

Author Guidelines for MSS Symposium Proceedings

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Abstract

The abstract is to be in fully-justified italicized text, at the top of the left-hand column, below the author and affiliation information. Use the word “Abstract” as the title, in 12-point Times, boldface type, centered relative to the column, initially capitalized. The abstract is to be in 10-point, single-spaced type. The abstract may be up to 3 inches (7.62 cm) long. Leave two blank lines after the Abstract, then begin the main text.

1. Introduction

Please follow the steps outlined below when submitting your manuscript to the publications chairs.

2. Instructions

Please read the following instructions carefully. You may use this L^AT_EX document as a template if you’re using L^AT_EX to prepare your document. There is also a Microsoft Word template if you prefer. However, you may use any word processor you like, as long as you follow the guidelines listed here. Note that all manuscripts must be in English.

2.1. Acceptable formats

Your paper *must* be submitted electronically. The only acceptable formats for your final paper are PDF (preferred) or PostScript. PostScript in particular can be finicky; if your PostScript doesn’t convert to PDF at our site, we will ask you to provide PDF directly.

2.2. Margins and page numbering

All printed material, including text, illustrations, and charts, must be kept within a print area 6-7/8 inches (17.5 cm) wide by 8-7/8 inches (22.54 cm) high. Nothing should

be printed outside this area, *including page numbers*. Your paper should not have page numbers!

2.3. Formatting your paper

All text must be in a two-column format. The total allowable width of the text area is 6-7/8 inches (17.46 cm) wide by 8-7/8 inches (22.54 cm) high. Columns are to be 3-1/4 inches (8.25 cm) wide, with a 3/8 inch (0.95 cm) space between them. The main title (on the first page) should begin 1-3/8 inch (3.49 cm) from the top edge of the page. The second and following pages should begin 1.0 inch (2.54 cm) from the top edge. On all pages, the bottom margin should be 1-1/8 inches (2.86 cm) from the bottom edge of the page for 8.5 × 11-inch paper; for A4 paper, approximately 1-5/8 inches (4.13 cm) from the bottom edge of the page.

2.4. Type-style and fonts

Wherever Times is specified, Times Roman may also be used. If neither is available on your word processor, please use the font closest in appearance to Times that you have access to. If possible, use only Times, Helvetica, Courier, Symbol, and Dingbats fonts in your paper. Any other fonts must be embedded in your document to ensure that it will print properly. L^AT_EX users: you *must* use the `times` package; the Computer Modern Roman font produces poor PostScript.

2.5. Main title

Center the title 1-3/8 inches (3.49 cm) from the top edge of the first page. The title should be 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 blank lines after the title.

Table 1. Sample table.

Level	Size	Style	Before	After
1	12 point	Bold	1 line	1 line

Stuff that goes into the figure itself.

Figure 1. Example of short caption.

Things that go bump in the night.

Figure 2. Example of long caption requiring more than one line.

2.6. Author names and affiliations

Author names are to be centered beneath the title and printed in Times 12-point, non-boldface type. Affiliations and email addresses are to be below each author's name, and set in Times 12-point italic type. If all authors have the same affiliation, the affiliation can appear centered below all authors' names. This information is to be followed by two blank lines.

2.7. Paper body

The body of the paper (including the abstract) must be in a two-column format.

The main text should be set in 10-point Times, single-spaced. All paragraphs should be indented 1 pica (approx. 1/6 inch or 0.422 cm). Make sure your text is fully justified—that is, flush left and flush right. Please do not place any additional blank lines between paragraphs.

2.8. Figures and tables

Figure and table captions should be 10-point Helvetica boldface type as shown in Figures 1 and 2. Short captions (single line) should be centered, as in Figure 1. Long captions should be aligned on both sides and indented 1 pica on both left and right, as demonstrated in Figure 2. Figure captions should be below their figures, while table captions should be *above* the table, as shown in Table 1.

Figures and tables must be centered, and should be placed in a single column if possible; however, large figures and tables may span the entire page if necessary. Page-spanning figures and tables should be at the top or bottom of the page. Figures and tables *must* be included as part of the PostScript or PDF document—no cut and paste!

We will be printing the proceedings in black and white. However, color in your document is acceptable as long as the black and white version is still readable and comprehensible; the CD-ROM will allow readers to see color figures.

3. First order headings

First-order headings should be Times 12-point boldface, flush left, with one blank line before, and one blank line after. Only the first word of first-, second-, and third-order headings should be capitalized. All numbers in the section number should be followed by periods.

3.1. Second order headings

Second order headings should be Times 11-point boldface, flush left, with one blank line before, and one after.

3.1.1. Third order headings. If you require a third-order heading (we discourage it), use 10-point Times, boldface, flush left, preceded by one blank line, followed by a period and your text on the same line.

3.2. Footnotes

Please use footnotes sparingly¹; instead, include necessary peripheral observations in the text (within parentheses, if you prefer).

3.3. References

List and number all bibliographical references in 9-point Times, single-spaced, at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [1]. Multiple citations [1, 2] should be in a single set of square brackets.

3.4. Copyright forms

You must include your signed IEEE copyright release form when you submit your finished paper. We **MUST** have this form before your paper can be published in the proceedings.

3.5. Conclusions

Please direct any questions to your session chair or to the publications chairs Ethan Miller (elm@cs.ucsc.edu) or Rod Van Meter (Rod.VanMeter@nokia.com).

References

- [1] I. M. Author. Some related article I wrote. *Some Fine Journal*, 99(7):1–100, January 1999.
- [2] A. N. Expert. *A Book He Wrote*. His Publisher, Erewhon, NC, 1999.

¹Or, better still, try to avoid footnotes altogether. If you do use footnotes, place them at the bottom of the column on the page on which they are referenced using 8-point single-spaced Times.