

General Instructions for Conference Proceedings

Text Area and Font Sizes

Word User

- (1) Trim size: 9 by 6 inch
- (2) Text area: 7.35 by 4.5 inch (including folio)
- (3) Text font: 10pt (Times New Roman)
- (4) Interline spacing: 13pt
- (5) Paper Title: 11pt (Bold Upper Case)
- (6) Author's Name: 9pt (Roman Upper Case)
- (7) Affiliations: 9pt (Italic Upper and Lower Case)
- (8) Abstract Text: 8pt (Roman, interline spacing is 10pt)
- (9) Section heads:
 - (a) 1st Section head: 10pt Bold roman, Upper and Lower Case
 - (b) 2nd Section head: 10pt Bold italic, Upper and Lower Case
 - (c) 3rd Section head: 10pt Italic, Capitalise 1st letter of 1st word only
- (10) Figure and Table captions: 8pt with baselineskip of 10pt
- (11) Table entries: 8pt with baselineskip of 10pt
- (12) Running title
(footers and headers): 8pt
- (13) Reference text: 10pt with baselineskip of 13pt

2. Illustrations and images

Please prepare all line drawings, halftones (gray scale) and colour illustrations in high resolution. The requirements are:

- (a) 600 dpi for line drawings (black and white)
- (b) 300 dpi for halftones (gray scale). Do not convert from colour images as they reproduce very poorly.
- (c) 300 dpi for colour images. Must be in CMYK (Cyan, Magenta, Yellow and Black) for colour separation. RGB (Red, Green and Blue) is unacceptable for colour separation work. To submit a Colour image, you must request permission as described on the Web site.
- (d) Ensure all labels/annotations are sharp and clear for reproduction.
Easy-to-read typeface/font like Arial, Helvetica or Times Roman are recommended for the labels.
- (e) To provide softcopy of the illustrations in either eps, ps, tif, jpg, gif or bmp format, preferable on a PC platform. All illustrations should be embedded in the text. At the same

time provide the illustrations as individual files. Use the correct file names for each illustration, for example, John_fig1.eps, John_fig2.eps, or John_fig1.tif, John_fig2.tif.

- (f) If soft copies are not available, authors are requested to submit good original glossy prints for clear reproduction. Figure number must be clearly labeled on the back and preferably indicate which side of the figure is the top by using an arrow pointing upwards.

3. Miscellaneous

- (a) Please ensure that quotation marks are paired correctly, e.g. “good quotes” rather than ”bad quotes”.
- (b) Italicized words should not be done in Tex’s mathmode when using TeX and Latex2e. This will result in unusual character spacing. Use the proper control sequence of “\it”.
- (c) Use a hyphen (-) for compound words (e.g. ‘two-dimensional’), an en-dash (–) to link numbers, nouns or names (e.g. 220–240 Volts, electron–positron collisions, Einstein–Rosen–Podolsky paradox), and an em-dash (—) to link sentences or clauses — this is what we would regard as a ‘normal’ dash.
- (d) Note this set of common abbreviations:

Equation(s)	—	Eq./Eqs.
Figure(s)	—	Fig./Figs.
Reference(s)	—	Ref./Refs.
Section(s)	—	Sec./Secs.

Please spell in full if any of the above is the first word of the sentence.

- (e) Latin words are italicized, e.g. *et al.*, *a priori*, *in situ*, *ibid.* etc.