**Author Guideline for the Proceedings of ICCA Conferences**

Name of Author(s)

*Author Affiliation(s)*

*Author(s) e-mail*

**Abstract**

*The abstract is to be in fully justified italicized text, at the top of the left-hand column as it is here, below the author information. Use the word “Abstract” as the title, in 12-point Times New Roman, boldface type, centered relative to the column, initially capitalized. The abstract is to be in 10-point, single-spaced type, and up to 150 words in length. Leave one blank line after the abstract, then begin the main text.*

**1. Introduction**

Your goal is to simulate the usual appearance of papers in ICCA *conference* *proceedings.* Please, submit your paper through electronic paper submission system with papered.doc (example, **9xxx.doc**) format.

**2. Formatting**

Prepare your paper in full-size format, custom size (19 cm x 24.5 cm). Margins: top = 2.5 cm, bottom = 2 cm, left = 2.5 cm and right = 2 cm. The column width is 7 cm in equal. The space between the two columns is 0.5 cm. Paragraph indentation is 0.5 cm. Left and right justify your columns.

**2.1. Main Title**

The main title (on the first page) should begin (2.5 cm) from the top edge of the page, centered, and in Times 14-point, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Leave two 10-point blank lines after the title.

**2.2. Author Names and Affiliation(s)**

Author names and affiliations are to be centered beneath the title and printed in Times New Roman 11-point, non-boldface type. Multiple authors may be shown in a two- or three-column format, with their affiliations italicized and centered below their respective names. Include e-mail addresses if possible.

**2.3. Main Text**

Type your main text in 10-point Times, single-spaced. Do not use double-spacing. All paragraphs should be indented 0.5 cm. Be sure your text is fully justified—that is, flush left and flush right. Please do not place any additional blank lines between paragraphs.

**2.4. Table and Figure Formats**

Figure and table captions should be Times New Roman 10-point boldface. Initially capitalize only the first word of each figure caption and table title. Figures and tables must be numbered separately. For example: “Figure 1. Database contexts”, “Table 1. Input data”. Figure captions are to be centered below the figures. Table titles are to be centered above the tables. Use tables and figures to adjust column length.

For example,

1. **Figure headings below the figure**
2. **Table headings above the table**

|  |  |  |  |
| --- | --- | --- | --- |
| Col. 1 | Col. 2 | Col. 3 | Col. 4 |
|  |  |  |  |

**3. First Order Heading**

For example, “1. Introduction”, should be Times New Roman 12-point boldface, initially capitalized, flush left, with one blank line before, and one blank line after. Use a period (“.”) after the heading number, not a colon.

**3.1. Second Order Heading**

As in this heading, it should be Times New Roman 11-point boldface, initially capitalized, flush left, with one blank line before, and one blank line after. Use a period (“.”) after the heading number, not a colon.

**3.1.1. Third Order Heading**

Third-order headings, as in this paragraph, are discouraged. However, if you must use them, use 10-point Times New Roman, boldface, initially capitalized, flush left, preceded by one blank line, followed by a period and your text on the same line.

**4. Abbreviations and Acronyms**

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Abbreviations such as ICCA do not have to be defined. Do not use abbreviations in the title unless they are unavoidable.

**5. Equation**

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents. Italicize Roman symbols for quantities and variables, but not Greek symbols. Use an en dash (−) rather than a hyphen for a minus sign. Use parentheses to avoid ambiguities in denominators.

For example,

|  |  |
| --- | --- |
|  | (1) |

Symbols in your equation should be defined before the equation appears or immediately following. Use “(1),” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is ...”

**6. Others**

Do not number ACKNOLEDGMENTS and REFERENCES, and begin subheadings with letters.

**References**

List and number all bibliographical references in 9-point Times New Roman, single-spaced, at the end of your paper. Refer simply to the reference number, as in [2]. Where appropriate, include the name(s) of editors of referenced books.

[1] A.B. Smith, C.D. Jones, and E.F. Roberts, “Article Title”, *Journal*, Publisher, Location, Date, pp. 1-10.

[2] Jones, C.D., A.B. Smith, and E.F. Roberts, *Book Title*, Publisher, Location, Date.