Author Guidelines for 8.5x11-inch Poster Paper

Author(s) Name(s)
Author Affiliation(s)
E-mail

POSTER PAPER

ABSTRACT

The abstract is to be in fully-justified italicized text, at the top of the left-hand column as it is here, below the author information. Use the word "ABSTRACT" as the title, in 12-point Times, boldface type, aligned left relative to the column, uppercase. The abstract is to be in 10-point, single-spaced italics, and up to 300 words in length. Leave two blank lines after the abstract, add keywords, leave another two blank lines, and then begin the main text.

KEYWORDS: Add 5-6 keywords representing the paper closely.

1. INTRODUCTION

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 Publication Chair or one of the organizers.

2. FORMATTING YOUR PAPER

All printed material, including text, illustrations, and charts, must be kept within a print area of 6-7/8 inches (17.5 cm) wide by 8-7/8 inches (22.5 cm) high. Do not write or print anything outside the print area. All *text* must be in a two-column format. Columns are to be 3-1/4 inches (8.3 cm) wide, with a 0.32 inch (0.8 cm) space between them. Text must be fully justified.

3. MAIN TITLE

The main title (on the first page) should begin 1-3/8 inches (3.49 cm) from the top edge of the page, centered, and 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 12-point blank lines after the title.

4. AUTHOR NAME(S) AND AFFILIATION(S)

Author names and affiliations are to be centered beneath the title and printed in Times 12-point, non-boldface type. Multiple authors may be shown in a two- or three-column format, with their affiliations italicized and centered below their respective names. Include e-mail addresses if possible. Author information should be followed by two 12-point blank lines.

5. SECOND AND FOLLOWING PAGES

The second and following pages should begin 1.0 inch (2.54 cm) from the top edge. On all pages, the bottom margin should be 1-1/8 inches (2.9 cm) from the bottom edge of the page for 8.5 x 11-inch paper; for A4 paper, approximately 1-5/8 inches (4.1 cm) from the bottom edge of the page.

6. TYPE-STYLE AND FONTS

Wherever Times is specified, Times Roman or Times New Roman may be used. 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. Be sure your text is fully justified—that is, flush left and flush right. Do not indent the first line of paragraphs. **Use a single blank line to separate paragraphs**.
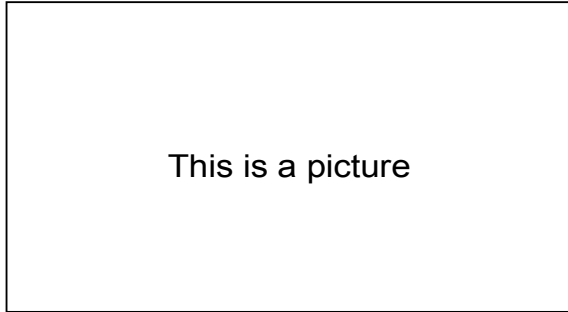
This is a picture

Figure 1. Database Contexts

Figure and table captions should be 10-point **boldface**. Callouts should be 9-point non-boldface. Capitalize the first letter of each word for figure captions and table titles. 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.

Table 1. Input Data

	This is a table

8. FIRST-ORDER HEADINGS

For example, "1. INTRODUCTION", should be Times 12-point boldface, capitalized, flush left, with one blank line before, and one blank line after. Use a period (".") after the heading number, not a colon. All sections and sub-sections must be numbered except the References and Acknowledgement, if there is any.

8.1. Second-Order Headings

As in this heading, they should be Times 11-point boldface, capitalized the first letter of each word, 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, capitalized the first letter of each word, flush left, preceded by one blank line, followed by your text on the next line.

9. FOOTNOTES

Use footnotes sparingly (or not at all) and place them at the bottom of the column on the page on which they are referenced. Use Times 8-point type, single-spaced. To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

10. COPYRIGHT FORMS

You must include your fully-completed, signed copyright release form 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, <copyright.doc>, and as a PDF version, <copyright.pdf>.

ACKNOWLEDGEMENTS < No Section # >

Acknowledgements should go here, if any are needed.

REFERENCES < No Section # >

List and number all bibliographical references in 9-point Times, single-spaced, at the end of your paper. Leave one blank line *between* references. When referenced in the text, enclose the citation number in square brackets, for example [1]. References must have full citation with all authors listed. Do not underline web addresses. Here are some references rules-of-thumb:
- Article titles should be in "quotes"
- Journal titles should be *italicized*
- Book titles should be in ALL CAPS
- All authors should be listed as First Initials + Last Name, as in "A.B. Smith"

See below for reference formatting <u>templates</u>:

[1] Authors, BOOK TITLE, edition, Publisher, Location, Date.

[2] Authors, "Article title," *Journal Title*, Vol. #, No. #, pages, Year.

[3] Authors, "Article title," Conference, Location, pages, Date.

[4] Authors (if available), "Website title," Webpage Title [Type of Medium], Date Published/Accessed, Available: http://www.url.com.

See below for reference formatting <u>examples</u>:

[1] R.A. Smith, AN INTRODUCTION TO NEURAL NETWORKS, 2nd ed., Dayton Publishing, Dayton, OH, 2006.

[2] K.D. Adams and T.K. Jones, "A collaborative interface for accomplishing goals," *Journal of Amazing Technologies*, Vol. 12, No. 1, pp. 3-14, 1999.

[3] J.G. Kreifeldt, "An analysis of surface-detected EMG as an amplitude-modulated noise," International Conference on Medicine and Biological Engineering, Chicago, IL, 1989.

[4] D. Quixote, "Things to do for fun," FOX News [website], May 3, 2004, Available: http://www.FoxNews.com/fun/.

Other formatting examples:

[5] (**Patent style**) J.P. Wilkinson, "Nonlinear resonant circuit devices," U.S. Patent 3 624 12, July 16, 1990.

[6] (**Standards style**) *IEEE Criteria for Class IE Electric Systems,* IEEE Standard 308, 1969.

[7] (**Standards style**) *Letter Symbols for Quantities*, ANSI Standard Y10.5, 1968.

[8] (**Report style**) R.E. Haskell and C.T. Case, "Transient signal propagation in lossless isotropic plasmas," USAF Cambridge Research Laboratory, Cambridge, MA Rep. ARCRL-66-234, Vol. 2, 1994.

[9] (**Technical Report style**) E.E. Reber, R.L. Michell, and C.J. Carter, "Oxygen absorption in the Earth's atmosphere," Aerospace Corp., Los Angeles, CA, Tech. Rep. TR-0200 (420-46)-3, Nov. 1988.