

# Guidelines for Authors Using the Word Template

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## Abstract

The abstract should contain between 100 and 350 words. A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

Keywords: Keyword1, Keyword2, Keyword3 (Please select a maximum of 6 keywords from the keyword list)

## 1. How to use the template

Using this template will enable you to prepare your paper in accordance with the instructions for authors for papers with a minimal amount of manual styling and formatting.

Please read through the following sections for more information on preparing your paper. However, if you use the template you do not have to worry about setting margins, page size, and column size etc. as the template already has the correct dimensions.

### 1.2 Subsections

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract, Acknowledgements, and References are not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to "the text". Any subsection may be given a brief heading. Each heading should appear on its own separate line.

## 2. Format

Text should be produced within the dimensions shown on these pages; each column 8.47 cm wide with 0.85 cm middle margin, total width of 17.78 cm and a maximum length of 21cm on the first page and 23.5cm on the second and following pages. Make use of the maximum stipulated length apart from the following two exceptions: (i) do not begin a new section directly at the bottom of a page, but transfer the heading to the top of the next column; (ii) you may exceed the length of the text area by *one line only* in order to complete a section of text or a paragraph.

You must use 1.0 (single) line spacing. However, when typing complicated mathematical text it is important to increase the space between the text lines in order to prevent sub- and superscript fonts overlapping one another and making your printed matter illegible. If you are using a desktop publishing program ensure that your auto adjust for

interline spacing is suitably set to prevent overlapping but without leaving too much space.

All text should be Times New Roman (or Times Roman) with font sizes as follow: Title 16pt, Authors 10pt, Addresses 8pt, Article history 8pt, Abstract including abstract title 9pt, Keywords 8pt, Body text 10pt, Level 1 headings 10pt bold, Level 2 headings 10pt italic, Level 3 headings 10pt italic no space below, Level 4 headings 10pt italic no space below and text runs on, Footnotes 8pt.

If corrections are made to the printout, run off completely new replacement pages. The contrast on these pages should be consistent with the rest of the paper, as should text dimensions and font sizes.

## 3. Figures and graphs

All illustrations should be clearly displayed by leaving at least a single line of spacing above and below them. When placing a figure at the top of a page, the top of the figure should be at the same level as the first text line of the other column. Legends to illustrations should be centred if on one line or aligned left if on two or more lines. Figures and graphs should also be large enough for the figure to be clear. Text within figures must be Times New Roman font, as appropriate for the figure. Font sizes for legends should be 8pt (to be legible). Figure captions should appear 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 should be 8 point Times font, centred with the figure, and have 6pt spacing after and 4pt before the captions. The words "Fig. 1." should be in bold as shown in the example figure in this document. The caption should end with a full stop.

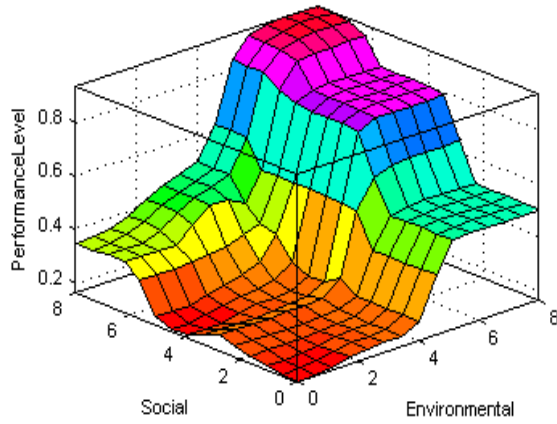


Fig. 1. Good quality with clear lettering.

#### 4. Tables

Tables should be presented in the form shown in Table 1, with all text, including title 8pt. Captions should be 8 point Times New Roman font, centred with the table, and have 6pt spacing before and 4pt after the captions. The words “Table 1” should be in bold as shown in the example figure in this document. The caption should end with a full stop.

**Table 1**

Result of experiments.

	Method Accuracy	
	Method X	Method Y
A	6.5	0.35
B	4.1	0.05
C	60.0	1.0
D	6.0	0.50
E	1.0	0.04
F	1.2	2.1

#### 5. Equations

Equations should be placed flush-left with the text margin and should be preceded and followed by one line of white. 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:

$$\hat{r}_{u,i} = W_u * \hat{r}_{u,i}^{user} + W_i * \hat{r}_{u,i}^{item}$$

The normal size of variables within the equation should be 10 points, with appropriate changes in size for subscripts, superscripts, etc. You may use either Microsoft Equation Editor or the MathType add-on for all math objects in your paper. A math object is any equation or fragment containing mathematical symbols (including Greek characters, superscripts and subscripts) that appears either in-line (in the flow of normal text) like for example  $\mu_j^{(0)}, \sum_j^{(0)}, \pi_j^{(0)}$  or as a display equation (in its own space between lines of text) like Eq. (1). For long equations, the equation number may appear on the next line. For very long equations, the right side of the equation should be broken into approximately equal parts and aligned to the right of the equal sign.

#### Acknowledgments

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.). Do not number this section.

#### References

The references should be brought together at the end of the article. Authors should check whether every reference in the text appears in the list of references and vice versa. The font size for the reference list should be 9 pt. Please follow the style in the examples below for Journal references, Books and Edited Books.

##### For books

Surname, Initials (year). Title of Book. Place of publication: Publisher. e.g.

##### For book chapters

Surname, Initials (year). Chapter title. In Editor's Surname, Initials, Title of Book (pages). Place of publication: Publisher. e.g.

##### For journals

Surname, Initials (year). Title of article. Journal Name, volume (number), pages. e.g.

##### For published conference proceedings

Surname, Initials (year of publication). Title of paper. In Surname, Initials (Ed.), Title of published proceedings which may include place and date (s) held (page numbers). Place of publication: Publication place.