INSTRUCTIONS FOR FORMATTING PAPERS OF YOUR PRESENTATION (LECTURE) FOR THE 14TH INTERNATIONAL CONFERENCE ON GEOMETRY AND GRAPHICS

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ABSTRACT: This paper presents the instructions for formatting papers to be submitted to the 14th International Conference in Geometry and Graphics (ICGG 2010). The full papers will appear in the CD-ROM conference proceedings and in electronic form at our website. These instructions are to be strictly followed so that all papers in the proceedings have a consistent appearance. This paper itself is formatted according to the formatting rule. Authors are strongly recommended to replace the text of this file with their own, preserving the formatting. All papers must be prepared in Microsoft Word or other file-compatible software using the font Times New Roman. Formatting rules and instructions such as the "styles" to be used for each portion of the paper is described in detail in the body of this paper.

Keywords: International Conference, Geometry, Graphics, paper formatting.
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1. INTRODUCTION

The full papers for the lectures in the 14th International Conference in Geometry and Graphics (ICGG 2010) will appear in the DVD-ROM conference proceedings and in electronic form at our website. This paper presents the instructions for formatting the full papers.

These instructions are to be <u>strictly followed</u> so that all papers in the proceedings have a consistent appearance. This paper itself is formatted according to the formatting rule. Use this as a model and edition template.

This document is supplied as a Microsoft Word file containing preformatted styles (see tables 2 to 6). We strongly recommend authors to replace the text of this file with their own, preserving the formatting.

All papers must be prepared in Microsoft Word or other file-compatible software using the font Times New Roman. The spacing must be at least 12 pt.

2. PAGE FORMATTING

2.1 Paper size and margins

Paper size will be A4 (21.0cm x 29.7cm). Margins are as indicated in Table 1. Text is to be formatted in two (2) columns, with 1.0 cm between them.

2.2 Number of pages

The paper length should not exceed 10 pages.

2.3 Page numbering

Page numbers are showed in the footer of pages, centered. The first page is not numbered, but is counted.

Table 1: Paper size.

Margins	Value (cm)
Top	3.0
Bottom	3.0
Right	2.0
Left	2.0

3. TITLE SECTION

The first page must contain the paper's title, authors and their affiliations, the short abstract and keywords.

3.1 Title and authors

The style to be used in the title is **"icgg-title"**. Following the title is author's names (in the order: given name, middle initial, family name), with family name in capital letters. Co-author names are separated by commas and the preposition "and". If authors have different affiliations, follow names with superscript numbering like the model above. The style for author names is **"icgg-authors"**. The line following the names contains the affiliations. If more than one, superscript numbering is placed before the institution's name. After institution's name, indicate country. The style for affiliations is **"icgg-affiliation"**.

3.2 Abstract and keywords

The authors' affiliations are followed by the short abstract. The abstract should contain about 200 words, and should not be separated into paragraphs. It starts with the word "ABSTRACT:" (Times New Roman, 12pt, bold, capital letters) and is followed by the abstract text, style **"icgg-abstract"**.

The abstract is followed by the keywords. It starts with the word "Keywords:" (Times New Roman, 12pt, bold), followed by three to six keywords (style **"icgg-keywords"**).

4. SECTIONS AND SUBSECTIONS

Each different part of this template has its own style. The paper body is divided in main sections (style **"icgg-heading1"**) and subsections (style **"icgg-heading2"**). The text uses the style **"icgg-normal"**.

Sections "Acknowledgments", "References" and "About the Authors" are not numbered and their titles such use the **"icgg-nonumber"** style. Making sure all your paragraphs are correctly formatted in Word is easy.

You can show the style applied to each part using the following procedure: in the "View" menu ("View" tab in Word 2007), select option "Normal". Then, in the "Tools" menu, select "Options", and open the 'View' tab (in Word 2007, click the "Office Button" and choose "Word Options", then choose "Advanced"). In the bottom of dialog panel, under "Outline and Normal options", you will find an input box for the 'Style area width'. Enter a number like 3 cm or 1 inch. The name of the style used in each paragraph will be shown in a column in the left side of the text window.

5. EQUATIONS, TABLES AND FIGURES

Equations should be numbered sequentially with a number in parenthesis, justified to the right (style **"icgg-equation"**), like the example in equation 1:

$$F(x, y, z) = (A_x x^2 + B_y y^3 + C_z) \cdot \exp(k_x x) \quad (1)$$

Formulas (inline or right sided numbered) or mathematical symbols typed by a mathematics formula editor should use the formatting: font TimesNewRoman, variable: italic, 12pt; index: 8pt; function: 12pt.

Table captions should be placed above and centered (see Table 1) and use the **"icgg-tablecaption"** style.

Figure captions should be placed below and centered (see Figure 1). The style name is **"icgg-figurecaption"** .

Figure 1: Conference Location.

6. CITATIONS AND REFERENCES

All the literature cited in the paper must have a corresponding entry in the References section. This is a numbered list ordered alphabetically by first author, and referenced by numbers in brackets as "[1]" (use the style **"icgg-ref"**). Citation must use the reference number enclosed in brackets.

7. FORMATTING STYLES

Tables 2 to 6 show the list of the styles.

Table 2: Preferences for abstract.

Preference	Formatting
Titel "icgg-title"	TimesNewRoman, 15pt, bold, capital letters, centered, spacing: 24pt before
Author "icgg-authors"	TimesNewRoman, 12pt, bold, centered, spacing: 28pt before
Affiliation "icgg-affiliation"	TimesNewRoman, 12pt, normal, centered
Abstract "icgg-abstract"	TimesNewRoman, 12pt, justified, spacing: 24pt before
"icgg-keywords"	TimesNewRoman, 12pt, normal, spacing: 12 pt before

Table 3: Preferences for text.

Preferences	Formatting
Main Section "icgg-heading1"	TimesNewRoman, 12pt, bold, capital letters, numbered, spacing: 12pt before
Subsection "icgg-heading2"	TimesNewRoman, 12pt, bold, numbered spacing: 12pt before
Section no-enumerate "icgg-nonumber"	TimesNewRoman, 12pt, bold, capital letters, spacing: 12pt before
Text "icgg-normal"	TimesNewRoman, 12pt, normal, justified in both margins (1cm between them), single spacing

Table 4: Preferences for equations

Preference	Formatting
Equation "icgg-equation"	TimesNewRoman, 12pt, justified right, spacing: 3pt before and after variable: italic, 12pt; index: 8pt; function: 12pt

Table 5: Preferences for tables, figures.

Preference	Formatting
Caption Table "icgg-tablecaption	TimesNewRoman, 12pt, centered, spacing: 6pt before, 3pt after
Caption Figure "icgg-fig.caption"	TimesNewRoman, 12pt, centered, spacing: 6pt after

Table 6: Preferences for references and about authors.

Preference	Formatting
References List "icgg-ref"	TimesNewRoman, 12pt, justified left, numbered, indention hanging 0,63cm
About Authors "icgg-about"	TimesNewRoman, 12pt, justified left, numbered, indention hanging 0,63cm

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