Style template and guidelines for CSCBCE manuscript

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ABSTRACT

This document shows the desired format and appearance of a manuscript prepared for the CSCBCE conference. It contains general formatting instructions and hints about how to use Word. The Word source file that produced this document is cscbce2010\_example.docx, which serves a standard template for your manuscript submission using Word.

**Keywords:** Manuscript format, template, CSCBCE Proceedings, Word

1. INTRODUCTION

This document shows the desired format and appearance of a manuscript prepared for the CSCBCE conference.[[3]](#footnote-3) It may also be prepared using LaTeX2e[1] with the style file cscbce2010.sty (please be reminded that authors should not change this file manually because it provides a standard format required by CSCBCE conference). The formatting in this Word source file should also be left as is. The font used throughout is the Times New Roman font, which is equivalent to the Times Roman font available on many systems. If this font is not available, use a similar serif font. Normal text has a font size of 10 points[[4]](#footnote-4) for which the actual height of a capital E is about 2.4 mm (7 pt.) and the line-to-line spacing is about 4.2 mm (12 pt.). The font attributes for other parts of the manuscript, summarized in Table 1, are described in the following sections. Normal text should be justified to both the left and right margins.

To be properly reproduced in the CSCBCE conference Proceedings, all text and figures must fit inside a rectangle 16.26cm by 22.1996cm. This text width and height are already set in this file to match this requirement automatically.

1. Fonts sizes to be used for various types of text. All fonts are Times New Roman or an equivalent. Table captions should be centered above the table. When the caption is too long to fit on one line, it should be justified to the right and left margins of the body of the text.

|  |  |  |
| --- | --- | --- |
| Type of text | Format | Styles |
| Article title | 16 pt., bold, centered | Title |
| Author names and affiliations | 12 pt., normal, centered | Authors, Affiliations, Affiliation Index |
| Section heading | 11 pt., bold, centered (all caps) | Section Heading (or Abstract, etc) |
| Subsection heading | 11 pt., bold, left justified | Subsection Heading |
| Sub-subsection heading | 10 pt., bold, left justified | Subsubsection Heading |
| Normal text | 10 pt., normal | Body1stPara, then BodyOtherPara |
| Figure and table captions | 9 pt., normal | Figure Caption / Table Caption |
| Footnote | 9 pt., normal | Footnote |

The text should begin 1.91cm from the top of the page. The inner and outer margins should be 2.79cm and 2.54cm, respectively. See Appendix B for guidance regarding paper-size specification. Authors are encouraged to follow the principles of sound technical writing, as described in Ref. [2], for example. Many aspects of technical writing are addressed in the *AIP Style Manual*, published by the American Institute of Physics. It is available online at <http://www.aip.org/pubservs/style/4thed/toc.html>. Good English usage is essential. A spelling checker is helpful for finding misspelled words. An author may use this Word source file as a template by substituting his/her own text in each field. This document is not meant to be a complete guide on how to use Word.

1. PARTS OF MANUSCRIPT

This section describes the normal structure of a manuscript and how each part should be handled.

2.1 Title and Author Information

The article title appears centered at the top of the first page. The title font is 16 point, bold, and should be formatted using the style **Title**. The rules for capitalizing the title are the same as for sentences; only the first word, proper nouns, and acronyms should be capitalized. Avoid using acronyms in the title, unless they are widely understood. Consider the possibility that people outside your area of expertise might read your article. Appendix A contains more about acronyms.

For the authors, use the style **Authors** for their names, and then **Affiliations** for their affiliations. You may also use the character style **AffiliationIndex** to move the indices to the superscript position and italicize the characters. The list of authors immediately follows the title after a blank vertical space of about 7 mm. The font is 12 point, normal with each line centered. The authors' affiliations and addresses follow the author list after another blank space of about 4 mm, also in 12-point, normal font and centered. Do not use acronyms in affiliations and addresses. For multiple affiliations, each affiliation should appear on a new line, separated from the following address by a semicolon. Italicized superscripts may be used to identify the correspondence between the authors and their respective affiliations. Further author information, such as e-mail address, complete postal address, and web-site location, may be provided in a footnote as demonstrated above.

When the abbreviated title or author information is too long to fit on one line, multiple lines may be used; insert line breaks appropriately to achieve a visually pleasing format.

2.2 Abstract and Keywords

The title and author information is immediately followed by the Abstract. The Abstract should concisely summarize the key findings of the paper. It should consist of a single paragraph containing no more than 200 words. The Abstract does not have a section number. A list of up to ten keywords should immediately follow the Abstract. Use the **AbstractHeading** style for the heading, **Body1stPara** for the text, and **Keywords** for the keywords.

2.3 Body of Paper

The body of the paper consists of numbered sections that present the main findings. These sections should be organized to best present the material. The first paragraph of any section should be formatted using the **Body1stPara** style, and all other paragraphs should use the **BodyOtherPara** style. This ensures that all paragraphs are indented properly.

2.4 Appendices

Auxiliary material that is best left out of the main body of the paper, for example, derivations of equations, proofs of theorems, and details of algorithms, may be included in appendices. Appendices are enumerated with upper-case Latin letters in alphabetic order, and appear just before the Acknowledgments and References. Format the headings using the **Appendix Heading** style, and the body text as before.

2.5 Acknowledgments

In the Acknowledgments section, appearing just before the References, the authors may credit others for their guidance or help. Also, funding sources may be stated. The Acknowledgments section does not have a section number, so use the **Acknowledgements/References Heading** style.

2.6 References

The References section lists books, articles, and reports that are cited in the paper. It does not have a section number (so use the **Acknowledgements/References Heading** style for the heading). The references should be numbered in the order in which they are cited. Use the **References** style for the body of the references section, and the references will be numbered automatically. Examples of the format to be followed are given at the end of this document.

For books[1, 2, 4, 3] the listing includes the list of authors, book title (in italics), page or chapter numbers, publisher, city, and year of publication. A reference to a journal article[5] includes the author list, title of the article (in quotes), journal name (in italics, properly abbreviated), volume number (in bold), inclusive page numbers, and year. By convention[1], article titles are capitalized as described in Sect. 2.1. A reference to a proceedings paper or a chapter in an edited book[6] includes the author list, title of the article (in quotes), conference name (in italics), if appropriate, editors, volume or series title (in italics), volume number (in bold), if applicable, inclusive page numbers, publisher, city, and year. References to an article in proceedings may include the conference name, as shown in Ref. [7].

Citations to the references are made using numerals in square brackets, as demonstrated in the preceding paragraph. One may also directly refer to a reference within the text, e.g., “as shown in Ref. [5] ...” Footnotes[[5]](#footnote-5) may be used to provide auxiliary information that doesn't need to appear in the text, e.g., to explain measurement units.

1. SECTION FORMATTING

Section headings are centered and formatted completely in upper-case 12-point bold font. Sections should be numbered sequentially, starting with the first section after the Abstract. This is done automatically for you if you use the **Section Heading** style. The heading starts with the section number, followed by a period.

Paragraphs that immediately follow a section heading are leading paragraphs and should not be indented, according to standard publishing style[1]. The same goes for leading paragraphs of subsections and sub-subsections. Subsequent paragraphs are standard paragraphs, with 14-pt. (5 mm) indentation. To achieve this, as mentioned previously, the first paragraph of any section should be formatted using the **Body1stPara** style, and all other paragraphs should use the **BodyOtherPara** style.

3.1 Subsection Attributes

The subsection heading is left justified and set in 12-point, bold font. Capitalization rules are the same as those for book titles. The first word of a subsection heading is capitalized. The remaining words are also capitalized, except for minor words with fewer than four letters, such as articles (a, an, and the), short prepositions (of, at, by, for, in, etc.), and short conjunctions (and, or, as, but, etc.). Subsection numbers consist of the section number, followed by a period, and the subsection number within that section, followed by a period. Use the **Subsection Heading** style for formatting, but numbering must be entered manually.

3.1.1 Sub-subsection attributes

The sub-subsection heading is left justified and its font is 10 point, bold. Capitalize as for sentences. The first word of a sub-subsection heading is capitalized. The rest of the heading is not capitalized, except for acronyms and proper names. Use the **Subsubsection Heading** style for formatting, but again numbering must be entered manually.

1. FIGURES AND TABLES

Figures are numbered in the order of their first citation. They should appear in numerical order and on or after the same page as their first reference in the text. Alternatively, all figures may be placed at the end of the manuscript, that is, after the Reference section. It is preferable to have figures appear at the top or bottom of the page. Figures, along with their captions, should be separated from the main text by at least 0.2 in. or 5 mm. Use the **Figure** style on all figures, and follow each with a hard return to ensure proper spacing.

Figure captions are centered below the figure or graph, and should be formatted using the **Figure Caption** style, which will also automatically number the figures for you. Figure captions start with the figure number in 9-point bold font, followed by a period; the text is in 9-point normal font. See Fig. 1 for an example of a figure caption. When the caption is too long to fit on one line, it should be justified to the right and left margins of the body of the text. Tables are handled identically to figures, except that their captions appear above the table, and are formatted using the **Table Caption** style. NOTE: All images must be flattened greyscale images at 300 dpi or less.

1. MISCELLANEOUS FORMATTING DETAILS

It is often useful to refer back (or forward) to other sections in the article. Such references are made by section number. When a section reference starts a sentence, Section is spelled out; otherwise use its abbreviation, for example, “In Sect. 2 we showed...” or “Section 2.1 contained a description...”. References to figures, tables, and theorems are handled the same way.

At the first occurrence of an acronym (unless it is widely known, such as MTF, CCD, FFT), spell it out, followed by the acronym in parentheses, e.g., noise power spectrum (NPS).

SampleFigure.eps

1. Figure captions are used to label the figure and help the reader understand the figure's significance. The caption should be centered underneath the figure and set in 9-point font. It is preferable for figures and tables to be placed at the top or bottom of the page.

A.1 Formatting Equations

Equations may appear in line with the text, if they are simple, short, and not of major importance; e.g., *β*=*b/r*. Important equations appear on their own line. Such equations are centered. For example, “The expression for the minus-log-posterior is

 (1)

where αdetermines the strength of …” Principal equations are numbered, with the equation number placed within parentheses and right justified. This may be easily done using the MS Equation Editor and the **Equation** style. Press tab once for the equation, and it will be centered, and pressing tab again brings you to the right tab stop where you can enter the index of the equation.

Equations are considered to be part of a sentence and should be punctuated accordingly. In the above example, a comma follows the equation because the next line is a subordinate clause. If the equation ends the sentence, a period should follow the equation. The line following an equation should not be indented unless it is meant to start a new paragraph, so use the **Body1stPara** style for the next paragraph.

References to equations include the equation number in parentheses, for example, “Equation (1) shows ...” or “Combining Eqs. (2) and (3), we obtain...”

A.2 Formatting Theorems

To include theorems in a formal way, the theorem identification should appear in a 10-point, bold font, left justified and followed by a period. The text of the theorem continues on the same line in normal, 10-point font. For example,

**Theorem 1.** For any unbiased estimator...

Formal statements of lemmas and algorithms receive a similar treatment.

1. SOME LATEX GUIDANCE

Primarily this information is useful for showing that a second appendix is indexed with a ‘B.’ However, if you are interested in LaTex output, this may be of interest. The output of the LaTeX utility is a file with the extension DVI (for Device Independent), which encodes the formatted document. The application DVIPS is typically used to convert the DVI file to a PS file. DVIPS has its own default paper size, which can be overridden with the option “-t letter” or “-t a4”. If the foregoing steps do not produce the correct top margin, you can lower the text on the page (by 9 mm) with the command \addtolength{\voffset}{9mm}, placed right after the \documentclass command. If using a GUI editor such as WinEdt to produce the PDF files, ensure that the settings are configured to use letter paper when compiling (simply specifying ‘letterpaper’ in the source files does not ensure that the output is on letter paper when converting the DVI file to PS or PDF).

ACKNOWLEDGMENTS

This unnumbered section is used to identify those who have aided the authors in understanding or accomplishing the work presented and to acknowledge sources of funding.

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2. http://www.barry.com [↑](#footnote-ref-2)
3. This format was originally developed in 1995 by Rick Herman at SPIE, and Ken Hanson at Los Alamos National Laboratory. [↑](#footnote-ref-3)
4. Font sizes are specified in points, abbreviated pt., which is a unit of length. One inch = 72.27 pt.; one cm = 28.4 pt. [↑](#footnote-ref-4)
5. Footnotes are indicated as superscript symbols to avoid confusion with citations. [↑](#footnote-ref-5)