PREPARATION OF PAPERS IN TWO COLUMN FORMAT FOR THE ICEE 2002 CONFERENCE

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Abstract —— *All papers either full 6 page papers, one page extended abstracts or panel sessions must include an Abstract with the submission The Abstract and Index Terms text should be 10 pt. Times New Roman italic, full justified and contained without one paragraph. Begin the Abstract with the word Abstract - in Times New Roman italic Bold text, only the word Abstract should be bold. Do not Indent. Use a long dash after the words "Abstract" and "Index Terms". Do not cite references in the abstract. The abstract should be approximately 150 words; this example abstract is 154 words. Avoid using abbreviations in the abstract, in case they are necessary; write their meaning in the abstract. A copy of this abstract will be included in the conference program book so please follow these guidelines so every presentation will have an abstract in the program book.*

Index Terms —*About four, alphabetical order, key words or phrases, separated by commas (for suggestions Preparation of papers, camera-ready, two-column format, ICEE format).*

PAGE LAYOUT

These instructions serve as a template for Microsoft *Word*, and give you the basic guidelines for preparing camera-ready papers for the ICEE 2002 conference (International Conference on Engineering Education), Manchester, U.K., August 18-21, 2002. Please carefully follow the instructions provided in this format to ensure legibility and uniformity. The guidelines are designed to reduce the amount of white space and maximize the amount of text that can be placed on one page. If you wish to use Word Perfect, a template is on the web page.

When you open this document, select "Print Layout" from the "View" menu (View | Print Layout), which allows you to see the two column format and the footnotes. You may then type over sections by using cut and paste into it (Edit | Paste), and/or use the markup styles. The pull-down style menu is at the left of the Formatting Toolbar at the top of your *Word* window (for example, the style at this point in the document is "Body Text"). To use the builtin styles, highlight a section that you want to designate with a certain style, then select the appropriate name on the style menu.

All papers either full 6 page papers, one page extended abstracts, or Panel Sessions" must follow the following layout:

- A4 (210 x 297 mm) paper size
- Portrait Orientation
- 2 column format for the body of the document
- Top and bottom margins: 1.0"
- Left and right margins: 0.75"
- Spacing between columns: 0.2"
- Column width: 3.4"
- Indents - first paragraph of section - none
- Indents - all other paragraphs - .25"

If you are using Word, set the margin widths and paper size by selecting the "File" menu and select "Page Setup". Select the above options, make sure you also apply to "Whole document".

While formating your document, make sure you use consistent use of punctuation marks and spelling. There are two basic systems used by American and British authors, we'll accept either American or British usage, but it must be consistent, ie. Not a mix. For example,

- Putting commas and periods outside of quotation marks, e.g. ", and ". instead of ," and ." The latter is American usage and the former is British.
- Use of single quotes, E.g. 'service center' (British) rather than "service center" (American).
- Or text such as grey and disc (British) vs. Gray and disk (American).

PAPER TITLE AND AUTHOR DATA

The title and author data is in one column format, while the rest of the paper is in two column format. To accomplish this, most word processors have a section break that is installed to separate the one and two column format. We suggest you open a new document and begin by inserting the title and author information in the standard one column format and then insert a section break to begin the body of the paper . Please follow the following style guide.

- **Paper title**: This information should be placed at the top of the first page in 14 point Times New Roman in Uppercase, bold, and centered. This style is defined under the style menu of this document as "TITLE".
- **Author listing**: 12 pt. Times New Roman, italic, centered This style is defined under the style menu of this document as "Author".

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- Insert a blank line between the Title and the Author listing and between the Author listing and the body of the paper.

Include only the author names; in the author listing. Use the full first name for the authors. If an author is submitting more than one paper please provide the same name in both papers. For example, do not submit one paper as Dan Budny, the other as Dan D. Budny and a third as D.D. Budny. Be consistent, the name you provide on the paper will be what is used to create the author index for the proceedings.

Information for each author such as email, department or college; university; city, state and zip will be listed as a footnote.

- **The footnote text** should be 8 pt. Times New Roman, full justified, no space between the paragraphs This style is defined under the style menu of this document as "Footnote text".

(This is the only footnote allowed in the paper). To insert a footnote in Word place the curser at the end of the name and select the "Insert" menu and select "footnote" using the bottom of the page and auto numbering options.

PAPER BODY FORMAT

The following Information is for either a "Full Paper", "One page Work in Process paper" or "Panel session". Every presentation at the conference must have a submission. For panel sessions, the submission should be a review of the topic to be discussed at the panel discussion, with a brief description of the topic for each panelist.

Column Format Instructions

The title and author data is in one column format, while the rest of the paper is in two-column format. To accomplish this, most word processors have a section break that is installed to separate the one and two column format. For example, if you are using Word, under the "Insert" menu select "Section Break" with the "Continuous option".

After you enter the title and author information enter a few blank lines then insert a section break. Now you must define this section to be 2 columns. To do this in Word, under the "Format" menu select "Columns". This will have a input box for the number of columns. Enter 2 and then set the spacing to 0.2". If you have the margin widths set correctly the width of the column should display as 3.40". If it does not go to the "File" menu and select "Page Setup". This will open an input box that will allow you to set the top and bottom margin to 1" and the right and left margin to 0.75". Every word processor will have its own method of accomplishing the above, however, most follow the same format.

For "Extended Abstracts" or "Panel Session" submissions, if the paper does not fill the entire page and covers more than 4 inches of the first column, please balance the paper within the two columns. The easiest way to do this is to adjust the bottom margin until the columns balance.

Font and Spacing Instructions

Use the full justify option for your columns. Use two columns in all pages. The two columns must always exhibit equal lengths and you should try to fill your last page as much as possible. To obtain such results, you are free to adjust the figures size provided this does not compromise their clarity. Use one line of space between text and section headings. Use one line of space between text and captions, equations, tables and footnote. Use automatic check spelling. Do not use hyphenation. Please use the following Font and alignment instructions:

- **Body text**: 10 pt. Times New Roman, full justified, single space, no blank lines between the paragraphs Indents - first paragraph of section - none (this style is defined under the style menu of this document as "First Paragraph"), Indent - all other paragraphs - .25" (this style is defined under the style menu of this document as "Body Text"). Follow the examples shown in this document.
- **Section Headings**: 12 pt. Times New Roman, bold, centered, use Small Caps, leave one blank line above and below. For example, "Page Layout" on page one of this document is a Section Heading (this style is defined under the style menu of this document as "Section Headings")
- **Section Sub-headings**: 10 pt. Times New Roman, bold, centered, leave one blank line above and below. For example, " Font and Spacing Instructions " on this page is a Section Sub Heading (this style is defined under the style menu of this document as "Subheading")
- **Bullets**: 10 pt. Times New Roman, the bullet should be left justified and indent the text 0.25". Insert a blank line after the bullet list but not before, follow the examples in this document (this style is defined under the style menu of this document as "Bullets")

FIGURES, TABLES AND EQUATIONS

All figures and tables must fit either 1 or 2 column width: 3.4" or 7" wide respectively. It is suggested that you use one column whenever possible. If your table or figure will not fit into one column, then insert a continuous section break as described above and define it as one column. After the figure or table is inserted, insert another section break and return to two columns. To make the paper read easier you may want to position any table or figure that requires one column either at the bottom of the page or the top of a new page.

Do not abbreviate "Table"; use Roman numerals to number tables Use the following format guidelines for Figures and Tables:

- **Figure and Table headings**: 10 point Times New Roman UPPERCASE, centered; place below the figure and above the Table, (this style is defined under the style menu of this document as "Figure Heading")
- Leave one blank line above and below each Table or Figure.
- **Figure and Table captions**: 8 pt. Times New Roman, Small Caps, centered; place below the figure or table headings (this style is defined under the style menu of this document as "Figure Caption")

Table I and Figure 1 gives an example of the Table and Figure formating. Avoid placing figures and tables before their first mention in the text. When inserting figures or tables be sure you insert the figure and not just a link to the figure. The best way to make sure you are doing this correctly is to save your paper to a floppy disk then open the file on a different machine and make sure all your figures are correct. If you insert the link instead of the figure or table, a box with a big red x will appear in the location where the table or figure is supposed to be located.

TABLE I
POINT SIZES AND TYPE STYLES

Points	Place of Text	Type Styles
10	Table number	ROMAN NUMERALS
10	Figure and Table Headings	UPPERCASE
8	Figure and Table Captions	SMALL CAPS
8	Footnote	
8	Reference list	
10	Footer	Bold
10	Abstract and Index Terms	Italics
12	Section Titles	SMALL CAPS, BOLD
10	Main Text and Equations	
10	Subheadings	Bold
12	Authors' names	Italics
14	Title	UPPERCASE, Bold

FIGURE. 1
LOGO OF THE INSTITUTE FOR ELECTRICAL AND ELECTRONICS ENGINEERS.

Number equations in parenthesis flush with the right margin,

$$2jk\ \partial u/\partial z\ =\ \partial^2 u/\partial x^2 + k^2\ (n^2 - \beta^2)\ u\ . \qquad (1)$$

Refer to "(1)", not "Eq. (1)" or "Equation (1)", except at the beginning of a sentence: "Equation (1) is…".

HEADERS AND FOOTERS

Please use the following format guidelines for the Header and Footer.

- **Header text** should say Session as shown on the top of this document. Text should be 14 pt Times New Roman, right justified, bold (this style is defined under the style menu of this document as "Header")
- **Footer text**: should be 10 pt Times New Roman, bold (this style is defined under the style menu of this document as "Footer"). The text of the footer should say the same as shown on the bottom of this document. Please copy and paste this information into your document exactly as shown on this page.

ACKNOWLEDGEMENT

Use the singular heading even if you have many acknowledgments. Put sponsor acknowledgments in the unnumbered footnote on the first page.

REFERENCES

Place references in separate section at the end of the document, do not footnote references. Refer simply to the reference number, as [3] or [5]-[8]. Do not use "Ref. [3]" or "reference [3]" except at the beginning of sentence: "Reference [3] shows….". Provide up to five authors' names; replace the others by "*et al*." Do not put figures or anything else after the references.

- **Reference text**: 8 pt. Times New Roman, full justified, no space between the references (this style is defined under the style menu of this document as "References")
- Use box numbers with square brackets [ ] within text. Do not use superscripts or subscripts. Do not use ( ) for references, since these are used to refer to equations.

Use the following as the guide for references:

[1]   Author's Last name, First initial, Middle initial, "Title", *Journal or book (italics),* Vol, No #., date, pp.

[2]   Author's Last name, First initial, Middle initial, "Title", *Journal or book (italics),* Vol, No #., date, pp.