

INSTRUCTIONS ON HOW TO FORMAT A PAPER TO A SCITEPRESS CONFERENCE

LANGUAGE

All papers must be in English

~~ALLOWED NUMBER OF PAGES~~

~~The paper must be no longer than:
Twelve (12) pages for full papers
Eight (8) pages for short papers~~

~~If needed extra pages may be used. For each extra page
a fee will be charged.~~

~~Please notice that there is a limit of four (4) extra
pages.~~

PAGE SETUP

Paper Size

A4 (210x297 mm)

Document margins (Please keep these values)

Margins

Top: 3,3 cm

Bottom: 4,2 cm

Left: 2,6 cm

Right: 2,6 cm

Layout

Section start: Continuous

Header: 1,4 cm

Footer: 2,5 cm

Vertical Alignment: Top

IMPORTANT NOTES

Any text or material outside the aforementioned margins **will not be printed**.

Do NOT change the headers and footers. Headers and footers will be added to the document electronically.

No page numbers should be included.

FONT

For best viewing experience the used font must be Times New Roman.

FIRST SECTION - TITLE, AUTHOR(S), AFFILIATION, KEYWORDS AND ABSTRACT

General

Text in one column

Title

Align Center

Linespace exactly at 17pt

Font size 15pt

Font style bold

Initial letters Capitalized

Subtitle

Align Center

Linespace exactly at 15pt

Font size 13pt

Font style bold and italic

Initial letters Capitalized

Authors

Align Center

Linespace exactly at 13pt

Spacing: before 24pt

Vertical space between authors 12pt

Font size 11pt

Affiliations

Align Center

Linespace exactly at 11pt

Font size 9pt

Font style italic

Affiliation should include organisation, address and email.

Keywords

Align Justify

Linespace exactly at 11pt

Hanging indent 2cm,

Spacing: before 48pt

Spacing: after 0pt

Font size 9pt

Each paper must have at least one keyword

Abstract

Align Justify

Linespace exactly at 11pt

Hanging indent 2cm

Spacing: before 12pt

Spacing: after 30 pt

Font size 9pt

Each paper must have an abstract

SECOND SECTION – PAPER CONTENTS AND REFERENCES

General

Text in two columns
Column width 7,5 cm
Column spacing 0,8 cm (Equal column width)

1 Section Titles*

No dot after the section title number
Align Left
Linespace exactly at 15pt
Hanging Indent of 0,7 cm
Spacing: before 24pt (*Not applicable to the 1st title section*)
Spacing: after 12pt
Font size 13pt
Font style bold
All caps

1.1 Subsection Titles*

Dot only between section title numbers
Align Left
Linespace exactly at 13pt
Hanging Indent of 1,0 cm
Spacing: before 11pt (*Not applicable right after a section title*)
Spacing: after 11pt,
Font size 12pt
Font style bold
Initial letters Capitalized

1.1.1 Sub Subsection Titles*

Dot only between section title numbers
Align Left
Linespace exactly at 12pt
Hanging Indent of 1,0 cm
Spacing: before 10pt (*Not applicable right after a subsection title*)
Spacing: after 10pt,
Font size 11pt
Font style bold
Initial letters Capitalized

Section Text

Align Justify
Linespace single
Font size 10pt
Section and subsections first paragraph without first line indent;
Other paragraphs: First line indent of 0,5 cm

Tables

Tables must be properly captioned and numbered.
All tables must appear within the designated margins or it may span the two columns.
Tables in two columns must be positioned at the top or bottom of the page within margins.
All tables must be centered.
Table caption should follow the format given below:
Placed above table
Caption must be centered except when it has more than 1 line, which must be justified.
Font: times new roman, 9pt.

Spacing: before 12pt
Spacing: after 6pt
No font style such as bold or italic.
The final sentence of a caption must end with a period.
Example:
Table 1: Caption example.

Figures

Figures must be properly captioned and numbered.
All figures must appear within the designated margins or it may span the two columns.
Figures in two columns must be positioned at the top or bottom of the page within margins.
All figures must be centered.
Figure caption should follow the format given below:
Placed below the figure
Caption must be centered except when it has more than 1 line; then it must be justified.
Font: Times New Roman 9pt.
Spacing: before 6pt
Spacing: after 12pt
No font style such as bold or italic.
The final sentence of a caption must end with a period.
Example:
Figure 1: Caption example.

Equations

Equations should be placed on a separate line, numbered and centered. An extra line space should be added above and below the equation.
The use of a table with two columns is advisable.

Program Code

Align left
Linespace single
Font Courier New
Font size 9pt

Acknowledgements

If any, should be added just before the references as section title without numbering.

Reference Text

Align justify
Linespace single
Hanging indent 0.5 cm,
Font size 9pt
References and Citations should follow the Harvard (author, date) system convention.
References must be cited in the text.

Appendix

If any, should be added just after the references as section title without numbering.

* The section and subsections numbers must be numbered sequentially. Please avoid using only one subsection within a section.