Formatting Guidelines of SRJSE Template for Authors

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Abstract

These short guidelines illustrate the formatting of the paper and provide a template for each of the components. Included are layout information (margins etc), font and paragraphs, etc. Styles are supplied in the Word version of the template.

**Keywords**: format, layout, fonts, tables, figures, references

# Introduction

Authors are responsible for the quality of their paper and are kindly requested to ***strictly***observe the following guidelines for the preparation and delivery of their camera-ready manuscripts. This will ensure that the proceedings has a consistent look from one paper to the next. We would ask you to assist us by following this template. Papers that do not adhere to these instructions may not be published.All submissions should be made electronically through the SRJSE website http://www.srjse.com.. Manuscripts will be peer-reviewed by the SRJSE Program.

# Formatting

## Page Formatting

The final document is to be provided in A4 format and in PDF (preferred) or standard non-encapsulated Postscript format.All four margins (top, bottom, left and right) should be 2.5 cm. Please do not go outside these margins as they will be used for binding and for the page numbering, which will be added later when the paper is published. Please do not add page numbers yourself.

After the title, abstract and keywords, the rest of the paper should be in two columns, with 0.6 cm spacing between the columns (one column width is 7.7 cm). Large figures or tables may occupy the whole width of the page.

## Font and Paragraph Formatting

Titles and headings should be in Arial font, with the main body of the paper in Times New Roman.

The details of each of the paper components are described here, with a summary provided in table 1.

The paper title should be bold, centred, in 16 point. This is followed by the author names separated by commas, in 11 point font, with 12 points spacing before the paragraph.

Immediatelybelow the paper title, give author affiliations and contact details.Please do *not* use a table. Author details should be in a single paragraph, using soft returns (shift-enter) at the ends of lines. Follow this format:

Line 1: all author names, separated by comma(s)

Line 2: first institute or department (only needs to appear once if it applies to more than one author)

Line 3: first university or research centre, city, country (no address details please)

Line 4: second institute or department

Line 5: second university or research centre, city, country

Line 6: email(s), each written in full, in lower case, in a single line at the bottom of the author block, separated by a comma. Remove automatic hyperlinks.

Use superscript numbers to show which author belongs to which department and/or organisation. There is no need to repeat details if multiple authors belong to the same department or institution - see the example above.

The abstract heading should be 12 point bold, left aligned,with 12 points spacing before and 3 points spacing after.The abstract is 10 point justified with 6 points before. The abstract (maximum 100-150 words) should clearly convey the key contributions of the paper.

Following the abstract are keywords. Please include three to seven keywords that describe the contents of the paper.

The “Keywords” heading should be 12 point bold, and be followed immediately by a list of keywords, with *no* full stop at the end.

### Main Body of the Paper (Using a Long Heading)

**Table 1:** Font and paragraph formatting styles for various text elements.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Style** | **Apply to** | **Font** | **Size** | **Alignment** | **Spacing / Other** |
| Title | Paper title | Arial | 16 bold | Centred |  |
| Authors | Author block | Times | 11 | Centred | 12 points before; use soft returns (SHIFT-ENTER) at ends of lines |
| Abstract Header | Abstract heading | Arial | 12 bold | Left | 12 points before 3 points after |
| Keywords (plus Arial 12pt bold) | Keywords heading | Arial | 12 bold | Left, flowing straight into keywords | 6 points before  12 points after;  insert continuous section break after keywords |
| Keywords | Keywords | Times | 10 | Left |
| Heading 1 | Level 1 headings, incl. acknowledgements and references | Arial | 12 bold | Left  0.75 cm hanging | 12 points before 3 points after |
| Heading 2 | Level 2 headings | Arial | 11 bold | Left  1.0 cm hanging | 12 points before 3 points after |
| Heading 3 | Level 3 headings | Arial | 10 bold | Left aligned 1.25 cm hanging | 12 points before |
| Body | Abstract text; Main body text | Times | 10 | Justified | 6 points before |
| Caption | Table and figure captions | Times | 10 | Centred | 6 points before and after;  table captions above table, figure captions below figure |
| Table Text | Text within tables | Times | 10 | Left |  |
| Equation | Equations | Times | 10 | Left, with number on right in parentheses | 6 points before; includes a right tab to place number at right margin |
| Reference | References | Times | 10 | Justified; 0.7 cm hanging indent | 3 points before;  numbers in square brackets |

Within the main body of the paper, up to 3 levels of headings can be used. The top level headings are in 12 point bold, second level in 11 point bold, and third level in 10 point bold text. All headings should have 12 point spacing before them, and the top two levels should have 3 points spacing following. Number your sections,with level 1 indented to 0.75 cm, level 2 to 1.0 cm and level 3 to 1.25 cm, as shown here. Use hanging indents so that if the heading is too long to fit on a single line, the indent will be maintained. Headings should use initial capital letters, as shown.

The body text should be in 10 point Times New Roman, with the paragraphs justified on both left and right margins, and with 6 points spacing before each paragraph.

# Use of Styles

The Word version of this template contains the styles required for correctly formatting the paper. These are summarised in table 1 above. Please apply the correct style to the appropriate sections of the paper, using the drop-down list of styles beside the list of fonts. For example, when you click in this paragraph the style “Body” is displayed. The style of the paragraph you are currently in can be changed by selecting another style from the drop-down list.

# Tables, Figures andEquations

Where possible, tables, figures and equations should be placed within a single column, although larger items may span the width of the page. Figures and tables should be numbered sequentially and placed close to the point where they are referred to within the text, but should not break paragraphs or sentences. Tables or figures spanning the whole page should be placed either at the top or bottom of the page, as with table 1 above.

The text within tables should be 10 point Times New Roman. If the table is very full the font size may be reduced, but should not be smaller than 7 points.

Table borders should be simple ½ point lines (no double or bold lines). The outside of the table should be enclosed in a border, as with table 1. The header row of the table should be in bold type, not italic.

Figures and graphs should also be large enough for the figure to be clear. Text within figures may be in either Times or Arial fonts, as appropriate for the figure. Font sizes should be between 7 points (to be legible) and 11 points(any larger will appear disproportionate compared to the rest of the paper).

Table captions should appear above the table, and figure captions below the figure. The captions should be clear and simple, although sufficient information should be provided for the figure to be understood without further reference to the text.

Captions (table or figure) should be 10 point Times font, centred with the table or figure, and have 6 points spacing both before and after the captions. The words “Figure 1:” or “Table 1:” etc. should be in bold as shown in the example figures and tables in this document. The caption should end with a full stop.

Equations should appear in line with the text, and should be numbered sequentially in parentheses on the right. The equation number should be flush with the right margin. The style “equation” includes a right tab to place the number correctly. For example:

 (1)

The normal size of variables within the equation should be 10 points, with appropriate changes in sizefor subscripts, superscripts, etc.

## Cross-References

Figures, tables and sections should be referred to in the text as figure 1, table 1 or section 1, with no capital letter and with no abbreviation.

Equations may be referred to in the body (or in figure captions) by the equation number in parentheses, with or without the text “equation” (not abbreviated). For example, equation (1) relates the equivalence of mass and energy.

## Positioning of Tables and Figures using Word

Tables that fit within a single column width should be inserted directly in the text - avoid using unnecessary text boxes.

Figures can be difficult to position however, as they are liable to move about.

**Figure 1:** Balance of forces.

Force A

Force B

Reaction Force

If you draw the figure directly in Word, make sure the various parts are grouped together. Right-click on the (grouped) figure and under Format Object go to Layout and Advanced. On the text wrapping tab select top and bottom, and on the picture position tab select centred relative to column and absolute position 0.5cm below paragraph. Under Options select move with text, lock anchor, but not allow overlap. This combination generally keeps the figure in place.

# Reference Formats

All references should be listed at the end of the paper, and numbered sequentially,within square brackets, in order of first appearance within the paper. For example,it is important to reduce power dissipation when designing a system [1]. Smith [2] describes the latestlow power design techniques. References to web pages [3] is discouraged, but may be included if necessary. The Word style “Reference” in this template includes numbering with square brackets.

From past experience, tidying up inconsistent, incorrector incomplete references wastes a ***lot*** of time when compiling the conference proceedings. The instructions below are detailed and are included here so we do not have to send them to you later with a request to reformat your paper. We would appreciate it if you would follow them***strictly***.

Please list *all* authors - do not use “et al.” in the references. Lists of authors should appear in this format: “A. White, B.J. Smith and J. Jones,” (no full firstnames; initials first; space between author initials and surname, but not between two initials; no comma before “and”; end the list with a comma).

Use commas, rather than full stops, to separate the various parts of each reference.

Titles of books, theses, journals and proceedings should be in *italic* with initial capital letters, but titles of papers should not.

Titles of papers and chapters should be in normal text, in inverted commas, with no initial capital letters.

Use “smart” inverted commas as in this document, rather than "straight" ones.

Publication years should appear in parentheses (2005) at the *end* of each reference, with *no* comma preceding. Do not give months. Follow the parentheses with a full stop.

Page numbers should be in the format pp 25-30 (no dot after pp; no space between numbers and dash)

Books: give details in this order and format: Author Name(s), *Title in Italics with Initial Capital Letters* (3rd edition), Publisher, Place (year). Note that the place of publication should be a city, not a country.

Book chapters: give details in this format and order: Chapter Author(s), “Chapter title in normal text without initial capitals”, in Editor Name(s) (ed./eds), *Book Title in Italics with Initial Capitals*, Publisher, City of Publication, pp 23-45 (year). For example:

J. Smith, “New Concepts in Electronic Design and Testing”, in A. White and B. Black (eds), *The Book of Electronics*, Electronic Engineering Publishing, Sydney, pp 67-75 (2006).

Edited volumes: editor details go before publication details, as shown above.

Journal papers: please give details in this format and order: Paper Author(s), “Paper title in normal text without initial capitals”, *Journal Title in Italics with Initial Capitals*, volume (number), pp 25-30 (year).

Volume/number: please write volume 4 issue 2 as: *The Electron Devices Journal*, 4(2), pp 34-47 (2005).

Conference proceedings papers: please give details in this format and order: Paper Author(s), “Paper title in normal text without initial capitals”, *Proceedings Conference Title in Italics with Initial Capitals*, Location of Conference, pp 25-30 (year). The conference location should be a city not just a country. Please give page numbers, unless the proceedings are only available on CD. For example:

A. Jones, “My Excellent paper on Electronics”, *Proceedings 2nd IEEE International Workshop on Electronic Design, Test and Applications*, Perth, pp 25-30 (2004).

Web references should only be included if the material cannot be referenced using a more conventional source. Please give details in this format and order: Author Name (if available) or Website Name, “Title of page or article in normal text without initial capitals”, full URL, visited on dd/mm/yyyy. See reference [3] for an example. Please include the date the web page was visited, as shown (because the web is dynamic, the page may change). Please remove automatic hyperlinks - right-click on the hyperlink and select remove hyperlink.

# Acknowledgements

Acknowledgements belong in a numbered section following the conclusions but immediately prior to the references.

The acknowledgement section should acknowledge sources and individuals whose support, information or work has contributed to the content, or assisted the development, of the paper. Such contribution or assistance should be significant, but would not warrant inclusion as an author, nor meet reference criteria.

# References

1. A.B.Jones, “A distributed low power system”, *Proceedings 3rdIEEE International Workshop on Electronic Design, Test and Applications,Kuala Lumpur 2006*, pp 59-64 (2006).
2. F.R. Smith, *The Electronic Design Handbook*(3rdedition), University Press, California (2006).
3. Institute of Electrical and Electronics Engineers, “Homepage”, http://ieee.org/portal/site/iportals, visited on 16/8/2007.