into the soft copy versions of the paper. Please note that coloured lines and photographs may not reproduce well in the final printed form as the proceedings will be printed in black and white. Illustrations and photographs should be positioned at or near the top of a page and as close as possible to the first reference to them. Please note, if you must submit a Camera Ready Copy version, that B&W photographs will look considerable better if they are first transferred to bromide prints. The following points should be carefully noted:

- Microsoft Object Editing. It cannot be emphasised enough that the use of frames to position images, tables or drawings should be avoided if at all possible, as should the generation of diagrams and tables using Microsoft Picture Editing tools.

- If possible please generate tables using the Table tool and generate any other diagrams using separate software, saving diagrams as images (JPEG, GIF, TIFF, etc).

Captions for tables should appear before the table, see Table 1, while captions for figures and photographs should appear after the figure, see Fig. 1, for example. Both should be centred and italicised. Long captions should be justified with 1cm right and left margins.

![Figure 1. The caption comes after the illustration or photograph and is centred. Any diagram or figure that has been previously published should be referenced. This photograph appears courtesy of [Sharkey, 1996].](image)

5.3 Equations

Equations should be typed within the text and numbered consecutively throughout the manuscript. The equation number should be typed in parenthesis, flush with the right hand margin. Equations may be centred with each other, see Eqs (1–2) or on the page, see Eq. (3). Note that equations need not be numbered.

**Theorem 1.** The dynamic system given by

\[
\dot{x} = A_{11}x + A_{12}z
\]

\[
\epsilon \dot{z} = A_{21}x + A_{22}z + B_2u
\]

may be represented by the reduced order representation, for time \( t > t^* > t_o \),

\[
\dot{x}_s = \left( A_{11} - A_{12}A_{22}^{-1} A_{21} \right) x_s
\]

iff the matrix \( A_{22} \) has negative eigenvalues and the small parameter, \( \epsilon > 0 \), is less than \( \epsilon^* \ll 1 \).

**Proof:** The proof is not trivial, but might be presented in about 2 pages.

5.4 Referencing Other Work
When referring to previous work, the surname of the first author and the year of publication of the reference should be given. Two or more references by the same author in the same year should be differentiated by letters a, b, c, etc. For references of more than two authors, text citations should be shortened to the first name followed by the term et al. Examples: Smith (1959, 1961a,b, 1962a) describes a method for ... New theorems (Smith and Jones, 1963; Smith et al, 1964) in this field were ...

Only essential references which are directly referred to in the text should be included in the reference list. The references should be listed in alphabetical order in the list at the end of the paper. References by the same author(s) should be listed in chronological order.

References should include: author’s initials and surname, initials and surnames of remaining authors, year of publication in parenthesis, article title, abbreviated journal title in italics, volume number in bold, issue number in italics, and page numbers. For conference articles name the city in which the conference was held. Include the country if the city is not well known. In case of reference to a book, the book title should be italicised, and the publisher and place of publication should be included.

See example Reference section below.

6. CONCLUSIONS

Once your manuscript has been submitted, it will be impossible to make any corrections or alterations to it. Therefore, please ensure that your paper is sent to the Organizing Secretary at conference.mvn@gmail.com only after you have thoroughly checked and approved it.

Finally please observe the following instructions:

1. Ensure that your paper is in the correct format, and is maximum of 4 pages, inclusive of illustrations.
2. Keep a copy of your manuscript.

Acknowledgements: If any acknowledgements are required please insert after the conclusions to the paper using this format.

7. REFERENCES

P M Sharkey (1996), Yorick 85CR (my robot head), University of Reading, UK.
Title
A B Author\textsuperscript{1}, C D Author\textsuperscript{2} and E F Author\textsuperscript{3}

\textsuperscript{1}Department, University,
Street, Town, City, COUNTRY
\textsuperscript{2,3}Department, Company,
Street, Town, City, COUNTRY
\textsuperscript{1,2}ab@etc, \textsuperscript{2}cd@etc, \textsuperscript{3}ef@etc
\textsuperscript{1}www.institute1.country, \textsuperscript{1,2}www.institute1.country, \textsuperscript{1}www.institute1.country

ABSTRACT

Text

1. INTRODUCTION

First paragraph text.
Subsequent paragraph text.

2. SECTIONS

2.1 Subheading

First paragraph text.
Subsequent paragraph text.

Table 1. Table Caption.

TABLE here

4.1.1 Sub-subheadings. Text.

Itemised lists:

- \textit{Item title}. Text

IMAGE or DIAGRAM here.

Figure 1. Long caption format.

Figure 1. Short caption format.

Equation box

Equation (number)
3. CONCLUSIONS

First paragraph text.

Subsequent paragraph text.

Acknowledgements: Text.

4. REFERENCES


