INSTRUCTIONS FOR TYPESETTING MANUSCRIPTS
USING MSWORD[[1]](#footnote-2)

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Received Day Month Year
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* The abstract should summarize the context, content and conclusions of the paper. It should not contain any references or displayed equations. Typeset the abstract in 10 pt Times Roman with interline space of 12 pt, making an indentation of 1.6 cm on the left and right margins.

*Keywords*: A list of 3–5 keywords are to be supplied.

# The Main Text

Contributions are to be in English. Authors are encouraged to have their contribution checked for grammar. American spelling should be used. Abbreviations are allowed but should be spelt out in full when first used. Integers ten and below are to be spelt out. Italicize foreign language phrases (e.g., Latin, French).

The text is to be typeset in 11 pt Times Roman, single-spaced with interline spacing of 14 pt. Text area (including running title) is 7 inches across and 9.6 inches deep. Final pagination and insertion of running titles will be done by the publisher.

# Major Headings

Major headings should be typeset in boldface, with the first letter of important words capitalized.

## Subheadings

Subheadings should be typeset in boldface italics, and capitalize the first letter of the first word only. Section number to be in boldface Roman.

### Sub-subheadings

Typeset in italics (section number to be in Roman) and capitalize the first letter of the first word only.

## Numbering and spacing

Sections, subsections and sub-subsections are numbered in Arabic. Use double spacing before all section headings and single spacing after section headings. Flush left all paragraphs that follow after section headings.

# Lists of Items

Lists may be laid out with each item marked by a dot:

item one,

item two,

item three.

Items may also be numbered in lowercase Roman numerals:

1. item one
2. item two
3. item three
4. lists within lists can be numbered with lowercase Roman letters,
5. second item.

# Equations

Displayed equations should be numbered consecutively in the paper, with the number set flush right and enclosed in parentheses.

 . (1)

Equations should be referred to in abbreviated form, e.g., “Eq. (1)” or “(2)”. In multiple-line equations, the number should be given on the last line.

MSWord does not break long equations to make them fit within the margins as it does with normal text. It is therefore up to you to format the equation appropriately (if they overrun the margin).

 

(2)

Displayed equations are to be centered on the page width. Standard English letters like x are to appear as *x* (italicized) in the text if they are used as mathematical symbols. Punctuation marks are used at the end of equations as if they appeared directly in the text.

# Theorems and Proofs

**Theorem 1.***Theorems are to be numbered con-secutively in the paper. Use double spacing before and after theorems, lemmas, etc.*

**Proof.**  *Proofs should end with □*

**Lemma 1.***Lemmas are also to be numbered con-secutively in the paper. Use double spacing before and after theorems, lemmas, etc.*

# Illustrations and Photographs

Figures are to be inserted in the text nearest their first reference. If the author requires the publisher to reduce the figures, ensure that the figures (including letterings and numbers) are large enough to be clearly seen after reduction. If photographs are to be used, only black and white ones are acceptable.

Figures are to be sequentially numbered in Arabic numerals. The caption must be placed below the figure. For those figures with multiple parts which appear on different pages, it is best to place the full caption below the first part, and have e.g., “Fig. 1 (*Continued*)” below the last part. Typeset in 9 pt Times Roman with inter line spacing of 11 pt. Use double spacing between a caption and the text that follows immediately.



Fig. 1.   If the caption is less than one line then it is centered. Long captions are justified manually.

MSWord allows you to place what it calls a “Frame” around a figure, table, or any other element of your document so that its position on the page is fixed. Frames will be most useful while inserting a full-width table or figure and its caption. To learn how to use this MSWord functionality to achieve the desired result, look up the various entries under Frames in the on-line MSWord Help. Previously published material must be accompanied by written permission from the author and publisher.

# Tables



Fig. 2.   If the caption is less than one line then it is centered. Long captions are justified manually.

Tables should be inserted in the text as close to the point of reference as possible. Some space should be left above and below the table.

Table 1.  This is the caption for the table. If the caption is less than one line then it is centered. Long captions are justified to the table width manually.

|  |  |  |
| --- | --- | --- |
|  |  | NP |
|  |  |  3 | 4 | 8 |  10 |
| NC | 3 | 1200 | 2000 | 2500 | 3000 |
|  | 5 | 2000 | 2200 | 2700 | 3400 |
|  | 8 | 2500 | 2700 | 16000 | 22000 |
|  | 10 | 3000 | 3400 | 22000 | 28000 |

Table 2.  This is the caption for the table. If the caption is less than one line then it is centered. Long captions are justified to the table width manually.

|  |  |  |
| --- | --- | --- |
| Schedule | Capacity | Level |
| Business plan | Financial planning | Planning |
| Production planning | Resource requirement plan (RRP) |  |
| Master production schedule (MPS) | Rough cut capacity plan (RCCP) |  |
| Material requirement plan | Capacity requirement plan (CRP) |  |
| Final assembly schedule | Capacity control |  |
| Stock picking schedule | Inventory control |  |
| Order priorities | Factory order control | Execution |
| Scheduling | Machine (work-centre) control |  |
| Operation sequencing | Tool control |  |
|  | Preventive maintenance |  |

Tables should be numbered sequentially in the text in Arabic numerals. Captions are to be centralized above the tables. Typeset tables and captions in 9 pt Times Roman with inter line spacing of 11 pt. If tables need to extend over to a second page, the continuation of the table should be preceded by a caption, e.g., “Table 1 (*Continued*)”.

# Footnotes

Footnotes should be numbered sequentially in superscript lowercase Roman letters.[[4]](#footnote-5)a

# Citation

Reference citations in the text are to be numbered consecutively in Arabic numerals, in the order of first appearance. They are to be cited as superscripts after punctuation marks, e.g., “… in the statement.1” When the reference forms part of the sentence, it should not be typed in superscripts, e.g., “One can show from Ref. 2 that …”, “See Refs. 3 and 4 for more details”.

# Acknowledgments

This section should come before the References. Funding information may also be included here.

1. Appendices

Appendices should be used only when absolutely necessary. They should come immediately before the References. If there is more than one appendix, number them alphabetically. Number displayed equations occurring in the Appendix in this way, e.g., (A.1), (A.2), etc.

 . (A.1)

# References

The references section should be labeled “References” and should appear at the end of the paper. References are to be listed in the order cited in the text. Use the style shown in the following examples. For journal names, use the standard abbreviations. Typeset references in 10 pt Times Roman.

# References

1. G. H. Golub and C. F. Van Loan, *Matrix Comptations*, 2nd edn. (Johns Hopkins University Press, USA, 1989).
2. B. Haller, M. Streiff, U. Fleisch and R. Zimmermann, Hardware implementation of a systolic antenna array signal processor based on CORDIC arithmetic, *Proc. Int. Conf. Acoust. Speech Signal Proc.* (1997), pp. 4141–4144.
3. D. Y. C. Lie and K. L. Wang, *Handbook of Advanced Electronic and Photonic Devices and Materials*, ed. H. S. Nalwa, Chapter 1 (Academic Press, San Diego, 2000), pp. 1–69.
4. D. Y. C. Lie and K. L. Wang, *Semiconductors and Semimetals*, eds. R. Willardson and E. Weber, Chapter 4 (Academic Press, San Diego, 2001), pp. 151–197.
5. A. Pärssinen, J. Jussila, J. Ryynänen, L. Sumanen and K. A. I. Halonen, *IEEE J. Solid-State Circuits* **34**, 1893 (1999).
6. B. Razavi, *IEEE J. Solid-State Circuits* **36**, 810 (2001).
1. For the title, try not to use more than three lines. Typeset the title in 15 pt Times Roman, uppercase and boldface. [↑](#footnote-ref-2)
2. Typeset names in 11 pt Times Roman, uppercase. Use the footnote to indicate the present or permanent address of the author. [↑](#footnote-ref-3)
3. State completely without abbreviations, the affiliation and mailing address, including country. Typeset in 11 pt Times italics. [↑](#footnote-ref-4)
4. a Footnotes should be typeset in 8 pt Times Roman at the bottom of the page. [↑](#footnote-ref-5)