

ITEC 2019 – A4 paper size, two column format

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Abstract — These instructions give you guidelines for preparing 2-page extended abstracts for ITEC conferences. Use this document as a template if you are using Microsoft Word 6.0 or later. Otherwise, use this document as an instruction set. Please use this document as a “template” to prepare your manuscript. The abstract paper should be a summary of your work (including abstract, introduction, key elements, and conclusions).

1 Submitting the manuscript

These guidelines, modified from the style of a submission to *MIMOS Conferences*, are being used by permission. The template explains how to prepare your paper using Microsoft Word. ITEC thanks the authors of the MIMOS template for permission to use these guidelines for ITEC Extended Abstracts.

Please submit extended abstracts directly to the conference organiser following the organiser instructions. If the conference editors chose to provide print-ready PDF documents to the publisher, you have to submit high-resolution PDF file with all fonts embedded instead of the sources files.

Suggested Content (use what is appropriate):

- Purpose/Objective/Benefits/Key Take-aways
- Introduction
- Approach
- Results and Discussion
- Lessons Learned
- Future Work
- Conclusions
- References

2 Page layout

Use A4 paper size (210 x 297 mm) and adjust the margins to those shown in Table 1. The final printed area will be 172 x 252 mm.

Table 1. Setting Word’s margins.

| Margin | mm |
|--------|----|
| Top | 25 |
| Bottom | 20 |
| Left | 19 |
| Right | 19 |

Use a two-column format, and set the spacing between the columns at 8 mm. Insert the short form title Do not add any page numbers.

2.1 Formatting the title, authors and affiliations

2.1.1 Formatting the title

The title is set in bold 14-point Arial, centred. The first letter of the title should be capitalised with the rest in lower case. You should leave 30 mm of space above the title and 5 mm after the title.

2.1.2 Formatting author names and author affiliations

Author names should be typed in 10-point Times New Roman. The style for the names is initials then surname, with a comma after all but the last two names, which are separated by “and”. Initials should have full stops.

Affiliations of authors should be typed in 10-point Times New Roman. They should be preceded by a numerical superscript corresponding to the same superscript after the name of the author concerned. Please ensure that affiliations are as full and complete as possible and include the country. Underline speaker’s name and list email address(es) for contact author and/or speaker. Leave 3 mm above the affiliations.

2.2 Formatting the text

The text of your paper should be formatted as follows:

- 10-point Times New Roman.
- The text should be set to single line spacing.
- Paragraphs should be justified.
- The first paragraph after a section or subsection should not be indented; subsequent paragraphs should be indented by 5 mm.

The use of sections to divide the text of the paper is optional and left as a decision for the author. Where the author wishes to divide the paper into sections the formatting shown in Table 2 should be used.

Table 2. Formatting sections, subsections and sub-subsections.

| | Font | Spacing | numbering |
|---------------|---------------------------------|---------------------------|------------------------------|
| Section | 12-point Arial bold | 6 mm before 3 mm after | 1, 2, 3, etc. |
| subsection | 10-point Arial bold | 6 mm before 3 mm after | 1.1, 1.2, 1.3, etc. |
| subsubsection | 10-point <i>Arial Italic</i> | 6 mm before 3 mm after | 1.1.1, 1.1.2, 1.1.3, etc. |

3 Figures and tables

Figures and tables, as originals of good quality and well contrasted, are to be in their final form, ready for reproduction, pasted in the appropriate place in the text. Try to ensure that the size of the text in your figures is approximately the same size as the main text (10 point). Try to ensure that lines are no thinner than 0.25 point.



Fig. 1. Caption of the Figure 1. Below the figure.

3.1. Captions/numbering

Captions should be typed in 9-point Times New Roman. They should be flush left above the tables and beneath the figures and separated from them by a distance of 3 mm. Figures should be numbered sequentially through the text – “Fig. 1”, “Fig. 2” and so forth – and should be referenced in the text as “figure 1”, “figure 2”, etc.

3.2 Positioning

Place the figure as close as possible after the point where it is first referenced in the text. If there is a large number of figures and tables it might be necessary to place some before their text citation. If a figure or table is too large to fit into one column, it can be centred across both columns at the top or the bottom of the page.

4 Equations and mathematics

Equations should start flush left and should be numbered with the number on the right-hand side. Leave 3mm before and 3 mm after the equation.

$$T_s(l,t) = T_g(l,t) \tag{1}$$

$$T_s(l,t) = T_g(l,t) T_b(x \square \square \square, t) = 0 \tag{2}$$

Use italics for variables (*u*) and bold (**u**) for vectors. The order for brackets should be {{()}}, except where brackets have special significance.

Acknowledgements

Use this section to thank contributors to your work. For example, the ITEC Conference Committee thanks Davide Borra and ITEC Committee Member Paolo Proietti for the use of the IEEE MIMOS Conference template format.

References

References should be cited in the text by placing sequential numbers in brackets (for example, [1], [2, 5, 7], [8-10]). They should be numbered in the order in which they are cited. A complete reference should provide enough information to locate the article. References to printed journal articles should typically contain:

- The authors, in the form: initials (only the first letter capitalized with full stops after the initials) followed by family name;
- The journal title (abbreviated).
- The volume number in bold type;
- The article number or the page numbers,
- The year of publication (in brackets);

Authors should use the forms shown in Table 3 in the final reference list.

Here are some examples:

- [1] A. Mecke, I. Lee, J.R. Baker jr., M.M. Banaszak Holl, B.G. Orr, Eur. Phys. J. E **14**, 7 (2004)
- [2] M. Ben Rabha, M.F. Boujmil, M. Saadoun, B. Bessaïs, Eur. Phys. J. Appl. Phys. (to be published)
- [3] F. De Lillo, F. Cecconi, G. Lacorata, A. Vulpiani, EPL, 84 (2008)
- [4] L. T. De Luca, Propulsion physics (EDP Sciences, Les Ulis, 2009)

Table 3. Font styles for a reference to a journal article.

| Element | Style |
|----------------------------------|--|
| Authors | Normal Initials followed by family name |
| Journal title | Normal Abbreviated |
| Book title, Proceedings title | Italic |
| Volume number | Bold |
| Page number | Normal |
| Year | Normal In brackets |

Author/Speaker Biographies

List 50-word author/speaker biographies for each author or speaker if your extended abstract describes a panel presentation. List each author’s name in bold type followed by the short biography and a space between each biography.