

Preparation of papers in single column format – Converges’09

Title of the paper

P R Author¹, N L Author² and P J Author³

¹Department, University,
Street, Town, City, COUNTRY

^{2,3}Department, Company,
Street, Town, City, COUNTRY

¹nl@etc, ²pj@etc, ³pr@etc

¹www.website.1.etc , ²www. website.2.etc , ³www. website.3.etc

ABSTRACT

These instructions give you basic guidelines for preparing papers for the Conference Converges’09.

1. INTRODUCTION

Authors are requested to submit the final formatted paper electronically through the Email-converges09@gmail.com. The paper is to be formatted, with MS-Word format. (Preferably Word97 or higher). Please do not send password protected files. Authors are fully responsible for the quality of their article and are kindly requested to observe the following instructions for the preparation of their manuscripts.

The final deadline for receipt of papers is **12th February 2009**. The registration fee for at least one author must be with the Conference Convener by **20th February 2009**. Papers submitted without corresponding registration fee will not appear in the Proceedings. This is to encourage the attendance of one author and to ensure the financial viability of this conference.

2. FORMAT FOR PAPERS

2.1 Full-size Electronic & Camera Ready Copy (CRC) Manuscripts

Prepare your paper in full-size format using A4 setting (210mm × 297mm). Do not use local paper sizes. In formatting the page, set the margins to those shown in Table 1. Do not use any headers or footers, or change those present in this template. Avoid using footnotes.

Table 1. *The caption comes before the table, italicized and centered on the page.*

left margin:	2.5 cm	top margin:	2.0 cm
right margin:	2.5 cm	bottom margin:	3.0 cm
header:	1.0 cm	gutter:	0.5 cm
footer:	1.5 cm	gutter position:	left

3. UNITS

Please use SI units as primary units. Please avoid using any other units unless they are used as identifiers in trade.

4. HEADINGS, PARAGRAPHS AND TYPE FONTS

The easiest way to format the paper is to use this document as a template for your paper – see **page 5 of this document**.

The main heading of the paper should be in sentence case and centered. Avoid starting the title by using indefinite articles (a, an, to, the, etc). Do not use abbreviations or acronyms in the title. This heading should be in **bold** using 14 point type size. The title should be preceded by 24 point spacing.

Section heading should also be bold and centered, but capitalized, in 12 point type size. The spacing preceding the section headings is 16 point. All sections (except the Abstract and Acknowledgements, if any) should be consecutively numbered, including Conclusions and References.

4.1 *Subheadings and Initial Letters*

Subheadings should be 10 point, italicized, typed flush to left side, and in lower case with initial capitals for all main words. Number each subheading as shown using the section number and subheading number. Subheadings and sub-subheadings here are preceded by a single line space (10 point).

4.1.1 *Sub-subheadings*. Sub-subheadings should be typed as for subheadings. The following text should run on after the full stop. There should not be any further layers.

4.2 *Paragraphs*

Any paragraph starting after a heading, subheading, table, figure or equation, should begin flush with the left column. Subsequent columns should be indented by *5mm*, as follows:

Type size for standard text (and all subheadings) should be 10 point; the line spacing should be set at 'at least 10 point'. There should be 6 point spacing between paragraphs.

4.3 *Fonts*

The default font for the Converges'09, Proceedings is Times New Roman. Other fonts are acceptable for use in diagrams or tables. However, do not use any fonts that are region specific.

5. STYLE HINTS

5.1 *First Page*

Space between the Title and Abstract is reserved for the name(s) of author(s), affiliation(s), corresponding address(es), email address(es) and, if appropriate, web site. Abstract, keywords and main body of the paper follow as suggested by this manuscript. The abstract should be between 50 and 100 words; three to seven keywords should be provided, indicating the main topics discussed within the paper. These will be used to provide basic terms for indexing. As with the title, please avoid abbreviations and acronyms. Also try not to give too general keywords (for example *Virtual Reality*).

5.2 *Do Not Start a Section of Subheading at the end of a page.*

5.3 *Drawings and Illustrations*

Use computer generated figures and images that can be incorporated directly into the soft copy versions of the paper. **Please note that colored lines and photographs may not reproduce well in the final printed form, as the proceedings will be printed in black and white.** Illustrations and photographs should be positioned at or near the top of a page and as close as possible to the first reference to them.

Captions for tables should appear before the table, see Table 1, while captions for figures and photographs should appear after the figure, see Fig. 1, for example. Both should be centered and italicized. Long captions should be justified with 1cm right and left margins.

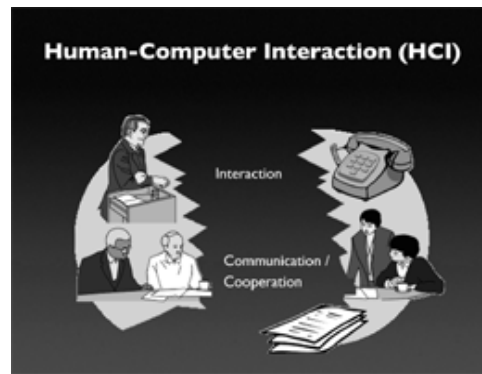


Figure 1. The caption comes after the illustration or photograph and is centered. Any diagram or figure that has been previously published should be referenced. This photograph appears courtesy of [ABC, 2007].

□

5.3 Referencing Other Work

When referring to previous work, the surname of the first author and the year of publication of the reference should be given. Two or more references by the same author in the same year should be differentiated by letters a, b, c, etc. For references of more than two authors, text citations should be shortened to the first name followed by the term et al. Examples: Pravin (1959, 1961a,b, 1962a) describes a method for ... New theorems (Narendra and Vijay, 1975; Narendra et al, 1980) in this field were ...

Only essential references which are directly referred to in the text should be included in the reference list. The references should be listed in alphabetical order in the list at the end of the paper. References by the same author(s) should be listed in chronological order.

References should include: author's initials and surname, initials and surnames of remaining authors, year of publication in parenthesis, article title, abbreviated journal title in italics, volume number in bold, issue number in italics, and page numbers. For conference articles name the city in which the conference was held. Include the country if the city is not well known. In case of reference to a book, the book title should be italicized, and the publisher and place of publication should be included.

See example Reference section below.

6. CONCLUSIONS

Once your manuscript has been submitted, it will be impossible to make any corrections or alterations to it. Therefore, please ensure that your paper is submitted for the Converges'09 through [email-converges09@gmail.com](mailto:converges09@gmail.com) only after you have thoroughly checked and approved it.

Finally please observe the following instructions:

1. Ensure that your paper is in the correct Converges'09 format, and **maximum of 6 pages**, inclusive of illustrations are allowed.
2. Keep a copy of your manuscript.

Acknowledgements: If any acknowledgements are required please insert after the conclusions to the paper using this format.

7. REFERENCES

- A B Author, D R Author and N L Author (1990), Article in a regular journal, *Intl. J. Autom. Control*, 4, 11, pp. 231–245.
- P R Author, S A Author and V S Author (1990), Article in conference, *Proc. IEEE Intl. Conf. Autom. Control*, Atlanta, pp. 231–245.
- V Scribe and N G Author (1987), Article in an edited book, In *Book Title* (B Brown & G Green, Eds), Ironing Press, London, pp. 231–245.
- N G Writer (1993), *Book Title*, Ironing Press, London.
- P J Deore (1996), Yorick 85CR (my robot head), University of Reading, UK.

Title

N L Author¹, P J Author² and P R Author³

¹Department, University,
Street, Town, City, COUNTRY

^{2,3}Department, Company,
Street, Town, City, COUNTRY

¹nl@etc, ²pj@etc, ³pr@etc

¹www.institute1.country, ¹www.institute1.country, ¹www.institute1.country

ABSTRACT

Text

Keywords

1. INTRODUCTION

First paragraph text.

Subsequent paragraph text.

2. SECTIONS

2.1 Subheading

First paragraph text.

Subsequent paragraph text.

Table 1. *Table Caption.*

TABLE here

2.1.1 Sub-subheadings. Text.

Itemised lists:

- *Item title.* Text

IMAGE or DIAGRAM here.

Figure 1. *Long caption format.*

Figure 1. *Short caption format.*

3. CONCLUSIONS

First paragraph text.

Subsequent paragraph text.

Acknowledgements: Text.

4. REFERENCES

A B Author, D R Author and N L Author (1990), Article in a regular journal, *Intl. J. Autom. Control*, 5, 11, pp. 231–245.

P R Author, S A Author and V S Author (1990), Article in conference, *Proc. IEEE Intl. Conf. Autom. Control*, Atlanta, pp. 231–245.

V Scribe and N G Author (1987), Article in an edited book, In *Book Title* (B Brown & G Green, Eds), Ironing Press, London, pp. 231–245.

N G Writer (1993), *Book Title*, Ironing Press, London.

P J Deore (1996), Yorick 85GR (my robot head), University of Reading, UK.