

Title – Bold, Centered, Capitalize First Letter Of Each Word, 16 pt, Arial

Author Name & title, 11 pt, Times, bold, multiple names separated by semi-colons, centered on the page

Affiliation, 10 pt, Times, Italic, centered
e-mail address, 10 pt, Times, italic, centered

Abstract. Times, 10 pt, a brief description of the manuscript. The word “Abstract” is set in bold with the first letter capitalized. The abstract should not exceed 300 words. The abstract is in single column format, fully justified, and extends across the page. There is a 12 pt space before and after the abstract.

1. INTRODUCTION

Papers are limited to 10 pages in length. Authors should refer to the Guidelines For Authors for further details.

Section titles are 10 pt, bold, Times, left justified, and all caps. Sections are numbered consecutively through the manuscript. There is a 12pt space before and a 4pt space after the section title. The section title commences 1cm from the left margin of the column.

The manuscript is formatted for A4 paper with a 3cm inside margin and a 1.5cm outside margin (all papers will start on an odd numbered page where the inside margin is the left hand margin). The paper is to be presented in two columns, fully justified, with a .75cm gutter between the columns.

The main text is set in Times, 10 pt. Single space between lines of text. Do not indent paragraphs. Leave a 4pt spacing between paragraphs at the end of each paragraph. Text is fully justified.

Do not number the pages in the manuscript.

1.1 Subsections

Subsection headers are set in 10 pt, Times, bold, left justified with the first letter of each word capitalized. Subsections are numbered consecutively through the section. There is a 12pt space before and a 4pt space after the subsection title. The subsection title commences 1cm from the left margin of the column.

1.2 Tables

Tables can either span columns or be limited to a single column. Tables are centered on the column (page). Text within table is set in 10pt Times. The text in the table is set in single space, no leading or following spacing between rows, left justified, single line borders for all cells in the table. Column headers are set in 10 pt Times, bold, centered on the column, with the first letter of each word capitalized. There is a 2pt space before and after the column headings. The table caption precedes the table, centered on the page/column, set in 10 pt Times in plain text, and does not end in a period. The word “Table”, the Table number, and the colon are

set in bold. Tables do not break across pages or columns. There is a 4pt space before and after the table caption.

Table 1: Example table format

Table Component	Format
Table text	10 pt Times, left justified, single spaced.
Table caption	10 pt, Times, centered on the table, the word “Table”, the table number, and the colon are in bold.
Column header	Bold, 10 pt Times, centered on the column. 2pt leading and trailing space.

1.3 Figures

Figures can either span columns or be limited to a single column. Figures are centered on the column (page). Each figure must be followed by a caption and numbered consecutively throughout the document. The figure caption follows (is placed beneath) the figure, centered on the page/column, set in 10pt Times in plain text, and does not end in a period. There is a 2pt leading space before the caption and a 3pt trailing space after the caption. Figures do not break across pages or columns.

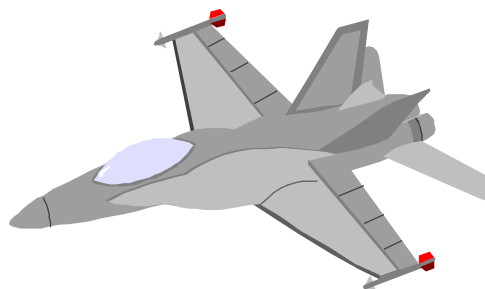


Figure 1: Example figure placed in text.

1.4 References

References are presented in the text in numerical order, enclosed by square brackets. Multiple references in the same location are separated by commas [1],[2].

1.5 Footnotes

Footnotes are indicated by subscripted numbers throughout the manuscript. Footnote text is set in 8pt Times, and should not break across pages. Footnotes are fully justified, separated from the text by a single line that spans 2/3 of the column^{1,2}.

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2. SECOND SECTION

2.1 Second Level - Use Heading 2 Style

Second section text.

2.1.1 Third level - Heading 2 style.

For further subsections, use Heading 2 as the base style and indent one more level. These are outline styles so you can use the indent key in the formatting toolbar to push down one level.

3. THIRD SECTION

3.1 Subsection - use heading 2 style again

Third section text.

REFERENCES

The references section is capitalized but not numbered. Use Heading 1 style and turn off numbering.

References are numbered, listed in alphabetical order (by first author's last name) and fully justified. The information in a citation is presented in the following order: author, year of publication, title of paper, publication title, volume & issue number, month of publication, pages. Authors are listed in the order of their appearance in the technical paper, last name first, then first initial and middle initial. Names are separated by a semi-colon. The title of the paper is quote delimited. The title of the publication (such as a journal or conference) is italicized.

1. Anybody, M. (1997) "Simulations," *A Journal Name*, vol. 1, no.1, Aug, pp. 61-65.
2. Who, W. & Somebody, E. (1999) Publication of Technical Papers. Easy Press: Somewhere.

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¹ This is an example of a footnote.

² This is another example of a footnote.