

Preparation of papers for RTT 2013 conference proceedings

First A. Author, Second B. Author, Jr., and Third C. Author

Abstract – These instructions give you guidelines for preparing papers for RTT 2013 Conference Proceedings. Use this document as a template if you are using Microsoft Word. Otherwise, use this document as an instruction set. Define all symbols used in the abstract. Do not cite references in the abstract. Do not delete the blank line immediately above the abstract; it sets the footnote at the bottom of this column.

Keywords – About four key words or phrases in alphabetical order, separated by commas. For a list of suggested keywords.

I. INTRODUCTION

THIS document is a template for Microsoft Word version. If you are reading a paper or PDF version of this document, please download the electronic file, PROC_RTT_2013.DOTX, from the RTT2013 Web site at <http://www.ut.fei.stuba.sk/rtt2013/> so you can use it to prepare your manuscript.

A) Margins

If the paper does not have the margins shown in Table 1, it will not upload properly.

Table 1. Margins and print area specifications.

A4 – First Page

Top margin	7 cm
Bottom margin	3 cm
Left, right margin	1.7 cm

A4 – Other Pages

Top margin	3 cm
Bottom margin	3 cm
Left, right margin	1.7 cm

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B) Fonts

Table 2 shows the font sizes and highlighting in a typical manuscript. These font “styles” are contained with this sample manuscript and Section IV below explains how to use them. Use **Times Roman font** to avoid font errors.

Table 2. Manuscript font sizes and formatting. This Microsoft Word template includes these formats as automated “styles”, which can be selected in the Format menu -- Styles and Formatting.

Pre-formatted Template Styles

RTT Paper title	20 pt (centred)
RTT Authors/affiliations	11 pt (centred)
RTT Abstract, keywords	9 pt (bold, justify)
RTT Section heading	10 pt (centred, all caps)
RTT Subsection heading	10 pt (numbered, italic)
RTT Body text	10 pt (justify, intended)
RTT Figure caption	8 pt (justify, below figure)
RTT Table caption	8 pt (justify, above table)
RTT Footnote text	8 pt (justify)
RTT Acknow. and Ref.	10 pt (normal, centred, all caps)
RTT Reference listing	10 pt (justify, numb. in brack.)

II. FORMATING OF MANUSCRIPT COMPONENTS

Highlight a section that you want to designate with a certain style, and then select the appropriate name on the style menu. The style will adjust your fonts and line spacing. Do not change the font sizes or line spacing to squeeze more text into a limited number of pages. Use italics for *emphasis*; do not underline.

A) Title

Centre the paper title at the top of the page in 20-pt. Only the first word, proper nouns, and acronyms are capitalized. Keep titles brief and descriptive. Spell out acronyms unless they are widely known. Avoid starting with articles or prepositions, e.g., “The study of ...”, or, “On the ...”

B) Author affiliations

The author list is in 11-pt. regular, centred. Omit titles and degrees such as Dr., Prof., Ph.D., etc.

C) Section headings

Section headings are 10-pt. all capitals, centred. Sections numbers have roman numbers, e.g., I., II., III.... Don't number the "Acknowledgements" and "References." Headings often used are: I. Introduction, II. Methodology, III. Data, IV. Results, and V. Conclusions.

D) Figures and captions

Figures are centred. Use or insert *.jpg, *.tiff, or *.gif illustrations instead of PowerPoint or graphic constructions. Captions go below figures.



Figure 1. Figure captions are without indentation and are justified. If you are familiar with Word styles, you can insert a field code called Seq figure which automatically numbers your figures.

E) Tables and captions

Tables are centred. The caption goes above the table. Table examples are on page 1.

F) Subsection heading

Subsection headings are 10-pt, italic, numbered from A, and capitalized the first word, acronyms, and proper nouns. Use 0.4 cm indentation.

G) Paragraphs

Add a 6-pt blank line above and below section headings and between paragraphs. Avoid headings or one-line paragraphs at the top or bottom of a page by using page breaks or extra blank lines. One method to preserve page breaks is to make the bottom margin a little larger than the specifications. Indentation is optional. This spacing is automatic if you are using the "section" styles in Word.

H) Text

Text is 10 point, intended 0.4 cm and justified. Each sentence ends with a period and a single space before the next sentence.

I) References

Denote reference citations within the text of your paper by means of a number enclosed in square brackets. List references at the end of the paper in numerical order, and enclose the reference number in square brackets.

III. MATHEMATICAL EQUATIONS

Use common fonts like Times Roman in your math equations. A math reference in a paragraph sentence such as $(\alpha + \beta)/z$ is not numbered. The steps of a mathematical argument can be numbered using a right-aligned tab for clarity, for example

$$x = \frac{-b \pm \sqrt{D - 4ac}}{2r} \tag{1}$$

and

$$D = \sum_i N_i^2. \tag{2}$$

IV. USING THIS TEMPLATE AND ITS AUTOMATIC FORMATING

This document template and more information is available on www.ut.fe.i.stuba.sk/rtt2013/

A) View the pre-formatted styles

To see the formats available with this manuscript, go to the Format menu and choose "Styles and Formatting". To view which style is being used in any part of this document, place your cursor on the line and look in the Styles and Formatting display.

B) Using RTT styles

To use this template in Microsoft Word: open this file and save it to a new file name. Type over the existing text with your paper. Alternately, you can delete all text, and select the RTT style for each paragraph from the Styles and Formatting menu.

C) Notes on RTT styles

The styles listed in Table 2 automatically add extra spacing before and/or after paragraphs.

ACKNOWLEDGEMENT

Use the singular heading even if you have many acknowledgements. Avoid expressions such as "One of us (S.B.A.) would like to thank" Instead, write "F. A. Author thanks"

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