SB 08 MED Full Paper Submission

A Formatting Guideline

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Abstract: These instructions provide a brief guidance for preparing and formatting your final paper for publishing. Authors should format their documents using the styles provided in this Word document. All correspondence and submissions are in electronic form only. Please also submit a pdf format of the final paper for verification purpose. It is best to use this document as a template for preparing your paper.

1   INTRODUCTION

This document provides you with the template for preparing your full paper submission for the volume publication of SB08MED. Styles for all necessary components have been defined in the style list of this document named SB MED 08*. By following them carefully, you will greatly assist those who are producing the proceedings. Do not format your paper to simply look like this document. You should use styles to set the formatting attributes, especially the typeface, line spacing, indents, and the space around headings, tables and figures. If your first language is not English, please have your paper checked and edited before submitting it. Of course, spelling and grammar checkers will identify most simple errors. Please read the instructions carefully before beginning the preparation of your manuscript. If you do not know how to use styles to format your paper, use the help system available with your software.

2   PAPER FORMATTING

The text should be in clear and concise (U.K.) English. Please be consistent in punctuation, abbreviations, spelling (English), headings and the style of referencing. Consistent formatting will enable readers of the proceedings to comprehend, more quickly, the content of your paper. Please refer to the table in the later section for detailed information of the styles. You can simply replace the content of this document with yours to obtain a consistent format.

2.1   Margins and Layout

Your text should be laid out for 8 ½" x 11" (standard A4 in portrait) paper. Margins should be top 2.3cm; bottom 7.7cm; left 2cm; right 7cm; gutter 0cm; header distance 1.4cm and footer distance 7.53cm. The remaining text area is thus 12cm wide and 19.7cm high. Text should be justified.

2.2   Number of Pages

Your paper should **not** exceed 12 pages.

2.3 Header and Footer

Page numbering is placed at the footer and is automatically taken care by this template. Even (left) pages would include the paper title at the centre of the header. If the title is very long, please make an abbreviation. Note that there are no headers for all odd (right) pages.

2.4 Fonts and Spacing

Body text should be set using the SB08MED -Normal style (Times New Roman, 10 pt). Provide 6 pt spacing after paragraphs. Paragraphs should not be indented. Emphasis within the text, such as words to be defined or key phrases, should be italicised. Bulleted lists may be used (style: SB08MED -Bulleted List), with a simple dot for a bullet. Numbered lists may be used; we prefer Arabic numbers set off by a close parenthesis. Use only one Carriage Return/Line Feed after a paragraph. Do not insert any empty lines between paragraphs.

3 CONTENT

No more than 5 keywords and an abstract of no more than 200 words should be provided at the beginning of the paper.

It is helpful to include an introduction that outlines the paper and a conclusion section that clearly and concisely summarises the contributions and the evidence for them. The body should include a review of related literature, a description of methods and hypotheses, and a description of evidence and observations.

Appendices may be used to provide lengthy sections of code, examples of survey forms, or other useful adjuncts to the discussion. However, the number of words in the appendix should be counted toward the page limit. Latin words should be avoided.

3.1 Tables

Put tables in the text, in the paragraph after they are first mentioned. Centre tables on the page, unless it is necessary to use the full page width. Exceptionally large tables may be placed landscaped (90° rotated) on the page, with the top of the table at the left-hand margin.

Keep tables simple. All texts in the table are 9 pt with 1.5 line spacing. Column headings should be bolded and centred. Put units in the column heading, in parentheses. Legends should be italicised, left, 10 pt, above the table. Leave 12 pt above and 6 pt below the legend.
Use fine horizontal rules. Only three are usually needed: one below the caption to start the table, one to end it, and one below the column heads. Do not use vertical rules or boxes. Do not extend rules across the page but only as wide as the widest text within the table. An example of a table is given below.

Table 1 Formatting Instructions

Style Name	Style Format
SB08MED-Abstract	• Applicable to abstract and keyword • Based on SB08MED-Normal | Font 8 • Indent: Hanging 1.9
SB08MED-Affiliation	• Based on SB08MED-Normal | Italic | Flush Left | 24 pt after
SB08MED-Author	• Based on SB08MED-Normal | Flush Left | 24 pt before | 0 pt after
SB08MED-Bulleted List	• Based on SB08MED -Normal • Indent: Left 0.63 Hanging 0.63 | Outline numbered | Tabs 1.27
SB08MED-Equation	• Based on SB08MED-Normal | Italic • Flush Right | 12 pt before and after
SB08MED-Figure	• Based on SB08MED-Normal | Centred | 12 pt before | Widow/ orphan Control
SB08MED-Figure Captions	• Based on SB08MED-Normal | Bold | Centred | 24 pt after | Widow/ orphan Control
SB08MED-Heading	• Applicable for Reference and Appendix heading • Based on SB08MED-Heading 1 • Indent: Left 0 First 0 | No Number | Tabs: not at 1.59
SB08MED-Heading 1	• Based on SB08MED-Normal | Font 12 | Bold | All caps | Kern at 13 pt • Indent: Hanging 1.59 | Flush Left | 24 pt before and 12 pt after • Widow/ orphan Control | Keep with next | Keep lines together | Level 1 | Outline
SB08MED-Heading 1.1	• Based on SB08MED-Heading 1 • Not all Caps | 12 pt before | Level 2
SB08MED-Heading 1.1.1	• Based on SB08MED-Heading 1.1 | Font 10 | Level 3
SB08MED-Heading 1.1.1.1	• Based on SB08MED-Heading 1.1.1 | Level 4
SB08MED-Normal	• Applicable to body text • Times New Roman | Regular | Font 10 • Justified | outline level = body text | 0 pt before | 6 pt after | single line spacing
SB08MED-Number List	• Based on SB08MED-Bulleted List | Outline numbered
SB08MED-References	• Based on SB08MED-Normal • Indent: Hanging 0.95 | Widow/ Orphan Control
SB08MED-Subtitle	• Based on SB08MED-Title • Font 12 | Not Bold | Italic | 0 pt before
SB08MED-Table caption	• Based on SB08MED-Normal • Bold | Flush Left | 12 pt before
SB08MED-Table Header	• Based on SB08MED-Table text • Bold | Centred
SB08MED-Table Text	• Based on SB08MED-Normal

	• Font 9 | 1.5 line spacing | 0 pt after
SB08MED-Title	• Based on SB08MED-Normal | Font 14 | Bold | Kern at 14 pt
	• Flush Left | 72 pt before and 0 pt after
	• Widow/ orphan Control | Keep with next | Keep lines together
SB08MED-Header	• Based on SB08MED-Normal | Bold | Centred
	• Tabs: 7.62 centred 15.24 right flush
SB08MED-Footer	• Based on SB08MED-Normal | Font 9 | Bold | Centred
	• Tabs: 7.62 centred 15.24 right flush

3.2   Illustrations

Illustrations include line drawings, charts, photographs and digital imagery. All such illustrations are to be considered as figures. They should all be digitised, either by production using digital methods or scanning of paper documents. High quality should be maintained by using care in converting images to a raster format, particularly when converting line drawings into raster images. Often, scaling and rotating images will drastically decrease the quality. Consequently, aim to produce images to an appropriate final size and orientation. Resolution should be at least 300 dpi for the final manuscript, but for review, you should include down-sized images at 72dpi. Frame the figures if necessary. Images should be inserted in the body of the document for review.

The figure will be placed in line with text after it is mentioned in the text. Leave 12 pts above the figure and 6 pt below. All figures should be mentioned in the text (Figure 1). Embed a Caption below the figure. The editors will make final decisions regarding the location of the figure.
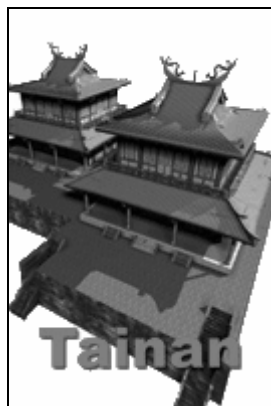

Figure 1 Sample Figure

Each figure must have a brief descriptive caption. Use the SB08MED-Figure Caption style for the caption. Number all diagrams, figures and photos sequentially, Figure 1, Figure 2 etc, with one character space between the number and the caption. Use the Caption style provided in the electronic template. All figures should be referenced within the body text.

3.3 Equations

Equations should be italicised and centred on the page, with the equation number in parentheses, flush right. Please put 12 pt space above and below the equation.

$$E=mc^2 \hspace{4cm} (1)$$

Whenever possible, try to avoid breaking equations between parentheses, brackets, or braces.

3.4 Bullets and Numbering

Please refer to the section *Table.*

3.5 Identification and Credits

There should be no indication or identification of the source of paper and any of the authors in the full paper for blind review. List all authors, affiliations and proper credits for contributors should only be provided in the final paper, i.e. accepted full paper.

3.6 References

The References heading should not be numbered (see later session). References should follow the Chicago Manual of Style (University of Chicago Press 1993), for its legibility and completeness. Because the Manual is widely available and exhaustive as to situations, it should be possible for all authors to collect bibliographic data and format it in a consistent manner. Many web sites include examples of how to format your references using the Chicago Manual of Style.

Only texts that are cited in the paper should be included in the References. All works that are cited should be included in the References section.

3.6.1 Citation

References are cited in the text by author name and the date of publication, enclosed in parentheses. The citation is placed at the end of the sentence. If there are three or fewer authors, all authors are included in the citation embedded in the text. More than three authors should be cited as the first author and then the designation "et al." If a single sentence has more than one citation, all citations are enclosed in a single set of parentheses. Multiple citations within a single set of parentheses are separated by a semicolon.

Here are examples of citations as they would appear embedded into the text:

- One author: (Legrand 1994)

- Two authors: (Vanier and Lacasse 1996)

- Four or more authors: (Bazant et al. 1993)

- Two works by same author in same year: (Lacasse 1998a, 1998b)

- Several works by same author in different years: (Vanier 1996, 1998)

- Several works by different authors: (Bazant et al. 1993; Trahair 1993; Vanier and Lacasse 1996)

3.6.2   Bibliographic Data

The bibliographic data should be provided in the References. Bibliographic data lists all authors in the order as designated on the title page or under the title in a journal publication. First names should be initialised.

The References should be alphabetised by first author's surname. If more than one work has the same first author, the works should be alphabetised by second author and so on. If more than one work by the same author list is cited, the works should be ordered by date of publication. If it is still impossible to distinguish the author list, then a lower case letter may be appended to the year of publication.

Bibliographic data should include the author, the year of publication, the title and publication in which an article appears, and the publisher.

4   HEADING, FIRST ORDER

Headings in your paper should be created using the predefined heading styles in the template. Generally, first to third orders should be used, fourth order heading only when you really need it, and fifth order headings and further should be avoided. All headings use Times New Roman, bold. For exact details, such as the line spacing before and after headings, please see Table 1.

4.1   Subheading, Second Order

Second order heading is also in 12 pt font, bold, but not all capitals.

4.1.1   Subheading, Third Order

Third order heading is in 10 pt font, bold, again not all capitals. If headings follow one another without text in between them, some adjustment will be done.

4.1.1.1   Subheading, Fourth and Higher Order

For fourth and higher order headings, if you really insist on using it, is similar to third order heading but just add another level to your numbering.

5   SUBMISSION

Please submit the full paper as an e-mail attachment, with the file name as described below, and directed to forum@sd-med.org . Please state the affiliation(s), email(s) and all contact information of the author(s) in the email. All correspondence and submissions are in electronic form only. Late submission and submission with missing information will not be processed.

If you have any questions, please contact natasa.lymberakou@sd-med.com

5.1   File Name

Please save and submit the completed paper as *xxx.doc* where *xxx* stands the identification number from your entry. Please also submit a pdf format (*xxx.pdf*) of the full paper for verification.

6   CONCLUSION

If all authors follow these conventions, the review of papers and production of

proceedings should be greatly facilitated.

REFERENCES

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