Preparation of papers for the ICEE 2005 Conference

> **Paper Title:** Times New Roman, 14pt, Bold Face

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Authors:

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> **Author info:** 12 pt. Times New Roman, left aligned.

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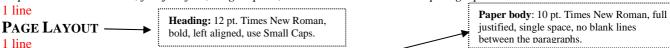Trisha Smith, American TU University, Washington, DC, tsmith@america.edu

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Abstract — *All papers 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 12 pt, 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 Do not cite references in the abstract.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 300 words (maximum 500 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.*

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

10 pt. Times New Roman, full justified, single space, no blank lines between the paragraphs.

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PAGE LAYOUT

> **Heading:** 12 pt. Times New Roman, bold, left aligned, use Small Caps.

> **Paper body**: 10 pt. Times New Roman, full justified, single space, no blank lines between the paragraphs.

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These instructions serve as a template for Microsoft *Word*, and give you the basic guidelines for preparing camera-ready papers for the ICEE 2005 conference (International Conference on Engineering Education), Gliwice, Poland, July 25-29, 2005. 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.

When you open this document, you may directly 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.
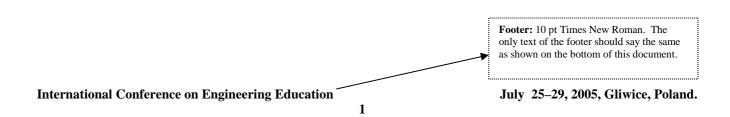
All papers must follow the following layout:

- A4 paper size
- Portrait Orientation
- 1 column format for the body of the document
- Top and bottom margins: 2.54 cm (1")
- Left and right margins: 1.9 cm (0.75")
- Indents - first paragraph of section - none
- Indents - all other paragraphs – 0.63 cm (0.25")

> **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.

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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).

> **Footer:** 10 pt Times New Roman. The only text of the footer should say the same as shown on the bottom of this document.

PAPER TITLE AND AUTHOR DATA

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, bold, and left aligned.
- **Author listing**: 12 pt. Times New Roman, left aligned. Insert 2 blank lines between the Paper title and the Author's heading. Insert a blank line between the Author's heading and the Author listing and 2 blank lines 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 also included in this section.

Please note: no footnotes are allowed in the paper.

PAPER BODY FORMAT

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.

Font and Spacing Instructions

Use the full justify option for your text. Use one column in all pages. You should try to fill your last page as much as possible. All figures and tables will be placed in the paper body. Every figure will be provided with a heading in the form "Figure + ordinal number" (e.g. Figure 1, Table 1) on top of it. You are free to adjust the figures size provided this does not compromise their clarity. 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. Follow the examples shown in this document.
- **Section Headings**: 12 pt. Times New Roman, bold, left aligned, use Small Caps, leave one blank line above and below. For example, "Page Layout" on page one of this document is a Section Heading.
- **Section Sub-headings**: 10 pt. Times New Roman, bold, left aligned, leave one blank line above and below. For example, " Font and Spacing Instructions " on this page is a Section Sub Heading .
- **Bullets**: 10 pt. Times New Roman, the bullet should be left justified and indent the text 0.63 cm (0.25"). Insert a blank line after the bullet list but not before, follow the examples in this document

FIGURES, TABLES AND EQUATIONS

All figures and tables must fit 1 column width.. All figures and tables will be placed in the paper body. Every figure will be provided with a heading in the form "Figure + ordinal number" (e.g. Figure 1, Table 1) below it.

Do not abbreviate "Table" "Figure"; use ordinal numbers to number them. Use the following format guidelines for Figures and Tables:

- **Figure and Table headings**: 10 point Times New Roman UPPERCASE, left aligned; place below the figure, table, equation the phrase "Figure + ordinal number" (e.g. Figure 1, Table 1, Equation 1) Leave one blank line above and below each Table or Figure.
- **Figure and Table captions**: 8 pt. Times New Roman, Small Caps, left aligned; place below the figure or table headings
- **Equations**: 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…".

Table 1 and Figure 1 give an example of the Table and Figure formating. 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.

International Conference on Engineering Education   **July 25–29, 2005, Gliwice, Poland.**

2

Points	Place of Text	Type Styles
10	Figure and Table number	Ordinal Numbers
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

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TABLE 1
POINT SIZES AND TYPE STYLES

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FIGURE 1
LOGO OF THE INTERNATIONAL CONFERENCE FOR ENGINEERING EDUCATION 2005.

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> **Figure and Table captions**: 8 pt. Times New Roman, Small Caps, left aligned; place below the figure or table headings

HEADERS AND FOOTERS

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

- **No headers are allowed:** as shown on the top of this document.
- **Footer text**: should be 10 pt Times New Roman. The only 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.

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ACKNOWLEDGEMENT

1 line

Use the singular heading even if you have many acknowledgments. Put sponsor acknowledgments also in this section.

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REFERENCES

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Place references in separate section at the end of the text 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.*"

- **Reference text**: 8 pt. Times New Roman, full justified, no space between the references
- **Use box numbers with square brackets [ ] within text**. Do not use superscripts or subscripts. Do not use ( ) for references.

1 line

Use the following as the guide for references:

1 line

> **Reference text**: 8 pt. Times New Roman, full justified, no space between the 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.