INSTICC

Institute for the Systems and Technologies of Information, Control and Communication

INSTRUCTIONS ON HOW TO FORMAT A PAPER TO AN INSTICC CONFERENCE

LANGUAGE

All papers must be in English

ALLOWED NUMBER OF PAGES

The paper must be no longer than:
Ten (10) pages for full papers (30 min presentation)
Six (6) pages for short papers (20 min presentation)
Four (4) pages for posters
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
All caps

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 15pt
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 bellow:
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 bellow:
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 bellow the equation.
The use of a table with two columns is advisable.

Program Code
Align left
Linespace single
Font Courrier 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.