

GUIDELINES FOR THE PREPARATION OF EXTENDED ABSTRACT AND FULL PAPER FOR 4TH SYMPOSIUM

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Abstract – These directions are written in the format required for the manuscript, which is to be presented in camera ready form, including figures and tables. The manuscript must be written in English. There is a limit of two pages for the extended abstract and six pages for the full paper. The paper abstract should describe the scope of the paper, the main results and conclusions. The abstract should not exceed two hundred words.

Keywords (up to three): paper instructions

1. BASIC INFORMATION

Begin your paper with the Symposium title, which is followed by the paper title, name(s) of the author(s) and affiliation(s). Give firstly surname followed by first name. The name of the author, which will present the paper at the Symposium, must be underlined.

As a part of the starting section (usually "Introduction") the problem has to be described and the results of the quoted references given. The way of solving the problem and the merits of the proposed procedure should be quoted.

The following sections represent the main part of the paper. Use this space to describe the used methods and procedures, as well as for the presentation of the achieved results. Introduction of examples illustrating the application of the results is recommended.

In the conclusion, the achieved results described in the paper have to be named and the efficiency of the method pointed out. The restrictions of the procedure, possibility and range of application of the results have to be stated as well as future work directions.

At the end, a list of references has to be added. Please refrain from referencing datasheets and reduce self-referencing to a minimum. For a six page paper, a list of 10 to 15 references is advisable.

2. PREPARATION OF MANUSCRIPT

The manuscript should be written on A4 format of paper (21 cm × 29,7 cm). In formatting your pages, set top and bottom margin to 28 mm; left and right margin should be set to 20 mm.

Do not number pages or introduce headers or footers. Please avoid the use of Greek symbols, super- and subscripts in the paper title.

2.1. Text

Use the Times New Roman font. Paragraphs are indented 5 mm and justified. Follow the type sizes specified in Table 1.

Table 1. Type size for manuscript (in points).

Type size	Use for
9	References, tables, table captions, figure captions, footnotes, complete information about the author(s) at the end
10	Congress title (only at the top of the first page), section titles, main text, equations,

	text subscripts and superscripts
11	Author's affiliation
12	<i>Author's name</i>
14	PAPER TITLE

Line spacing should be 1,0 (single). Leave two free lines between the congress title and the paper title (14 points); one free line between the paper title and the name(s) of the author(s) (14 points); one free line between the name(s) and the affiliation(s) (12 points); two lines between the affiliation(s) and the beginning of the text (11 points).

For section titles, use the style "Section" which is bold, centred with 18 points spacing before and 12 points spacing after. For the subsections titles, use style "Subsection" which is italic, bold, left aligned, first line indented at 5 mm with 9 points spacing before and 3 points after. Please refrain from using subsections with more than two levels.

Symbols and acronyms should be typed clearly and defined at the first time they appear in the text.

2.2. Tables and figures

Tables and figures should be included whenever possible on the page on which they are first discussed. Figures and tables must be numbered in the order of appearance in the text and have a self-contained caption.

Figure captions must be placed below the figures while table captions must be located above the tables. Use the styles "Figure" and "Equation" which are 9 points size, centred with 12 points spacing before and after. Make sure the figures are inserted inline with the text and also with the style "Figure". After each table add a line to increase spacing. An example of a figure is shown in Fig. 1.

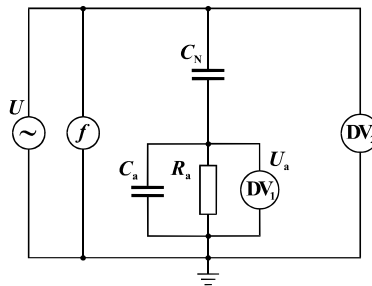


Fig. 1. Example of a figure (note how the figure and the caption are centred, the caption text size is 9 points and the caption ends with a period).

All figures and tables must be referred by number (and not "above", "next" or "following") in the main text, before they are inserted. Use the abbreviation "Fig. 1" even at the beginning of a sentence. Make sure all the text (in figures and tables) is readable by printing the document on a 600 dpi printer.

2.3. Equations

All equations must be numbered consecutively throughout the text. Use the style "Equation" which has 6 points spacing before and after, a centred tab at 8,5 cm and a right-hand tab at 17 cm. Equation numbers should be enclosed in parentheses and flushed right as in (1).

$$m = \frac{U_{a1}U_{a2}(1 + \alpha)t}{2gR_s(1 - \rho_a / \rho_m)(z_u - z_l)} \quad (1)$$

The type size in the equation is the same as for the text. To make your equations more compact, you may use the appropriate mathematical symbols or expressions. Use parentheses to avoid ambiguities. Punctuate equations with commas or periods when they are part of a sentence.

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Use "(1)", not "Eq. (1)" or "equation (1)", except at the beginning of a sentence where "Equation (1) ..." should be used.

2.4. Writing style

Use explicit technical language. Consult a native speaker and/or dictionary if necessary.

For decimal sign it is recommend the use of a comma.

Always use the SI units.

Unit symbols are in normal type, and quantity symbols are in italic type with super- and subscripts in normal or italic type as appropriate.

2.5. Reference style

List and number all bibliographical references at the end of your manuscript, in the order of appearance in the text.

When they are referenced in the text, enclose the citation number in square brackets (for instance: [1]). Do not use "reference [3]" or "ref. [3]", except at the beginning of a sentence: "Reference [3] was ... ". Give all authors' names; do not use "et al." unless there are six authors or more.

Papers that have not been published should be cited as "unpublished". Papers that have been accepted for the publication should be cited as "in press".

For papers written and published in other languages, please give the English translation of the citation first, followed by the citation in the original language.

Examples of the recommended style for references are for books [1], journals [2] and conference papers [3].

3. SUBMISSION

Submission is done through a web based system. Do not send papers by email. Before entering the submission process, please produce your PDF file. Also select the topic that best fits your submission (see the list on the conference website www.ishf2010.cz).

Produce the PDF without reducing the quality of the figures. After the PDF is done, please print it on a 600 dpi (at least) printer and check the printed results.

4. CONCLUSIONS

Follow these instructions carefully when preparing your paper. The easiest way is to download these guidelines as a MS Word document (that can be found on the Author Guidelines section of the conference website) and use it as the basis for your paper because it contains all the necessary formats and styles.

Contact the conference secretariat at ishf2010@ishf2010.cz if you have any questions regarding paper preparation.

The editors reserve the right to minor editorial changes prior to publishing.

ACKNOWLEDGMENTS

Acknowledgments should be placed after the conclusions and before the references.

REFERENCES

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- [3] L. Van Biesen, T. Kemény and D. Röske, "Future development of IMEKO concerning non-governmental cooperation in measurement and instrumentation", *XVIII IMEKO World Congress*, pp. 1-5, Rio de Janeiro, Brazil, Sept. 2006.