

# 2003 Conference Proceedings Guidelines

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## Abstract

The conference Proceedings will be printed by photo-offset from the copy prepared by you. You need to print your paper using high quality laser printer exact size on 8.5" x 11" white paper. It is imperative that the margins and style described below be adhered to carefully. This will enable us to maintain uniformity in the printed copies of the Proceedings. The manuscript you prepare will be photographed and printed as it is received. **Neatness of copy is of paramount importance.** You need to obtain two original copies of your paper. You need to number each sheet on the back with pencil. The number will be a fraction; the numerator is the number of the page and the denominator is the total number of pages; e.g. 3/8 means page 3 of a 8-page paper. If you would like to submit your paper electronically, we may be able to receive it. Please check with us regarding this matter.

## 1. Preparation of Exact Size Laser Printed Papers

**1.1. Layout.** Your paper will be printed in its actual size (i.e. exactly as it is to appear in the Proceedings) in only one column using a high quality (300 or more dots per inch) laser printer. The page numbers will be inserted later at the publisher's. This document is printed in the format that should be used in your paper.

As part of the printing process your document will be photographed. To ensure that this can be done with one camera setting for all papers and to ensure uniformity of appearance for the Proceedings, your paper should conform to the following specifications:

- a) On the first page, the distance from the top edge of the paper to the first line of type (i.e. the title) should be 3 cm. (1 3/16 inches). For this you may simply insert one extra space at the top of the title page.
- b) On the second and subsequent pages, the distance from the top edge of the paper to the top of the first line of type should be 2.5 cm. (1 inch).
- c) The distance from the left edge and right edge of the paper to the left and right margin of the type should be 2.5 cm. (1 inch).
- d) The distance from the bottom of the last line of type on the page to the bottom edge of the paper should be at least 2.5 cm. (1 inch).

**1.2. Point Sizes and Fonts.** Your paper should be printed in eleven point type, single spaced. Some technical formatting programs print mathematical formulas in italic type, with subscripts and superscripts in a slightly smaller font size. This is acceptable. **Please justify both left and right margins.**

The title should be centered across the top of the first page and should be in a distinctive point size or font. The authors' names should be centered below the title; the authors' addresses should be centered below the title. These lines should be twelve point type. Use this document as a guide.

**1.3. Style of This Document.** This document conforms to the specifications listed above. The title uses 16 point bold. The author's name and address are printed in 12 point. The abstract is in 9 point type, the text is in 11 point type, and section headings use 12 point bold. The font style "Times New Roman" is employed throughout.

## 2. Headings

**2.1. Paper Title.** The title of the paper should appear in bold font centered near the top of the first page. Show the author's name and affiliation centered below the title in capital and lower case letters. The top of the first page of this document illustrates the correct format.

**2.2. Major Headings.** Major headings are to be centered in a bold font 12 point without underlining. They may be numbered, if so desired. The last major heading, References, does not need to be numbered.

Please use two spaces between the end of the paragraph and the next major heading; please use one space between the major heading and its paragraph. Except for the first paragraph, all other paragraphs of each section should be indented.

**2.3. Subheadings.** Subheadings should be in a bold font 11 point with initial capitals. They should run in at the beginning of the paragraph.

## 3. Illustrations

All **halftone illustrations** (pictures) should be clear black and white prints. Do not supply Xerox copies. These illustrations should be furnished positioned within the copy, or placed at the end of the paper. Make sure that you include a caption for each photograph or line drawing.



**Figure 1:** *A frame for people who can imagine perfectly.*

For the best reproduction of **line drawings**, we prefer the original black on white drawings pasted in position within the copy on the layout paper or at the end of the paper. Do not use poor photostats, ozalids, blueprints, hectos or Xerox for the drawings, mechanical illustrations, or charts, since shades of blue, green and brown do not photograph successfully.

## References

List and number all references at the end of the paper. When citing references in the text, type the corresponding number in square brackets as shown at the end of this sentence [1].

[1] H. S. M. Coxeter, *The Non-Euclidean Symmetry of Escher's Picture Circle Limit III*, Leonardo, Vol. 12, pp. 19-25. 1979.