

FORMATTING RULES FOR THE PREPARATION OF CAMERA/READY CONTRIBUTIONS FOR CONFERENCES

edited by the OCG¹

Abstract

The preparation of manuscripts which are to be reproduced by photo-offset requires special care. Manuscripts which are submitted in technically unsuitable form have to be returned for retyping or will be cancelled if the volume otherwise cannot be finished in time. The following instructions should be followed closely. These instructions serve also as sample pages.

1. Layout

1.1. Pages - Printing Area

Please keep to the following printing area

(instruction for European A4 size paper 21,0 cm by 29,7 cm / 8,27 inch by 11,69 inch)

left and right margin should be 2 cm² (0,78 inch³) the margin at the top of the page should be 3 cm (1,18 inch); at the bottom 2,5 cm (0,98 inch)

If you have to use any other paper size, make sure your text fits into a frame of 17 cm (6,7 inch) by 24,2 cm/ (9,5 inch) centered on the page.

1.2. Pages - Printing Area

Your paper should show no printed page numbers; they are inserted by the volume editor. Please number the sheets at the bottom of the reverse side with a pencil. There should be no *running heads*.

2. Typeface and Size

Please use TIMES or one of the similar typefaces widely used in phototypesetting and text editors (no sans-serif typeface). If there is no other instruction mentioned, use one-line spacing. The text should always be justified. Paragraphs should *not* be indented.

¹Austrian Computer Society, Wollzeile 1-3; A-1010 Vienna, Austria

²1 cm = 0.39 inch

³1 inch = 2.54 cm

<i>Heading level</i>	<i>Font size and style (Example)</i>	
Title:	capitalized, centered in TIMES 18 POINT BOLD	
Author:	TIMES 18 point (centered)	
Abstract:	<i>TIMES 12 point italics</i>	
1. 1st-level heading:	TIMES 14 point bold	
1.1. 2nd-level heading:	TIMES 12 point bold	
1.1.1. 3rd-level heading:	TIMES 12 point	
Text:	TIMES 12 point	
Lettering of figures:	TIMES 10 point bold	one-line spacing
Indications to figures:	<i>TIMES 10 point italics</i>	
Literature and Notes:	TIMES 10 point	one-line spacing

Please use *italic* print to emphasize words in running text; bold type in running text and underlining should be avoided.

Please *do* use a spell checking programme. You are responsible for the proofreading of your manuscript. It will be reproduced for the conference proceedings without any change.

3. Headings and their spacing

Title of contribution (centered)	(then 2 x return)
First name, family name (centered)	(then 4 x return)
Abstract	(then 3 x return)
1. 1st level heading	(then 2 x return)
Text	(then 2 x return)
1. 1. 2nd level heading	(then 2 x return)
Text	(then 2 x return)
1.1.1. 3rd level heading	(then 2 x return)
New paragraph	(2x return)

4. Formulas

Formulas should be centered and spaced as the following example.

$$x + y = z$$

In cases of long and complicated formulas the spacing may be varied.

5. Figures and tables

Figures (if possible originals) should be pasted into the manuscript and centered between the margins. For halftone figures (photos), please forward high-contrast glossy prints and mark the space in the text

as well as the back of the photograph clearly, so that there can be no doubt about where or which way up they should be placed.

For graphics: screen line distance 60 lpi, increase of points 10 - 70

Figures and tables should be numbered and lettered in 10 point bold and in one-line spacing.

6. Notes

Footnotes should be numbered and printed on the *same page* in TIMES 10 point one-lined spacing.

7. References

References should be listed alphabetically at the end of the contribution. In the running text indications should be put into brackets, e.g. [3]

7.1. Example for References

Literatur

- [1] Steven Levy. *Hackers: Heroes of the Computer Revolution*, New York: Penguin Books, 2001
- [2] Leslie Lamport. *TEX User's Guide & Reference Manual*. Addison-Wesley Publishing Company, 1986.

8. Language

The language should be English.