

# Final (Camera-Ready) Paper Preparation Instructions for Archild Congress (Word Sample File)

Skip 3 lines, then Author(s) name(s) in bold letters 12pt and centered]

**LAST NAME A.B.<sup>1</sup>, LAST NAME C.D.<sup>2</sup>**

[Skip 1 line, then author(s) affiliations(s) in italic letters 11pt and centered]

<sup>1</sup>*K.U.Leuven, Faculty of Engineering, B-3000 Leuven, Belgium,  
(A.B.Author@kuleuven.be)*

<sup>2</sup>*Department of Physics, Uppsala University, SE-75105 Uppsala, Sweden*

[Skip 4 lines, then “Abstract” in bold letters 11pt and left aligned]

## **Abstract** [bold letters 12pt and left aligned]

*The author’s affiliation should include institution and country, plus e-mail address of the corresponding author. If authors belong to more than one institution, number marks shall be used to establish the correspondence. The abstract is to be in fully-justified italicized text, at the top of the paper as it is here, below the author information. Use the word “**Abstract**” as the title, in 12-point Times, boldface type, left aligned relative to the column, initially capitalized. The abstract of the paper should use 10pt with single spacing and justified. Paragraphs are separated by 6 points. Abstracts will be up to 200 words. The abstract should consist of a concise summary of the material discussed in the paper below. Do not to use footnotes in the abstract or the title. All papers should be organized with the following sections in this order: Title, Author(s), Affiliations(s), Abstract, Keywords, Introduction, and Main text, Conclusion, Acknowledgements (if appropriate) and References.*

[Skip 2 lines, then “Keywords” in italic letters, 10pt, aligned with abstract, up to 5 relevant keywords]

**Keywords:** active students, recruitment, practical training. Each paper should have three to six **keywords**.

[Skip 2 lines, then the main body of the paper]

## **1. Introduction** [Heading 1, bold letters 12pt, Times left aligned and numbered]

[Skip 1 line between headings and between headings and the following text]

All manuscripts must be in English. These guidelines include complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts. Please follow them and if you have any questions, direct them to the production staff in charge of your proceedings at the **ARCHILD Congress Office**: [info@archildworld.org](mailto:info@archildworld.org)

The main body of the paper should at least consist of sections “Introduction”, “Main text” and “Conclusion”. Headings shall be boldface, for details see **Table 1**. The body text is 10pt Times with single spacing and full width alignment. Paragraphs are separated by single spacing and with no indentation. Use a logical way of discrimination between headings, such as suggested here.

[Skip 2 lines between the end of a text section and the following heading]

## **2. Formatting your paper** (*Text Area and Page Extent*)

Use A4 page size and setup the margins to 4.5 cm on left and right sides and to 5.5 cm on top and bottom of the page. All printed material, including text, illustrations, and charts, must be kept within this area and ensure that margins are consistent on all pages. Do not write or print anything outside the print area. *All text must be in a one-column format*. Text must be fully justified. Papers submitted for congress proceedings will not normally exceed 8 pages in length. If you intend to produce more than pages you must first inform **ARCHILD Congress Office**.

If you hold it and your printed page up to the light, you can easily check your margins to see if your print area fits within the space allowed.

All skip lines must have 10pt. SI (international system) units must be used throughout the whole text.

## **3. Main title and first page**

This contains the title of the paper, the authors’ names, organization and country, the abstract and the first part of the paper. The main title (on the first page) should begin 8.0 cm (7 single space in 10 pt) from the top edge of the page, centered, and in Times 16-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). Skip 3 lines, then Author(s) name(s) in bold letters 12pt and centered]

## **4. Author name(s) and affiliation(s)**

Follow the main title [Skip 3 lines, then Author(s) name(s) in bold letters 12pt and centered] on a new line, with the authors’ names, without degrees or qualifications. Author names and affiliations are to be centered beneath the title and printed in Times 12-point, boldface type. Multiple authors must be shown in an one column format, with their affiliations italicized and centered below their respective names.

Follow this, on the next line, with the authors’ organization and country only (not

the full postal address; although you may add the name of your department), in Times Roman font, size 11 pt, range center, in italic.

Now start the abstract, with the heading [Skip 4 lines, then “Abstract” in bold letters 12pt and left aligned] four line spaces below the last line of the address and set in Times Roman, size 10pt normal. Leave one line space and then start the abstract, set in Times Roman font, size 10 pt and italic, justified with single line spacing. **The abstract will consist of approximately 200 words. It must not run over onto the next page.**

## 5. Second and following pages

For the second and following pages, use the full text area and commence keying, in one column, at the top of this area for each subsequent page, (use A4page size and setup the margins to 4.5 cm on left and right sides and to 5.5 cm on top and bottom of the page) inserting tables and figures as required.

The second and following pages should begin 5.5 cm from the top edge. On all pages, the left and right margins should be 4.5 cm from the edges of the page and 5.5 cm for the top and bottom edges for A4 paper.

## 6. Type-style and fonts

Wherever Times is specified, Times Roman or Times New Roman may be used. You should set the **main text** in 10 point Times Roman or Times New Roman (normal), not in bold, using single line spacing. All text should be produced as a SINGLE COLUMN and JUSTIFIED throughout. If neither is available on your word processor, please use the font closest in appearance to **Times**. Avoid using bit-mapped fonts if possible. True-Type 1 fonts are preferred.

## 7. Main text

Type your main text in 10-point Times, single-spaced. **Do not use double-spacing.** All paragraphs should not be indented. 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 boldface Times (or a similar sans-serif font). Callouts should be 9-point non-boldface Times Initially capitalize only the first word of each figure caption and table title. Figures and tables must be numbered separately. For example: “**Figure 1.** Database contexts”, “**Table 1.** Input data”. Figure captions are to be centered **below** the figures. Table titles are to be centered **above** the tables.

## **8. 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.

### **8.1. Second-order headings**

As in this heading, they should be Times 11-point boldface, initially capitalized, flush left, with one blank line before, and one after.

**8.1.1. Third-order headings.** Third-order headings, as in this paragraph, are discouraged. However, if you must use them, 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.

**8.1.1.1. Fourth-order headings.** Fourth-order headings, as in this paragraph, are discouraged. However, if you must use them, 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.

## **9. Footnote**

Footnote to the text should NOT be used.

## **10. Paragraphs**

Paragraphs should not be indented. Leave one line space between paragraphs.

## **11. Tables**

Tables must be set as part of the text, but smaller type sizes may be used to enable the table to fit the space. **All tables must have a caption centered over the table.** If the caption is more than one line, then the second and subsequent lines must be left aligned with the first word of the caption and should be justified. Captions should be numbered sequentially starting with number 1, i.e. Table 1: Input data. Leave one line space above and below tables. Large tables may be set landscape, i.e. sideways on the page, reading up. Do not set captions in bold.

**Table 1.** Requirements on text size

Text	Size (pts)	<b>Bold</b> or regular
Paper title	16	<b>Bold</b>
Section title	12	<b>Bold</b>
Second order headings	11	<b>Bold</b>
Third or fourth order headings	10	<b>Bold</b>
Main text	10	----
Author name	12	<b>Bold</b>
Authors' affiliation and e-mail	11	----
Reference	9	----

## **12. Illustrations, figures, diagrams and maps etc.**

Diagrams, figures and tables shall be placed where appropriate in the text if this can be achieved with sufficient readability, otherwise at the end of the paper. In both cases, references to the diagrams etc. in the text must be clear. Diagrams, figures and tables should be centered, with one blank line above and below each, numbered consecutively throughout the text, and with a caption underneath it. Do not use colored photographs and figures.

They should be placed either at the top or bottom on the page type and positioned centrally on the width of the page and close to their text reference. They should not appear on the opening page (first page) and must fit within the page text site. Try to avoid boxing text between two illustrations on a page as this can sometimes make reading more difficult. Tints may range from 20%-60% black and must be output at 100-120lpi (lines per inch). This will ensure the best reproduction in the printed book. It is recommended that drawings should be prepared twice actual size, photo reduced and pasted in place, square to the text (or incorporated within if using a word-processing system). Color originals cannot be included in their original form and will be reproduced in black and white. You should consider the conversion to black and white carefully, for what may appear to be clear when in color, i.e. multiple lines on a graph, may make little sense when viewed in black only.



**Figure 1.** Norwegian Sea.

### **12.1. Figure Captions**

Captions to figures, (diagrams and/or illustrations) should be text size and centered below the figure. If the caption is more than one line in length please follow the alignment style as given in the **Table 1**. All figures must be numbered sequentially starting with number 1, i.e. **Figure 1**. Velocity fields. Leave two line spaces between the caption and the text. Do not set captions in bold. All figures must have a caption centered under the figure.

### **12.2. Photographs**

If it is essential to include photographs, a space should be allocated within the text of the desired size. **Color photographs cannot be included in their original form and will be reproduced in gray- scale color.**

### **13. Abbreviations and Acronyms**

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations such as SI, ac, and dc do not have to be defined. Abbreviations that incorporate periods should not have spaces: write “C.N.R.S.,” not “C. N. R. S.” Do not use abbreviations in the title unless they are unavoidable (for example, “ARCHILD” in the title of this article).

### **15. Some Common Mistakes**

The word “data” is plural, not singular. The subscript for the permeability of

vacuum  $\mu_0$  is zero, not a lowercase letter “o.” The term for residual magnetization is “remanence”; the adjective is “remanent”; do not write “remnance” or “remnant.” Use the word “micrometer” instead of “micron.” A graph within a graph is an “inset,” not an “insert.” The word “alternatively” is preferred to the word “alternately” (unless you really mean something that alternates). Use the word “whereas” instead of “while” (unless you are referring to simultaneous events). Do not use the word “essentially” to mean “approximately” or “effectively.” Do not use the word “issue” as a euphemism for “problem.” When compositions are not specified, separate chemical symbols by en-dashes; for example, “NiMn” indicates the intermetallic compound  $\text{Ni}_{0.5}\text{Mn}_{0.5}$  whereas “Ni–Mn” indicates an alloy of some composition  $\text{Ni}_x\text{Mn}_{1-x}$ .

Be aware of the different meanings of the homophones “affect” (usually a verb) and “effect” (usually a noun), “complement” and “compliment,” “discreet” and “discrete,” “principal” (e.g., “principal investigator”) and “principle” (e.g., “principle of measurement”). Do not confuse “imply” and “infer.”

Prefixes such as “non,” “sub,” “micro,” “multi,” and “ultra” are not independent words; they should be joined to the words they modify, usually without a hyphen. There is no period after the “et” in the Latin abbreviation “*et al.*” (it is also italicized). The abbreviation “i.e.,” means “that is,” and the abbreviation “e.g.,” means “for example” (these abbreviations are not italicized).

## 16. Editorial Policy

Submission of a manuscript is not required for participation in a congress. **Do not submit a reworked version of a paper you have submitted or published elsewhere. Do not publish “preliminary” data or results.** The submitting author is responsible for obtaining agreement of all coauthors and any consent required from sponsors before submitting a paper. ARCHILD Scientific Program Committee strongly discourage courtesy authorship. It is the obligation of the authors to cite relevant prior work.

At least two reviews are required for every paper submitted. For congress-related papers, the decision to accept or reject a paper is made by the ARCHILD Scientific Program Committee; the recommendations of the referees are advisory only. Undecipherable English is a valid reason for rejection. Authors of rejected papers may revise and resubmit them to the ARCHILD Scientific Program Committee as regular papers, whereupon they will be reviewed by two new referees.

## 17. Conclusion

Although a conclusion may review the main points of the paper, do not replicate the

abstract as the conclusion. A conclusion might elaborate on the importance of the work or suggest applications and extensions.

## **18. Appendix**

Appendixes, if needed, appear before the acknowledgment.

## **19. Acknowledgment**

The preferred spelling of the word “acknowledgment” in American English is without an “e” after the “g.” Use the singular heading even if you have many acknowledgments. Avoid expressions such as “One of us (S.B.A.) would like to thank ... .” Instead, write “F. A. Author thanks ... .”

## **20. 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.

Number citations consecutively in square brackets [1]. The sentence punctuation follows the brackets [2]. Multiple references [2], [3] are each numbered with separate brackets [1]–[3]. When citing a section in a book, please give the relevant page numbers [2]. In sentences, refer simply to the reference number, as in [3]. Do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] shows ... .” Please do not use automatic endnotes in *Word*, rather, type the reference list at the end of the paper using the “References” style.

Please note that the references at the end of this document are in the preferred referencing style. Give all authors’ names; do not use “*et al.*” unless there are six authors or more. Use a space after authors’ initials. Papers that have not been published should be cited as “unpublished” [4]. Papers that have been accepted for publication, but not yet specified for an issue should be cited as “to be published” [5]. Papers that have been submitted for publication should be cited as “submitted for publication” [6]. Please give affiliations and addresses for private communications [7].

Capitalize only the first word in a paper title, except for proper nouns and element symbols. For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [8].

References should be collected at the end of the manuscript/paper in numerical order and set in the following order:

- [1] G. O. Young, "Synthetic structure of industrial plastics (Book style with paper title and editor)," in *Plastics*, 2nd ed. vol. 3, J. Peters, Ed. New York: McGraw-Hill, 1964, pp. 15–64.
- [2] W.-K. Chen, *Linear Networks and Systems* (Book style). Belmont, CA: Wadsworth, 1993, pp. 123–135.
- [3] H. Poor, *An Introduction to Signal Detection and Estimation*. New York: Springer-Verlag, 1985, ch. 4.
- [4] B. Smith, "An approach to graphs of linear forms (Unpublished work style)," unpublished.
- [5] E. H. Miller, "A note on reflector arrays (Periodical style—Accepted for publication)," *IEEE Trans. Antennas Propagat.*, to be published.
- [6] J. Wang, "Fundamentals of erbium-doped fiber amplifiers arrays (Periodical style—Submitted for publication)," *IEEE J. Quantum Electron.*, submitted for publication.

## 21. Consistency of styles

Please be consistent in the use of punctuation, figures, capital letters and abbreviations, and even more importantly in nomenclature and symbols.

## 22. Copyright

You must send your fully-completed, signed **ARCHILD Copyright Release Agreement** to [copyright@archildworld.org](mailto:copyright@archildworld.org) when you submit your paper. We **must** have this form before your paper can be published in the proceedings. The copyright form is available as a Word file, on **ARCHILD** web site.

**PLEASE CHECK THE WHOLE PAPER THOROUGHLY AFTER SETTING AND ENSURE THAT ALL FIGURES, CAPTIONS, TABLES, ETC. ARE LEGIBLE, AS THESE OFTEN CAUSE PROBLEMS.**