

GUIDELINES FOR PREPARING FULL-SIZE CAMERA-READY PAPERS FOR DDECS 2002 WORKSHOP ON STANDARD A4 SHEETS (210 × 297)

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Abstract. *The aim of this guideline is to make as convenient as possible to prepare the camera-ready version of the manuscripts submitted for publication in the Proceedings of DDECS 2002 Workshop. Please kindly follow these instructions. A formatting of your document should look like this paper. The required format of the abstract is as follows: characters 12 point Times New Roman (Times) italic. The length is approximately 6 - 10 lines. The right and left margins are increased by 1 cm each.*

1 Introduction

The maximal number of pages of your paper depends on the type of presentation. Pages may not be numbered. To make your work easier you can use templates described in details in Sections 5 (*ddecs.dot* for MS Word) or Section 6 (*ddecs.cls* for LaTeX). If you are not going to use templates, please respect the following suggestions.

On the A4 page, 2.4 cm top, 3 cm bottom margins, 2.7 cm left and right margins are needed. The paper will be printed on the A4 size sheets and zoomed out to keep B5 format of the proceedings.

The paper title should be centered at the top of the page and typed using 14 point capitals bold Times characters. The title should be followed by 24 point space. Use 12 point Times font for authors' names, affiliation, postal address and e-mail. Delete or add the columns with authors if needed. The authors from different institutions should appear in different columns. Use 24 point space before the abstract.

2 Text and headings

Section headings should be numbered and written in the bold 14 point Times letters. Section headings should be aligned to the left and separated from the previous paragraph by 20 and from the next paragraph by 10 point spaces.

The text should be written in 12 point Times with a single spacing. The first line of the paragraph should be indented by 6 mm except the first one in a new section. Use the **bold** or *italic* style to emphasize some parts of the text if necessary. Use only a *single* column for your paper.

2.1 Subsections

Subsection headings are numbered (e.g. 2.1) and written in the bold 12 point Times letters. They should be also aligned to the left and separated from the previous paragraph by 16 and from the next paragraph by 8 point spaces.

3 Figures, tables and equations

Black and white figures of good contrast inserted into the text and having the width of one column can be well reproduced. Please, avoid the insertion of photos or other materials of lower contrast. Figure captions should be placed below the figure with 10 point Times font centered within the column (see an example Fig. 1). Avoid using figures and tables before their first mention in the text. Use also the abbreviation "Fig." in the text, even at the beginning of the sentence.

Tables have to be numbered continuously. A table caption should be placed at top of the table in 10 point Times font centered within the column. Use at least 10 point letters inside the table.

Equations have to be left justified with a numbering in parentheses at the right side, e.g.:

$$\alpha \geq \frac{2^n}{n} \quad (1)$$

In the text refer to the equations as "in (1)". At the beginning of the sentence use "Equation (1) ...".

4 On references

References have to be typed in a separate section called **References** at the end of the paper, with items referred to in text by numerals in brackets, i.e. [1] or [2, 3]. For a style of references see the examples in the References section: [1] is a journal article, [2] is a conference paper, [3] is a book, [4] is a research report. Use 10 point Times font.

5 For Microsoft Word users

To make your work easier in the *Microsoft Word* environment, the *ddecS.dot* template with various predefined styles is prepared. Your document should be based on *ddecS.dot*. The *guide.doc* document was prepared using the *ddecS.dot* too. Predefined styles include: *title* (for the paper title), *abstract* (for abstract), *Section*, *SubSection*, *SubSubSection* (for sections and subsections), *NoNHeading* (for Acknowledgment and References section titles), *reference* (for items in the Reference section) and *Caption* (for captions of the tables and figures). The rest of the paper should be typed using a *basic text* style. **Do not forget to convert the paper from MS Word to PDF format!**

6 For LaTeX users

The class file *ddecS.cls* is prepared to make the work easier for LaTeX users. The *guide.tex* document was prepared using *ddecS.cls* too. Use standard LaTeX commands like *section*, *subsection* and *maketitle* or environments like *abstract* or *thebibliography*. To refer a table or a figure in the text employ $\backslash ref$. Use $\backslash cite$ to make a citation. To convert PS file to PDF file, use **ps2pdf** program.

7 Submission of the camera-ready paper

Please print out your paper before sending to check whether everything is according to requirements. Please use a submission form available at the conference web site. The paper

number and password you have already received have to be used in this process. Only electronic versions of papers in **PS** or **PDF** formats are acceptable.

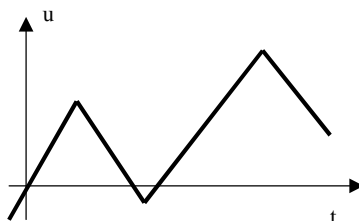


Figure 1: An example of output voltage generated by a circuit.

Table 1: An example of a simple table.

One	Two	Three	Four	Five
1	2	3	4	5
6	7	8	9	10

8 Conclusions

This section *is* mandatory.

Acknowledgments

This section can be omitted.

References

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- [3] Newell, A.: *Unified Theories of Cognition*. Cambridge (USA), Harvard University Press 1990.
- [4] Costa, V., S., Warren, D.: *The Andorra-I, Preprocessor: Supporting Full Prolog on the Basic Andorra Model*. TR-91-04, University of Bristol, Computer Science Department, Bristol 1992.