

Guidelines for Manuscript Preparation

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Abstract

The ICICS-PCM 2003 conference will produce a CD-ROM version of the conference proceedings instead of the usual printed copy. The CD-ROM will use Adobe's PDF format and include viewers for windows and Macintosh platforms. As the conference proceedings will be digitally produced directly from the copy prepared by you, ***you are required to make every effort to submit an electronic version of your accepted paper using the format and software specified hereafter.*** It should be noted that electronic submissions result in superior quality of the final product in terms of search and on-screen presentation, ***hence camera-ready paper submissions should be treated as a last resort.***

Manuscripts should be prepared strictly according to the guidelines spelt out in paragraphs 2, 3 & 4. Though "printed copy" are mentioned in these paragraphs, the guidelines apply to the electronic version.

1. Submission of Manuscript

The preferred format for submitting your electronic paper is the Portable Document Format (pdf), although Microsoft Word (doc) and PostScript (ps) files are acceptable. However, authors need to submit their manuscripts ***7 days before the deadline*** so that PDF files can be generated for their verification.

The layout, margins and fonts used for the manuscripts should follow strictly the guidelines spelt out in paragraphs 2, 3 & 4.

The electronic version of your manuscript should be submitted no later than 15 September 2003 to the Secretariat via our Online Submission at <http://www.ntu.edu.sg/icics-pcm03>. The filename given to you in the acceptance letter should be used together with the proper extension (.pdf or .ps or .doc) to reflect the software used to prepare the file.

Should you encounter any problem in uploading your manuscripts to our online server, you can send your soft-copy to us via email at

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A duly signed copyright transfer form, which can be downloaded from the conference website, should be sent to:

**ICICS-PCM 2003 Secretariat
Conference Management Centre/CCE
Administration Annex Building #04-06
42 Nanyang Avenue, Singapore 639815**

All submission together with the duly signed copyright transfer form must be received on or before 15 September 2003. Failure to do so may result in your paper(s) not being included in the conference proceedings.

2. Preparation of Manuscripts

Each paper is limited to 5 pages. A mandatory charge of S\$100 per page will be imposed on additional page(s). Author name(s) should be given according to the English convention; namely, given name (individual-name) followed by surname (family name).

The title and authorship of your paper will appear in the final program and in the table of contents and author index of the Proceedings as they are shown in your letter of acceptance, regardless of the title or authorship on the manuscript you submit now.

3. Format of Manuscripts

As the conference proceedings will be produced directly from the electronic copy that you submit, your strict observation of this format is required.

Your manuscript(s) should use ***standard A4 (210 x 297mm)*** size in two columns with single line spacing. The document you are reading is printed in the format that should be used.

Your manuscript should conform to the following specifications. ***Any significant deviations would result in your paper being excluded from the proceedings.***

- (a) On the first page, the distance from the top edge of the paper to the top of the first line of type (i.e., the title) should be 3.0 cm.

- (b) On the second and subsequent pages, the distance from the top edge of the paper to the top of the first line of type should be 2.5 cm.
- (c) The text should be centered left to right on the page, i.e., left and right margins should be the same.
- (d) The width of each column should be 8.5 cm.
- (e) The distance between the two columns of text should be at least 0.5 cm.
- (f) The distance from the top edge of the paper to the bottom of the last line of type on the page should be ≤ 27.0 cm.

4. Recommended Point Sizes

We recommend that you prepare your manuscript using font 10 points in ***Times New Roman*** only. This document is set in 10 point Times New Roman.

5. Headings

Major headings are to be numbered and in bold font or with initial capitals without underline. They may start at the left margin on a separate line (i.e. they should not be indented), or be centered. “5. Headings” at the top of this paragraph is a major heading (using 14 point bold Times New Roman).

5.1 Subheadings

Subheadings should be numbered and in a bold font or with initial capitals. They should not be indented either. “5.1 Subheadings” at the top of this paragraph is a subheading (using 12 point bold Times New Roman).

Sub-sub headings: Sub-sub headings are to be in a bold font or underlined type. They should be indented and run in at the beginning of the paragraph. “Sub-subheadings” at the top of this paragraph is a sub-subheading (using 10 point Times New Roman).

Title: The title of the paper should be centered across the top of the first page and should be in a distinctive point size or font. This document uses 16 point bold Times New Roman.

Author’s names and addresses: Author’s names and addresses should be centered below the title. In this document, the author’s name and address are printed in 11 point Times New Roman. **When there are five or more authors list only the first three and “et al.”.**

References: List and number all references at the end of the paper. When citing references in the text, type the corresponding number in square brackets as shown at the end of this sentence [1].

Illustrations: All illustrations (images, figures, tables and graphics) should be incorporated (or scanned) into your manuscript and positioned at the exact location within the copy.

Equation numbers: When numbering equations, enclosed numbers in parentheses and place flush with right-hand margin of the column.

Symbols and acronyms: Use only IEEE standard symbols and unit abbreviation. The use of the International System of Units (SI units) is advocated. Define any acronyms the first time they appear.

6. Conclusions

Thank you for your cooperation and contribution. We look forward to seeing you at the ICICS-PCM 2003 in Singapore!

References

- [1] A. B. Author, Title of the Book. New York: ABC Press, 1988, Chap. 6, pp. 23-35.
- [2] J. Q. Author, “Title of the paper,” *Journa*, Vol. 10, pp. 1-20, June 1983.
- [3] C. D. Smith and E. F. Jones, “Title of paper,” *Proceedings of the IEEE Conference on ...*, pp. 320-324, City, State, Country, June 1985.