

Preparation of Papers for DUE and ICUE Proceedings

First A. Author, Second B. Author, and Third C. Author

Please delete this sentence, but not the paragraph mark – it is needed for address footnote

Abstract—These instructions give you guidelines for preparing papers for DUE and ICUE conference proceedings. Use this document as a template if you are using Microsoft Word 6.0 or later. Otherwise, use this document as an instruction set. The electronic file of your paper may be formatted further by the proceedings editors. Paper titles should be written in uppercase and lowercase letters, not all uppercase. Full names of authors are preferred in the author field, but are not required. Put a space between authors' initials. Define all symbols used in the abstract. Do not cite references in the abstract. Do not delete the blank line immediately above the abstract; it sets the footnote at the bottom of this column. The abstract should be about 200-220 words. *This paragraph is formatted "Abstract"*

Index Terms—Enter key words or phrases in alphabetical order, separated by commas. For a list of suggested keywords, send a blank e-mail to keywords@ieee.org or visit http://www.ieee.org/organizations/pubs/ani_prod/keywrd98.txt. *This paragraph is formatted "IndexTerms"*

1 INTRODUCTION THIS PARAGRAPH IS FORMATTED HEADING 1

The purpose of this paper is to provide you with guidelines for the preparation of the content and formatting, plus a sample of the layout, which must be used for the production of papers for the DUE and ICUE conferences. These instructions are to be followed meticulously to ensure uniformity of all the papers published in the proceedings. Manuscripts not meeting all the academic requirements of these instructions such as manuscripts with insufficient results or case studies may be referred to special sessions such as workshops, which are held in parallel to sessions with presentations on published papers. *This paragraph is formatted "Body text"*.

This document is itself a template for the layout of papers in the accepted format, prepared for Microsoft Word versions 6.0 or later. This updated template for the DUE and ICUE conference proceedings is based on the IEEE 2013 style template for formatting articles for their Transactions and Proceedings.

There is no need to add additional spaces between paragraphs using the "Enter" key – all paragraph styles have appropriate spacing built into the styles.

This paragraph of the first footnote can contain support information, including sponsor and financial support acknowledgment. For example, "This work was supported in part by the National Research Foundation, Grant 2014-12345." This paragraph is formatted "Footnote text".

The next paragraphs should contain the authors' current affiliations, including current address and e-mail. For example:

F. A. Author, Cape Peninsula University of Technology, P O Box 999, Cape Town 999, South Africa (e-mail: author@cput.ac.za).

2 EDITORIAL POLICY

Submission of a manuscript is not required for participation in a DUE or ICUE conference. However, authors are encouraged to prepare manuscripts containing significant new findings or substantial arguments relating to policy or implementations. The DUE and ICUE Proceedings are published by IEEE Xplore, and have qualified automatically for DHET publication subsidies as refereed conference proceedings. We want to keep it that way, so the organisers and editors are obligated to maintain high scientific and intellectual standards in reviewing and accepting papers for inclusion in the proceedings.

The DUE and ICUE proceedings should not be used for publication of reworked version of a paper submitted or published elsewhere. "Preliminary" results, or incremental measurements and simple case studies of known technologies do not qualify for inclusion in the proceedings.

The submitting author is responsible for obtaining agreement of all co-authors and any consent required from sponsors before submitting a paper. We strongly discourage courtesy authorship – all authors should have participated in the generation of the results or writing of the paper. It is the obligation of the authors to cite relevant prior work.

At least two reviews are required for every paper submitted. For conference-related papers, the decision to accept or reject a paper for presentation or inclusion in the proceedings is made by the conference committee.

3 PUBLICATION PRINCIPLES AND EVALUATION CRITERIA

Authors should consider the following points:

- i. Technical papers submitted for publication must advance the state of knowledge and must cite relevant prior work. *(This paragraph is formatted "i List Number")*
- ii. The length of a submitted paper should be commensurate with the importance, or appropriate to the complexity, of the work. For example, an obvious extension of previously published work might not be

S. B. Author was with Cape Town University, Energy Research Centre. He is now with the Department of Physics, University of Kwa-Zulu Natal. (e-mail: sbauthor@ukzn.ac.za).

T. C. Author, Electrical Engineering Department, University of North West, Potchefstroom, on leave from the CSIR, Pretoria (e-mail: author3@yahoo.com).

appropriate for publication or might be adequately treated in just a few pages.

- iii. Authors must convince both peer reviewers and the editors of the scientific and technical merit of a paper; the standards of proof are higher when extraordinary or unexpected results are reported.
- iv. Because replication is required for scientific progress, papers submitted for publication must provide sufficient information to allow readers to perform similar experiments or calculations and use the reported results. Although not everything need be disclosed, a paper must contain new, useable, and fully described information. For example, a specimen's chemical composition need not be reported if the main purpose of a paper is to introduce a new measurement technique. Authors should expect to be challenged by reviewers if the results are not supported by adequate data and critical details.
- v. Papers that describe ongoing work or announce the latest technical achievement, which are suitable for presentation at a professional conference, may not be appropriate for publication.

4 GUIDELINES FOR MANUSCRIPT PREPARATION

4.1 Criteria used for evaluation. This paragraph is formatted Heading 2

Authors are urged to check each of these criteria carefully before submitting their manuscript.

Table I. Check list of criteria for preparation and evaluation of DUE and ICUE manuscripts.

CRITERIA
Originality: Is the article sufficiently novel to warrant publication and does it contain original research and/or new developments?
Contents: Is relevant to the conference topics. If appropriate, have you drawn attention to any socio-economic implications of the findings?
Title: Does it clearly describe the article and does the abstract reflect the content of the article?
Language: Is the paper written using easy to understand clear language without grammatical or other errors?
Introduction: Does the introduction clearly state the context of the problem being investigated? Is there a statement of the aim and objectives of the research and the paper?
Method: Do you explain clearly how the data were collected and is the information suitable for answering the questions posed in your research?
Result: Are the analysis and/or model clearly presented and in a logical sequence? Are the results sufficiently and critically discussed?
Technical aspects: Is the paper technically sound? E.g. do the units, formulas and abbreviations conform to accepted standards (SI. Units of measure)? Are all numerical values in tables, graphs and text rounded off to an appropriate number of significant digits?

Conclusion: Are the claims in this section supported by the results, do they seem reasonable? Are the conclusions sound and justifiable? Do the conclusions relate to the title and the main claim presented in the introduction?

References: Are the references adequate and appropriate?

Figures/Tables: Are the figures and tables all necessary and acceptable? Is the quality of the tables and figures suitable for a quality publication, will they be clear if printed in black and white?

4.2 Paper layout

The text should be presented two columns to a page on standard A4 sheets (210 mm x 297 mm) and printed in Times Roman 10 pt font. The top margin should be 25 mm. The bottom margin should be 20 mm. Equal left and right margins of 20 mm and 5 mm space between the columns should be used, leaving two columns for the text of equal width of 82.5 mm. If graphic illustrations cause difficulty with double columns, then single column format may be used with equal left and right margins of 20 mm

When you open “**DUE and ICUE template for Conf Procs.doc**” file, select “Page Layout” from the “View” menu in the menu bar (View | Print Layout), (these instructions assume MS 6.0. Some versions may have alternate ways to access the same functionalities noted here). Immediately save the file under a new name – using the surname of the first author as the first word in the file name. Then, type over sections or cut and paste from another document and use mark-up styles. To open the *Styles* menu bar, click on (Home | Styles – arrow at bottom right corner), or use the Quick Styles pull down menu. If the cursor is in this paragraph, the style at this point in the document is “Body text”. Place the cursor in a paragraph or highlight a section that you want to designate with a certain style, and then select the appropriate name on the style menu. The style will adjust your fonts and line spacing. Do not change the font sizes or line spacing to squeeze more text into a limited number of pages. Use italics for emphasis; do not underline. This paragraph is formatted “Body text”.

5 PAGE NUMBERING AND NUMBER OF PAGES

The DUE/ICUE editors will do the final formatting of your paper, including the insertion of page numbers.. Please observe the conference page limits – a maximum of eight pages unless special arrangements have been made with organisers.

6 RECOMMENDED STRUCTURE OF PAPERS

In order to obtain uniformity the following structure should be used:

- Title and authors: See section ABSTRACT and footnote on page 1.
- Abstract: 220 words max, Abstract style (9 pt TNR font).
- Introduction
- Main text: Methods; Results, Discussion
- Conclusion
- References: See References section below.

- CV of author(s): A brief CV, including present position held and academic qualifications, together with a photograph.
- Address of author(s): Full address of the author(s) to be inserted in the footnote on page 1.

7 GUIDELINES FOR GRAPHICS PREPARATION

7.1 Inserting figures into the text

To insert images in *Word*, position the cursor at the insertion point and either use (Insert | Picture | From File) or copy the image to the Windows clipboard and then “Edit | Paste Special | **Picture Enhanced Metafile**”). For text wrapping, select “In line with text”. Using the paste function **Picture Enhanced Metafile** ensures that the quality of the figure is adequate for printing, while keeping the file size within reasonable bounds (less than 2 Mb). A simple paste of a **Bitmap** picture will increase the file size to many Megabytes.

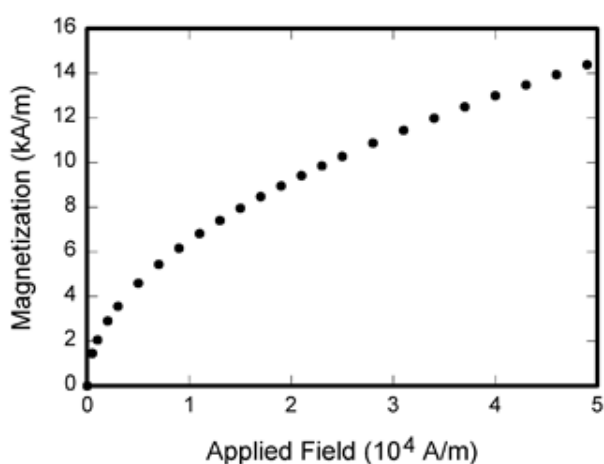


Fig. 1. Magnetization as a function of applied field. Note that “Fig.” is abbreviated. There is a period after the figure number, followed by two spaces. It is good practice to explain the significance of the figure in the caption. The caption must be below the figure. Remove the additional caption above the figure generated in many Excel graphs – this text should be inserted in the caption below the graph. *This paragraph is formatted “Caption figure”.*

7.2 Multipart figures

Figures compiled of more than one sub-figure should be presented stacked one beneath the other. If a figure needs to be a full page width, then Section breaks are needed – this is advanced formatting not included in this guide.

7.3 File Formats for Graphics

Format and save your graphics using a suitable graphics processing program. If you are using the Microsoft suite of products (Word, Excel and Powerpoint, prepare your final figures in Powerpoint, with all additional labels, arrows, part labels a, b, c etc. When the figure is complete, select all, and group. Then copy and paste the figure into your MSWord document using (Paste Special | Picture Enhanced Metafile). For Wrap text, from layout, select (In Line with Text). Doing so will protect your figures from

common font and arrow stroke distortions that sometimes occur when working on the files across multiple platforms.

7.4 Sizing of Graphics

Most charts, graphs, and tables are one column wide (88 mm) or page wide (181 mm). The maximum depth a graphic can be is 216 mm. When choosing the depth of a graphic, please allow space for a caption.

The final printed size of author photographs is 25 mm wide by 32 mm.

7.5 Resolution

The proper resolution of your figures will depend on the type of figure. Author photographs, colour, and grayscale figures should be at least 300 dpi. Line-art, including tables if they are pasted as images, should be a minimum of 600 dpi.

7.6 Accepted Fonts within Figures

When preparing your graphics, we prefer that you use Arial or Calibri fonts. Do not use Times New Roman. Do not mix different font types within a figure.

7.7 Using Labels within Figures

7.7.1 Figure Axis labels *This paragraph is formatted Heading 3*

Figure axis labels are often a source of confusion. Use words rather than symbols. As an example, write the quantity “Magnetization,” or “Magnetization M ,” not just “ M .” Put units in parentheses. Do not label axes only with units. As in Fig. 1, for example, write “Magnetization (A/m)” or “Magnetization ($A \cdot m^{-1}$),” not just “A/m.” Do not label axes with a ratio of quantities and units. For example, write “Temperature (K),” not “Temperature/K.”

Multipliers can be especially confusing. Write “Magnetization (kA/m)” or “Magnetization (10^3 A/m).” Do not write “Magnetization (A/m) $\times 1000$ ” because the reader would not know whether the top axis label in Fig. 1 meant 16000 A/m or 0.016 A/m. Figure labels should be legible, approximately 8 to 10 point type.

7.7.2 Subfigure Labels in Multipart Figures and Tables

Multipart figures should be combined and labelled before final submission. Labels should appear in the top left hand corner of each subfigure in 8 point Arial font in the format of (a) (b) (c).

7.8 Referencing a Figure within Your Paper

When referencing your figures within your paper, use the abbreviation “Fig.” even at the beginning of a sentence.

8 TABLES

Tables should be set in MSWord. Font for tables use 9 pt Arial, Arial Narrow, or 9 or 10 pt Calibri font. Avoid using vertical lines in the columns – it makes the grid look like jail bars!. Align numbers using the decimal tab if necessary. Otherwise, center values in the columns.

The table caption is placed always above the table. Tables are numbered with Roman numerals thus: Table I, Table II...followed by two spaces.

Table II. Use of various energy sources and their relative risk ratings. Units of measure may be given in the caption, or in a separate line in the column heading, enclosed in brackets e.g. (mg m⁻³) **This paragraph is formatted Caption table.**

Fuel type	Frequency of use (%)	Risk rating		
		Injury rating	Burn rating	Fire rating
Candles	49.8	0.08	0.318	0.816
Coal	3.0	0.40	0.91	0.15
Electricity	73.0	0.68	0.21	0.08
Gas	3.0	0.50	1.26	1.89
Paraffin	33.3	1.08	1.29	1.42
Wood	2.5	3.18	8.17	0.35

Adapted after [16].

9 MATH

If you are using *Word*, use either the Microsoft Equation Editor or the *MathType* add-on (<http://www.mathtype.com>) for equations in your paper (Insert | Object | Create New | Microsoft Equation or MathType Equation). “Float over text” should *not* be selected.

9.1 Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). Use the paragraph format style “Equation”. First use the equation editor to create the equation. Then select the “Equation” markup style. Press the tab key and write the equation number in parentheses. To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents. Use parentheses to avoid ambiguities in denominators. Punctuate equations when they are part of a sentence, as in

$$\int_0^{r_2} F(r, \varphi) dr d\varphi = [\sigma r_2 / (2\mu_0)] \cdot \int_0^\infty \exp(-\lambda |z_j - z_i|) \lambda^{-1} J_1(\lambda r_2) J_0(\lambda r_i) d\lambda. \quad (1)$$

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Italicize symbols (*T* might refer to temperature, but *T* is the unit tesla). Refer to “(1),” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is ...”

10 UNITS

Use either SI (MKS) or CGS as primary units. (SI units are strongly encouraged.) Avoid combining SI and CGS units, such as current in amperes and magnetic field in oersteds. This often leads to confusion because equations do not balance dimensionally. If you must use mixed units, clearly state the units for each quantity in an equation.

11 GENERAL GUIDANCE

11.1 Abbreviations and Acronyms **This paragraph is formatted “Heading 2”**

Define abbreviations and acronyms the first time they are used in the text, even after they have already been

defined in the abstract. Common abbreviations such as IEEE, 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, “IEEE” in the title of this article).

11.2 Other Recommendations

Use one space after periods and colons. Hyphenate complex modifiers: “zero-field-cooled magnetization.”

Use a zero before decimal points: “0.25,” not “.25.” Numerical values should be rounded off to an appropriate number of significant digits – experimental results should only in exceptional circumstances be reported to more than two or three significant digits (which are different from number of digits after the decimal point).

Use standard international units and nomenclature. Use “m³,” not “cu. meters”. Indicate sample dimensions as “0.1 cm × 0.2 cm,” not “0.1 × 0.2 cm².” The abbreviation for “seconds” is “s,” not “sec.” Use “Wb/m²” or “Wb m⁻²,” not “webers per square meter,” nor “webers/m².” When expressing a range of values, write “7 to 9”.

A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.) Avoid contractions; for example, write “do not” instead of “don’t.” The serial comma is preferred: “A, B, and C” instead of “A, B and C.”

If you wish, you may write in the first person singular or plural and use the active voice (“I observed that ...” or “We observed that ...” instead of “It was observed that ...”). Remember to check spelling. If your native language is not English, please get a native English-speaking colleague to proofread your paper.

11.3 Some Common Mistakes

The word “data” is plural, not singular. 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 Ni_{0.5}Mn_{0.5} whereas “Ni–Mn” indicates an alloy of some composition Ni_xMn_{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).

A general IEEE style guide is available at <http://www.ieee.org/web/publications/authors/transjnl/index.html>

12 CONCLUSION

A conclusion section is not required. 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.

Summary check list:

- Length must be maximum 8 pages.
- Paper Size: A4, double column with margins 25mm top, 20 mm left, right and bottom.
- Fonts:
Paper Title: 18pt Arial bold, placed in text frame.
Author(s) Name(s) and Institutions: 12 pt Arial, placed in text frame.
- Text: 10 pt Times Roman, single spacing, no line spaces, first line indented 5 mm.
- Paper starts with an abstract of 200-220 words
- Figures must be numbered Arabic numerals Fig. 1 and must have clear captions placed below figure
- Tables must be numbered Roman capital numerals Table III, caption at top of table. Horizontal lines only – no vertical lines.
- Supply references in the prescribed format
- Supply a passport size photo of authors.
- Submit the paper in electronic form (max 2 Mb).

APPENDIX

Appendices, if needed, appear before the acknowledgements.

ACKNOWLEDGEMENTS

(THIS PARAGRAPH IS FORMATTED “HEADING, NO NUMBER”, WITHOUT A HEADING NUMBER.)

Avoid expressions such as “One of us (S.B.A.) would like to thank” Instead, write “F. A. Author thanks” In most cases, sponsor and financial support acknowledgments are placed in the unnumbered footnote on the first page, not here.

REFERENCES AND FOOTNOTES

(THIS PARAGRAPH IS FORMATTED “ACKNOWLEDGEMENTS,...” WITHOUT A HEADING NUMBER.)

REFERENCES

References are cited by Arabic numerals in the text in order of citation, in square brackets inside the punctuation, thus [3]. Multiple references are each numbered with separate brackets [4],[5]. When citing a section in a book,

please give the relevant page numbers [6:45-51] . In text, refer simply to the reference number. Do not use “Ref.” or “reference” 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.

In all references, the given name of the author or editor is abbreviated to the initial only and precedes the last name. Use them all; use *et al.* only if names are not given, or if the list exceeds ten authors. Use commas around Jr., Sr., and III in names. Abbreviate conference titles. When citing IEEE transactions, provide the issue number, page range, volume number, year, and/or month if available. When referencing a patent, provide the day and the month of issue, or application. If there is a URL or doi number included with the print reference, it can be included at the end of the reference.

Other than book titles, capitalize only the first word in a paper title, except for proper nouns and element symbols. See the end of this document for formats and examples of common references. For a complete discussion of references and their formats, see “The IEEE Style Manual,” available as a PDF link off the [Author Digital Toolbox](#) main page.

FOOTNOTES

Number footnotes separately in superscripts (Insert | Footnote).¹ Place the actual footnote at the bottom of the column in which it is cited; do not put footnotes in the reference list (endnotes). Use letters for table footnotes (see Table I).

REFERENCES

(THIS PARAGRAPH IS FORMATTED “HEADING, NO NUMBER”, WITHOUT A HEADING NUMBER.)

The “References style is used for all references – deliberately left aligned. 8 point times New Roman font, 0.5 cm hanging indent, no spaces before or after. Examples of the basic styles for various types of reference are given below. Note authors initials precede surname in all cases.

Basic format for books:

- [1] J. K. Author, “Title of chapter in the book,” in *Title of Book in Italics*, Nth ed., I. A. Name_of_editor (Ed.), City of Publisher, Abbrev. of Publisher, year, ch. x, sec. x, pp. xxx-xxx.

Examples:

- [2] G. O. Young, “Synthetic structure of industrial plastics,” in *Plastics*, 2nd ed., vol. 3, J. Peters (Ed.) New York: McGraw-Hill, 1964, pp. 15–64.
- [3] W.-K. Chen, *Linear Networks and Systems*. Belmont, CA: Wadsworth, 1993, pp. 123–135.

Basic format for periodicals:

- [4] J. K. Author, “Name of paper,” *Abbrev. Title of Periodical*, vol. x, no. x, pp. xxx-xxx, year.

Examples:

- [5] J. U. Duncombe, “Infrared navigation—Part I: An assessment of feasibility,” *IEEE Trans. Electron Devices*, vol. ED-11, no. 1, pp. 34–39, 1959.

¹It is recommended that footnotes be avoided (except for the unnumbered footnote with the receipt date on the first page). Instead, try to integrate the footnote information into the text.

- [6] E. P. Wigner, "Theory of traveling-wave optical laser," *Phys. Rev.*, vol. 134, pp. A635–A646, 1965.
- [7] E. H. Miller, "A note on reflector arrays," *IEEE Trans. Antennas Propagate*, to be published.

Basic format for reports:

- [8] J. K. Author, "Title of report," Abbrev. Name of Co., City of Co., Abbrev. State, Rep. xxx, year.

Examples:

- [9] 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 (4230-46)-3, Nov. 1988.
- [10] J. H. Davis and J. R. Cogdell, "Calibration program for the 16-foot antenna," Elect. Eng. Res. Lab., Univ. Texas, Austin, Tech. Memo. NGL-006-69-3, Nov. 15, 1987.

Basic format for handbooks:

- [11] *Name of Manual/Handbook*, x^{ed}, Abbrev. Name of Co., City of Co., Abbrev. State, year, pp. xxx-xxx.

Examples:

- [12] *Transmission Systems for Communications*, 3rd ed., Western Electric Co., Winston-Salem, NC, 1985, pp. 44–60.
- [13] *Motorola Semiconductor Data Manual*, Motorola Semiconductor Products Inc., Phoenix, AZ, 1989.

Basic format for books (when available online):

- [14] Author. (year, month day). *Title*. (edition) [Type of medium]. *volume (issue)*. Available: site/path/file

Example:

- [15] J. Jones. (1991, May 10). *Networks*. (2nd ed.) [Online]. Available: <http://www.atm.com>

Basic format for journals (when available online):

- [16] Author. (year, month). *Title. Journal*. [Type of medium]. *volume (issue)*, pages. Available: site/path/file

Example:

- [17] R. J. Vidmar. (1992, Aug.). On the use of atmospheric plasmas as electromagnetic reflectors. *IEEE Trans. Plasma Sci.* [Online]. 21(3), pp. 876–880. Available: <http://www.halcyon.com/pub/journals/21ps03-vidmar>

Basic format for papers presented at conferences (when available online):

- [18] Author. (year, month). *Title*. Presented at Conference title. [Type of Medium]. Available: site/path/file

Example:

- [19] PROCESS Corp., MA. Intranets: Internet technologies deployed behind the firewall for corporate productivity. Presented at INET96 Annual Meeting. [Online]. Available: <http://home.process.com/Intranets/wp2.htm>

Basic format for reports and handbooks (when available online):

- [20] Author. (year, month). *Title*. Company. City, State or Country. [Type of Medium]. Available: site/path/file

Example:

- [21] S. L. Tallen. (1996, Apr.). The Intranet Architecture: Managing information in the new paradigm. Amdahl Corp., CA. [Online]. Available: <http://www.amdahl.com/doc/products/bsg/intra/infra/html>

Basic format for computer programs and electronic documents (when available online): ISO recommends that capitalization follow the accepted practice for the language or script in which the information is given.

Example:

- [22] A. Harriman. (1993, June). Compendium of genealogical software. *Humanist*. [Online]. Available e-mail: HUMANIST@NYVM.ORG Message: get GENEALOGY REPORT

Basic format for patents (when available online):

- [23] Name of the invention, by inventor's name. (year, month day). *Patent Number* [Type of medium]. Available: site/path/file

Example:

- [24] Musical toothbrush with adjustable neck and mirror, by L.M.R. Brooks. (1992, May 19). *Patent D 326 189* [Online]. Available: NEXIS Library: LEXPAT File: DESIGN

Basic format for conference proceedings (published):

- [25] J. K. Author, "Title of paper," in *Abbreviated Name of Conf.*, City of Conf., Abbrev. State (if given), year, pp. xxxxxx.

Example:

- [26] D. B. Payne and J. R. Stern, "Wavelength-switched passively coupled single-mode optical network," in *Proc. IOOC-ECOC*, 1985, pp. 585–590.

Example for papers presented at conferences (unpublished):

- [27] D. Ebehard and E. Voges, "Digital single sideband detection for interferometric sensors," presented at the 2nd Int. Conf. Optical Fiber Sensors, Stuttgart, Germany, Jan. 2-5, 1984.

Basic format for patents:

- [28] J. K. Author, "Title of patent," U.S. Patent x xxx xxx, Abbrev. Month, day, year.

Example:

- [29] G. Brandli and M. Dick, "Alternating current fed power supply," U.S. Patent 4 084 217, Nov. 4, 1978.

Basic format for theses (MSc) and dissertations (PhD):

- [30] J. K. Author, "Title of thesis," MSc thesis, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, year.
- [31] J. K. Author, "Title of dissertation," PhD thesis, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, year.

Examples:

- [32] J. O. Williams, "Narrow-band analyzer," PhD thesis, Dept. Elect. Eng., Harvard Univ., Cambridge, MA, 1993.
- [33] N. Kawasaki, "Parametric study of thermal and chemical nonequilibrium nozzle flow," MSc thesis, Dept. Electron. Eng., Osaka Univ., Osaka, Japan, 1993.

Basic format for the most common types of unpublished references:

- [34] J. K. Author, private communication, Abbrev. Month, year.
- [35] J. K. Author, "Title of paper," unpublished.
- [36] J. K. Author, "Title of paper," to be published.

Examples:

- [37] A. Harrison, private communication, May 1995.
- [38] B. Smith, "An approach to graphs of linear forms," unpublished.
- [39] A. Brahms, "Representation error for real numbers in binary computer arithmetic," IEEE Computer Group Repository, Paper R-67-85.

Basic format for standards:

- [40] *Title of Standard*, Standard number, date.

Examples:

- [41] IEEE Criteria for Class IE Electric Systems, IEEE Standard 308, 1969.
- [42] Letter Symbols for Quantities, ANSI Standard Y10.5-1968.

We extract the abstract and the author biography from the paper to prepare a programme booklet for the conference. We need the abstracts to be a certain length in order for it in the allocated space in the booklet. The size of the booklet will be A5 and each abstract or summary should cover about half a page.

The Abstract should be about 200-220 words.. The biography of all the presenting author no more than 100-120 words. Please note that the entire abstract (including title and headings) should be a minimum of 250 words and a maximum of 320 words.

AUTHORS BIOS AND PHOTOGRAPHS

The photograph is placed at the top left of the biography, and should be of good quality, professional-looking, and black and white or colour (see examples). Personal hobbies will be deleted from the biography. Following is an example of an author's biography.



First A. Author short biographies, maximum 120 words. Give the author's educational background – the degrees and which institution and year of award. List author's primary work experiences. The current job must have a location; previous positions may be listed without one. Current and previous research interests end the paragraph.

Second B. Author received the BSc and MSc degrees in aerospace engineering from the University of Virginia, Charlottesville, in 2001 and the PhD degree in mechanical engineering from Drexel University, Philadelphia, PA, in 2008. From 2001 to 2004, he was a Research Assistant with the Princeton Plasma Physics Laboratory.



Since 2009, he has been an Assistant Professor with the Mechanical

Engineering Department, Texas A&M University, College Station.

He is an Associate Editor of the journal *Earth, Moon, Planets*, and holds two patents. Mr. Author was a recipient of the International Association of Geomagnetism and Aeronomy Young Scientist Award for Excellence in 2008.

Presenting author: The paper will be presented by Second B. Author

