

## Typing instructions for the proceedings

In the interest of obtaining a uniform layout for the proceedings, authors are kindly requested to observe the following guidelines:

### General Layout

The original typescript of the full text of each contribution will go directly to the photographic reproduction service without any editing, and should therefore be in its final form (ie. in good presentation).

Manuscripts must be printed on a printer (e.g., laser printer) having 300 d.p.i, or better, resolution. Lower quality printers, such as dot matrix printers are not acceptable since the manuscript will not reproduce legibly.

The text should be typed inside of a frame size: 17 x 25 cm. The margins for the two paper sizes are shown below:

Margins	Type A4	US Letter
Left	2 cm	2,3 cm
Right	2 cm	2,3 cm
Top	2,4 cm	1,5 cm
Bottom	2,4 cm	1,5 cm

Keep 1 1/2 spacing between text lines (except for the title page which should be typed single-spaced). Please remember that the text will be reduced by 30% and therefore, do not use too small characters.

Highly recommended fonts: Times 12 and Palatino 12 (or similar).

### Title

Centre the title within the frame (ie. within the left and right margins - top and bottom margins).

The title should be written in capitals (TITLE) exactly 4 cm below the top margin.

Skipping two lines, enter the name of the author, and immediately - without skipping a line - the author's address. The abstract, typed single-spaced, should appear half-way down the title-page.

Please send a good black and white photograph to be placed on the title page under the institution and above the abstract.

### Headings

Section headings and sub-section headings should be easily distinguished from each other and clearly separated from the main body of text.

### Full texts

The text should be typed using one 1/2 spacing. Footnotes, references and figures captions should be single-spaced.

Reference to page numbers should not be made in the document, as the pages of each contribution will be renumbered within the proceedings. Where necessary, reference can be made to section numbers.

### **Figures and Tables**

Place figures and tables as close to the place where they are mentioned as possible. Lettering in figures and tables should be large enough to reproduce clearly.

Photographs should preferably be glossy finish (continuous tones) and mounted on the manuscript at the appropriate location.

All figures and tables must be given sequential numbers (1, 2, 3, etc...) and have a caption (typed in a single spacing) centered below the figure or above the table being described.

To avoid the necessity of reducing large diagrams, figures should be drawn, wherever possible, so as to fit into a space not larger than the frame (17 x 25 cm), including captions.

In the event that an illustration cannot be drawn within the specified dimensions and will therefore have to be reduced, all lines should be heavy enough and all figures, decimal points, symbols, etc..., large enough and sufficiently well-spaced to ensure a clear reduction.

If graph lines are to show on figures, tracing paper (millimeter paper) with blue lines must NOT be used.

### **Equation Numbering**

Formulae should be typed, centered and numbered in separate consecutive series throughout your manuscript. When numbering formulae, enclose numbers in parentheses and align on the right-hand margin.

### **References**

References should be listed at the end of the text. They should be referred to in the text by a superscript number followed by a right-hand parenthesis.

### **Page numbers**

Number the pages of your manuscript lightly in blue pencil on the bottom of each page. DO NOT TYPE PAGE NUMBERS.

### **Symbols and Acronyms**

Use only IEEE standard symbols and unit abbreviations. The use of the International System of Units (81 units) is advocated. Acronyms must be defined the first time they appear.