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ABSTRACT: *This template is for the unification of paper writing for iCEER 2004 Conference. Since the papers will be transformed into PDF format because of the proceedings, it is necessary to observe all recommendations; otherwise the authors risk losing or incorrect transformation of some parts of their papers. It is possible to use these formats for paper submission: Microsoft Word for Windows 2000/XP, RTF format.*

It is especially necessary to use only standard style setting, to add no more styles or similar. Use only Times New Roman characters (Tms Rmn, Times).

The maximum length of the paper after the transformation into PDF is 1 MByte including all inserted pictures, charts, photographs etc. This means no more than 10 pages of written text, half of it graphs, diagrams and figures. If you use Microsoft Word editor, when saving the file, forbid Fast saving! The name of the file will be derived from the paper number given by the organizers and author(s) surnames. You will just add the suffix corresponding to the text format used. You are recommended to send the paper in a compressed form, the best way with the help of ZIP program.

The title of the paper, names of the authors, keywords and abstract will be published in the printed Book of Abstracts. Length of whole this text is limited to one page at maximum, otherwise the abstract will be shortened.

1   TITLE OF THE PAPER (STYLE HEADING 1)

Write the title of the paper in normal characters, style Heading with margins to the left (Times New Roman, size 16, bold, margins to the left). If the title is long, write it into a multi-line paragraph, do not divide it into separate paragraphs (lines).

2   AUTHORS

Write the names of all authors in a required order, always the first name(s) first and then the surname in capital letters. Separate the individual authors by semicolon. If all the authors are from the same organization, do not specify them by numerals. If the authors are from different organizations, use separate paragraphs followed by the author's address.

3   KEYWORDS

Write the keywords in a separate paragraph using normal characters (Times New Roman, size 12, italics). Write the word Keywords in capital letters, not the rest of the text. Use 5 keywords at most (single words only). A special list in the proceedings will be developed from the keywords.

4   ABSTRACT

Write the abstract using normal characters (Times New Roman, size 12, italics), maximum 300 words. Write the word Abstract in capital letters, not the rest of the text. The title of the paper, names of the authors, abstract and key words will be printed in the *Book of Abstracts*.

5   CHAPTER TITLE

Write the chapter titles using Heading 1 style (Times New Roman, size 12, all capitals, in bold, margins to the left). Number all chapters using Arabic numbers at the beginning of the chapter title. The number is separated from the text by a tabulator (0.75 cm). Do not use the automatic numbering of chapters! If it is necessary, use also subtitles using Heading 2 style (Times New Roman, size 12, in bold,

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6   TEXT AND PICTURES

Write the chapter text using normal characters (Times New Roman, size 12). Write the text without inserting special fonts. Use **bold**, *italics* or underlined characters. If it is necessary, you may use upper numerals[1] or lower numerals[2]. Do not insert either notes under the line or footnotes in the text. If you want to mark tabulation, use standard tabulator formatting:

- First point,
- Second point,
- Third point.

Numbered lists containing single points are used in the same way, as it is shown in the following:

1. One,
2. Two,
3. Three.

Use the "Enter" key for finishing paragraphs only, never for finishing single lines within the paragraph. Do not use soft end of line (Shift + Enter) or folding of pages (Ctrl + Enter).

Use correct tab stops:

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Or replace text in columns by text in tables, by means of tabulators:

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Use blank paragraphs of normal text for separating the picture (table, graph) from the rest of the text.

If you draw pictures using the equipment of Word editor, then first insert the "Microsoft Word Drawing" and draw everything into this. Only by this procedure will the created picture be understood well and converted into PDF format. Under no circumstances insert single graphic objects right into the text ! Do not use either frames or the text windows as well!
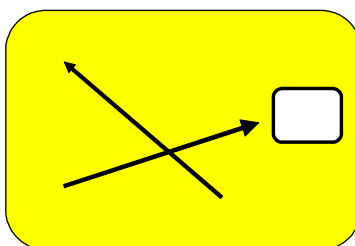
Figure 1 – Name of the figure

If you want to put two figures next to each other into the text, use the table with two columns for their placement, as shown in Figure 2 and 3. Do not use automatic numbering of figures, field codes or headlines.

Figure 2 – Telephone   Figure 3 – Computer

If you want to be sure the figures will have the correct form, deliver each picture object in separate GIF or JPG files. Then these files will be marked according to a number of a paper and an order of the

figure in it - nnnxxx.gif (where *nnn* means a number of a paper, *xxx* means a order of a figure), *e.g. 156001.gif* will be the Figure 1 in the paper number 156.

7   MATHEMATICAL FORMULAS AND TABLES

The formulas written should be created with the help of editors of formulas only. Do not combine the text with a part of a formula (e.g. y = formula), it is necessary to write the whole formula in an editor of formulas. The formula will be converted into PDF file as an object, a part of it (written as the text) will not be a part of the object, so there will be wrong formatting of the formula then. If you want to number the formulas, do it by hand (do not use automatic numbering or codes of fields).

$$\frac{\mathrm{d}\,x(t)}{\mathrm{d}\,t} = k_1 x(t) - k_2 y(t) x(t)\,, \tag{1}$$

where $x(t)$ – means the first variable,
                 $y(t)$ – means the second variable.

If you want to put simple formulas into a text, please do it in an editor of formulas. If you want to put some Greek letter or a mathematical symbol into the text, you should again use the editor of formulas. Do not put these characters from a bid of *Insert-Symbol*! All symbols put will be lost with a conversion into PDF. It concerns e.g. the electric resistance unit - Ω, number $\pi \geq 2$. That is why the pictures of a telephone and a computer are used in Figure 2 and 3, not symbols from *Wingdings* fonts, even if they can be found in them.

If you put special characters into a text (copyright) that can be found in normal fonts but are not available from a keyboard, you can use a bid of put-symbol and the font of the "*normal text*". These characters will be kept during their transfer into PDF, e.g. ©@.

In our previous text the tables for a multistage text editing were used. If you want to put a real table into the text, use full lines for the whole table, and the same thickness of the line as well. The table should be aligned to the left side even in case they are small and will look better with aligning to the centre.

Table 1. A sample of table outline

Type	Price
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8   CONCLUSIONS

Your text will be published in *Proceedings of iCEER 2004 Conference* in the PDF format. It is necessary to save the document without fast saving (Microsoft Word editor) for a correct conversion. Otherwise there could appear problems with conversion into PDF.

ACKNOWLEDGEMENTS

If you want to write some acknowledgements, grant project references e.g., place them after conclusions, in the end of your paper. Do not number this chapter title.

REFERENCES

The references used should be presented in the end of your paper, as mentioned in information survey [CSN ISO 690] in the end of this pattern. When providing with electronic information, please use ISO 690-2, [ISO 2002]. As for references do not use codes of fields or other automating processes but write the reference in hand, more about this problems in [Farana, R., Smutný, L. & Víteček, A. 1999].

Quotation of a book has the following parts:
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Place of publication (normal letters) :
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Publication year (normal letters, full stop).

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FARANA, R., SMUTNÝ, L., VÍTEČEK, A. A VÍTEČKOVÁ, M. 1995. *Doporučované značky, zkratky a názvy z oblasti automatického řízení*. 1. vyd. Ostrava : Katedra ATŘ VŠB-TU Ostrava, 1995. 24 s.

FREML, V. 1994. *Normalizovaná úprava písemností*. 1. vyd. Praha : SPN, 1984. 130 s.

ISO 2002. *Excerpts from International Standard ISO 690-2. Information and documentation -- Bibliographic references - Part 2: Electronic documents or parts thereof* [online]. Ottawa : ISO (International Organization for Standardization), 2002, last update 2002-08-22. [cit. 2003-10-16]. Available from web: <URL: http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.htm>

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Example:

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