Layout guide for submission using Microsoft Word

First name and Last name1, Jack Smith1,3,\*, Xiaoming Li2,4

1 School of Engineering, Massachusetts Institute of Technology, MA, USA

2 School of Mathematical Sciences, Peking University, Beijing, China

3 jsmith@mit.edu

4 xiaomingli@email.com

\*corresponding author

**Abstract.** All articles mustcontain an abstract.The abstract text should be formatted using the predefined style *Abstract*. Set the pre-paragraph to 0 points and the post-break to 22.7 points. The abstract should give readers concise information about the content of the article and indicate the methodology, main results, conclusions, etc. The abstract is not part of the main text and should be complete in itself; no table numbers, figure numbers, citations or displayed mathematical expressions should be included. It should be suitable for direct inclusion in abstracting services and should not normally exceed 250 words in a single paragraph. Since contemporary information-retrieval systems rely heavily on the content of titles and abstracts to identify relevant articles in literature searches, great care should be taken in constructing both.

**Keywords:** All articles must have 3-5 keywords.

# Introduction

These guidelines, written in the style of a submission, show the best layout for your paper using Microsoft Word. If you don’t wish to use the Word template provided, please use the following page setup measurements.

|  |  |
| --- | --- |
| Margin | **A4 ONLY – DO NOT USE US LETTER** |
| Top | 4.0 cm |
| Bottom | 2.7 cm |
| Left | 2.5 cm |
| Right | 2.5 cm |
| Gutter | 0 cm |
| Header | 0 cm |
| Footer | 0 cm |

It is vital that you **do not add any headers, footers or page numbers to your paper**; these will be added during the production process at publishing (this is why the Header and Footer margins are set to 0 cm).

To simplify the formatting as much as possible, this template provides a complete set of pre-modified styles. It is highly recommended that the authors directly apply these styles to format their manuscripts. The styles can be found on the Home tab in the Styles group, or you may also view the Style pane by shortcut “Alt + Ctrl + Shift +S”. The authors may take a look at this [“Apply styles” tutorial video](https://support.microsoft.com/en-us/office/apply-styles-f8b96097-4d25-4fac-8200-6139c8093109) provided by Microsoft Word if they are not familiar with how to apply styles.

# Formatting the title, authors and affiliations

Please follow these instructions as carefully as possible so all articles within a conference have the same style to the title page. This paragraph follows a section title so it should not be indented.

## Formatting the title (style to use: **Title**)

The title is set 17 point Times New Roman, bold, flush left, unjustified. The title should be in sentence case. The first letter of the title should be capitalized with the rest in lower case except for proper nouns and abbreviations.

## Formatting author names (style to use: **Author**)

The list of authors should be indented 25 mm to match the abstract. The style for the names is the first name then surname. Use comma to separate the authors. Initials should have full stops—for example **A. J. Smith** and *not* **A J Smith**. First names should be used in full.

## Formatting author affiliations (style to use: **Affiliation**)

Please ensure that affiliations are as full and complete as possible and include the institution/university, city, and country. The addresses of the authors’ affiliations follow the list of authors. If the authors are at different addresses, numbered superscripts should be used after each surname to reference an author to their address. The numbered superscripts should *not* be inserted using Word’s footnote command because this will place the reference in the wrong place—at the bottom of the page (or end of the document) rather than next to the address. Ensure that any numbered superscripts used to link author names and addresses start at 1 and continue on to the number of affiliations. Do not add any footnotes until all the author names are linked to the addresses. For example, to format

**J. Mucklow**1,3**, J. E. Thomas**1,4**, A. J. Cox**2,5,\*

where there are three addresses, you should insert numbered superscripts 1, 2 and 3 to link surnames to addresses and then insert footnotes 4 and 5. Note that the first footnote in the main text will now be number 6. In addition, acknowledgment of grants or funding, temporary addresses etc. might also be indicated by footnotes.

# Formatting the text

The text of your paper should be formatted as follows:

* 11 point Times New Roman.
* The text should be set to single line spacing.
* Paragraphs should be justified.
* The first paragraph after a section or subsection heading should not be indented (style to use: **Bodytext**); subsequent paragraphs should be indented by 5 mm (style to use: **BodytextIndented**).

# Sections, subsections and subsubsections

The use of sections to divide the text of the paper is optional and left as a decision for the author. Where the author wishes to divide the paper into sections the formatting shown in table 2 should be used.

## Style and spacing

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 2.** Formatting sections, subsections and subsubsections. | | | |
|  | Style to use | Font | Spacing |
| Section | **Heading 1** | 11 point **Times** **bold** | A vertical space of 12 points before a section  No additional space after a section heading |
| Subsection | **Heading 2** | 11 point *Times Italic* | A vertical space of 12 points before a subsection  No space after a subsubsection heading |
| Subsubsection | **Heading 3** | 11 point *Times Italic* | A vertical space of 12 points before a subsubsection  Subsubsections should end with a full stop (period) and run into the text of the paragraph |

## Numbering

Sections should be numbered with a dot following the number and then separated by a single space:

* sections should be numbered **1.**, **2.**, **3.**, etc.
* subsections should be numbered *2.1.*, *2.2.*, *2.3.*, etc.
* subsubsections should be numbered *2.3.1.*, *2.3.2.*, etc.

To make sure the numbering is sequential and consistent,

* style “Heading 1” should be applied to sections
* style “Heading 2” should be applied to subsections
* style “Heading 3” should be applied to subsubsections

# Footnotes/Endnotes

Footnotes/endnotes should be avoided whenever possible.

# Figures

Each figure should have a brief caption describing it and, if necessary, a key to interpret the various lines and symbols on the figure.

## Space considerations

Authors should try to make economical use of the space on the page; for example:

* avoid excessively large white space borders *around* your graphics;
* try to design illustrations that make good use of the available space—avoid unnecessarily large amounts of white space *within* the graphic;

## Text in figures

Wherever possible try to ensure that the size of the text in your figures is approximately the same size as the main text (11 points). The figures should be of the best quality and resolution to make sure the texts are clearly readable.

## Line thickness

In general, try to avoid extremely fine lines (often called ‘hairline’ thickness) because such lines often do not reproduce well when printed out—your diagrams may lose vital information when downloaded and printed by other researchers. Try to ensure that lines are no thinner than 0.5 pt. Note that some illustrations may reduce line thickness when the graphic is imported and reduced in size (scaled down) inside Microsoft Word.

## Colour illustrations

You are free to use colour illustrations for the online version but any print version will only be printed in black and white. Check your figure captions carefully and remove any reference to colour in the illustration and text. In addition, some colour figures will degrade or suffer loss of information when converted to black and white and this should be taken into account when preparing them.

## Positioning figures

Individual figures should normally be centred but place two figures side-by-side if they will fit comfortably as it saves space. Place the figure as close as possible after the point where it is first referenced in the text. If there are a large number of figures it might be necessary to place some before their text citation. Figure should always be inserted in line with text.

WiderFigureShortCaption

**Figure 1.** Figure with short caption (caption centred).

|  |  |  |
| --- | --- | --- |
| NarrowFigeWideCap |  | NarrowFigeWideCap |
| **Figure 2.** These two figures have been placed side-by-side to save space. |  | **Figure 3.** These two figures have been placed side-by-side to save space. |

## Figure captions

Captions should be below the figure and separated from it by a vertical space of 6 points—although to save space it is acceptable to put the caption next to the figure. Figures should be numbered sequentially through the text—‘Figure 1’, ‘Figure 2’ and so forth—and should be referenced in the text as ‘figure 1’, ‘figure 2’…

For captions not placed at the side of the figure, captions should be set to the width of the figure for wider figures, centred across the width of the figure, or, for narrow figures with wide captions, slightly extended beyond the width of the figure. The caption should finish with a full stop (period).

## Figures in parts

If a figure has parts these should be labelled as (a), (b), (c), etc. on the actual figure. Parts should not have separate captions.

# Tables

Note that as a general principle, for large tables font sizes can be reduced to make the table fit on a page or fit to the width of the text.

## Positioning tables

Tables should be centred unless they occupy the full width of the text.

## Tables in parts

If a table is divided into parts these should be labelled (a), (b), (c), etc. but there should only be one caption for the whole table, not separate ones for each part.

## Table captions/numbering

Tables should be numbered sequentially throughout the text and referred to in the text by number (table 1, **not** tab. 1 etc.). Captions should be placed at the top of the table and should have a full stop (period) at the end.

## Rules in tables

Tables should have only horizontal rules and no vertical ones. Generally, only three rules should be used: one at the top of the table, one at the bottom, and one to separate the entries from the column headings. Table rules should be 0.5 point wide.

## Examples

Because tables can take many forms, it is difficult to provide detailed guidelines; however, the following examples demonstrate our preferred styles.

**Table 3.** A simple table.

|  |  |
| --- | --- |
| Distance (m) | Velocity (ms–1) |
| 100 | 23.56 |
| 150 | 34.64 |
| 200 | 23.76 |
| 250 | 27.9 |

# Equations and mathematics

## Fonts in Equation Editor (or MathType)

All equations (including displayed and inline equations) must be inserted using Microsoft Word Equation Editor or MathType. Make sure that your Equation Editor or MathType fonts, including sizes, are set up to match the text of your document.

## Points of style

### *Vectors.* Bold italic characters is our preferred style but the author may use any standard notation; for example, any of these styles for vectors is acceptable:

‘the vector cross product of ***a*** and ***b*** is given by …’, or



‘the vector cross product of **a** and **b** is given by …’, or



‘the vector cross product of and is given by …’.



*The solidus ().* A two-line solidus should be avoided where possible; for example, use



instead of



instead of



### *Roman and italic in mathematics.* Variables should be in italic; however, there are some cases where it is better to use a Roman font:

Use a Roman d for a differential d, for example,



Use a Roman e for an exponential e; for example,



Use a Roman i for the square root of –1; e.g.,



Certain other common mathematical functions, such as cos, sin, det and ker, should appear in Roman type.

Subscripts and superscripts should be in Roman type if they are labels rather than variables or characters that take values. For example in the equation



*m*, the *z* component of the nuclear spin, is italic because it can have different values whereas n is Roman because it is a label meaning nuclear.

## Alignment of mathematics

The preferred style for displayed mathematics is to centre equations; however, long equations that will not fit on one line, or need to be continued on subsequent lines, should start flush left. Any continuation lines in such equations should be indented by 25 mm.

Equations should be split at mathematically sound points, often immediately before =, + or – signs or between terms multiplied together. The connecting signs are not repeated and appear only at the beginning of the turned-over line. A multiplication sign should be added to the start of turned-over lines where the break is between two multiplied terms.

## Miscellaneous points

Exponential expressions, especially those containing subscripts or superscripts, are clearer if the notation is used, except for simple examples. For instance, and are preferred to and but is acceptable. Similarly the square root sign should only be used with relatively simple expressions, e.g. and but in other cases the power should be used.



It is important to distinguish between and



Braces, brackets and parentheses should be used in the following order: {[()]}. The same ordering of brackets should be used within each size. However, this ordering can be ignored if the brackets have a special meaning (e.g. if they denote an average or a function).

Decimal fractions should always be preceded by a zero: for example 0.123 *not* .123 (note, do not use commas, use the decimal point).

Equations that are referred to in the text should be numbered with the number on the right-hand side.

## Equation numbering

Equations may be numbered sequentially throughout the text (i.e., (1), (2), (3),…). When referring to an equation in the text, always put the equation number in brackets—e.g. ‘as in equation (2)’—and always spell out the word ‘equation’ in full, e.g. ‘if equation (5) is factorized’; do not use abbreviations such as ‘eqn.’ or ‘eq.’.

# Acknowledgments

Authors wishing to acknowledge assistance or encouragement from colleagues, special work by technical staff or financial support from organizations should do so in an unnumbered Acknowledgments section immediately following the last numbered section of the paper.

# Appendices

Technical detail that it is necessary to include, but that interrupts the flow of the article, may be consigned to an appendix. Any appendices should be included at the end of the main text of the paper, after the acknowledgments section (if any) but before the reference list. If there are two or more appendices they should be called appendix A, appendix B, etc. Numbered equations should be in the form (A.1), (A.2), etc., figures should appear as figure A1, figure B1, etc. and tables as table A1, table B1, etc.

# References

Your reference list should appear at the end of your paper. It includes all the sources cited in text. A complete reference should provide the reader with enough information to locate the article concerned, whether published in print or electronic form, and should, depending on the type of reference, consist of:

* author or authors, last name and initial(s) separated by a comma and space and ending with a period;
* publication year in parentheses followed by a period;
* title of article in sentence case followed by a period;
* title of journal, book or other publication; followed by a period
* volume number, if any;
* editors, if any;
* the page numbers followed by a period;
* DOI or URL, if available

Please use the **Arabic style** where citations are numbered sequentially throughout the text. The numbers occur within square brackets, like **[1]** **[1, 2]** **[1, 3-8]**. Avoid using superscripts or subscripts. The reference list gives the references in numerical, not alphabetical, order.

The authors are advised to directly apply the pre-modified style “**Reference List**” to the whole reference list. All listed references should be formatted using a consistent style. Avoid using bold fonts. A few examples are listed below:

1. Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number*(issue number), pages. https://doi.org/xx.xxx/yyyy
2. Mousavian, A., Anguelov, D., Flynn, J., & Kosecka, J. (2017). 3d bounding box estimation using deep learning and geometry. In *Proceedings of the IEEE conference on Computer Vision and Pattern Recognition* (pp. 7074-7082).
3. Vaswani, A., Shazeer, N., Parmar, N., Uszkoreit, J., Jones, L., Gomez, A. N., ... & Polosukhin, I. (2017). Attention Is All You Need.(Nips), 2017. *arXiv preprint arXiv:1706.03762, 10, S0140525X16001837*.
4. Ren, S., He, K., Girshick, R., & Sun, J. (2015). Faster R-CNN: Towards real-time object detection with region proposal networks. *Advances in neural information processing systems*, 28.