

Guidelines for Manuscript Preparation

Please read and follow the following guidelines carefully.

- THE FINAL VERSION OF THE PAPER IN THE CAMERA READY FORMAT CANNOT EXCEED 6 PAGES INCLUDING FIGURES. NO EXCEPTION IS ALLOWED.
- ALL MANUSCRIPTS MUST BE IN ENGLISH.

FORMATTING YOUR PAPER (For A4 paper).

All text must be in a one-column format. The total allowable width of the text area is 17 cm wide by 23.6 cm high. The main title (on the first page) should begin 3.8 cm from the top edge of the page.

The second and following pages should begin 2.54 cm from the top edge. On all pages, the bottom margin should be 3.5 cm from the bottom edge of the page.

TYPE-STYLE AND FONTS.

Wherever Times is specified, Times Roman may also be used. If neither is available on your word processor, please use the font closest in appearance to Times that you have access to.

MAIN TITLE. Center the title. The title should be in Times 14-point, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Leave two blank lines after the title.

AUTHOR NAME(s) and **AFFILIATION(s)** are to be centered beneath the title and printed in Times 12-point, non-boldface type. This information is to be followed by two blank lines.

The **ABSTRACT** and **MAIN TEXT** are to be in a one-column format.

The **ABSTRACT** is to be in fully-justified italicized text, below the author and affiliation information. Use the word “Abstract” as the title, in 12-point Times, boldface type. The abstract is to be in 10-point, single-spaced type. The abstract may be up to 7.62 cm long. Leave two blank lines after the Abstract, then begin the main text.

MAIN TEXT. Type main text in 10-point Times, single-spaced. Do NOT use double-spacing. Be sure your text is fully justified - that is, flush left and flush right. Please do not place any additional blank lines between paragraphs. Figure and table captions should be 10-point Helvetica (or a similar sans-serif font) boldface type; callouts should be 9-point Helvetica, non-boldface. Initially capitalize only the first word of section titles and first-, second-, and third-order headings.

- **FIRST-ORDER HEADINGS.** (For example, 1. Introduction) should be Times 12-point boldface, initially capitalized, flush left, with one blank line before, and one blank line after.
- **SECOND-ORDER HEADINGS.** (For example, 1.1. Database elements) should be Times 11-point boldface, initially capitalized, flush left, with one blank line before, and one after. If you require a third-order heading (we discourage it), use 10-point Times, boldface, initially capitalized, flush left, preceded by one blank line, followed by a period and your text on the same line.

FOOTNOTES. Use footnotes sparingly and place them at the bottom of the page on which they are referenced. Use Times 8-point type, single-spaced.

REFERENCES. List and number all bibliographical references in 9-point Times, single-spaced, at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [1]. Where appropriate, include the name(s) of editors of referenced books.

COLOR. DO NOT SUBMIT COLOR IMAGES IN YOUR FILE.

Compare your manuscript with the provided example and try to minimize the differences.