
INSTRUCTIONS ON HOW TO FORMAT A PAPER TO A SCITEPRESS PUBLISHED PROCEEDING

LANGUAGE

All papers must be in English

ALLOWED NUMBER OF PAGES

The paper must be no longer than:
Twelve (12) pages for full papers
Eight (8) pages for short papers

*If needed extra pages may be used. For each extra page a fee will be charged.
Please notice that there is a limit of four (4) extra pages.*

PAGE SETUP

Paper Size

A4 (210x297 mm)

Document margins (Please keep these values)

Margins

Top: 3,3 cm
Bottom: 4,2 cm
Left: 2,6 cm
Right: 2,6 cm

Layout

Section start: Continuous
Header: 1,4 cm
Footer: 2,5 cm
Vertical Alignment: Top

IMPORTANT NOTES

Any text or material outside the aforementioned margins **will not be printed**.
Do NOT change the headers and footers. Headers and footers will be added to the document electronically.
No page numbers should be included.

FONT

For best viewing experience the used font must be Times New Roman.

FIRST SECTION - TITLE, AUTHOR(S), AFFILIATION(S), KEYWORDS AND ABSTRACT

General

Text in one column

Title

Align: Center
Linespace exactly at 17pt
Font size: 15pt
Font style: bold
Initial letters Capitalized
In case a subtitle is required, please add a colon (:) just before the subtitle starts. The first of word of the subtitle must have the initial letter capitalized

Authors

Align: Center
Linespace exactly at 13pt
Spacing: before 24pt
Vertical space between authors: 12pt
Font size: 11pt

Affiliations

Align: Center
Linespace exactly at 11pt
Font size: 9pt
Font style: italic
Affiliation should include organisation name, complete address and email.

Keywords

Align: Justify
Linespace exactly at 11pt
Hanging indent 2cm
Spacing: before 48pt
Spacing: after 0pt
Font size: 9pt
Each paper must have at least one keyword with the initial letter capitalized

Abstract

Align: Justify
Linespace exactly at 11pt
Hanging indent 2cm
Spacing: before 12pt
Spacing: after 30 pt
Font size: 9pt
Each paper must have an abstract

SECOND SECTION – PAPER CONTENTS AND REFERENCES

General

Text in two columns
Column width: 7,5 cm
Column spacing: 0,8 cm (Equal column width)
Columns should not have much free blank space.

1 Section Titles*

No dot after the section title number
Align: Left
Linespace exactly at 15pt
Hanging Indent of 0,7 cm
Spacing: before 24pt (*Not applicable to the 1st title section*)
Spacing: after 12pt
Font size: 13pt
Font style: bold
All caps

1.1 Subsection Titles*

Dot only between section and subsection title numbers
Align: Left
Linespace exactly at 13pt
Hanging Indent of 1,0 cm
Spacing: before 11pt (*Not applicable right after a section title*)
Spacing: after 11pt
Font size: 12pt
Font style: bold
Initial letters Capitalized

1.1.1 Sub Subsection Titles*

Dot only between section, subsection and sub subsection title numbers
Align: Left
Linespace exactly at 12pt
Hanging Indent of 1,0 cm
Spacing: before 10pt (*Not applicable right after a subsection title*)
Spacing: after 10pt
Font size: 11pt
Font style: bold
Initial letters Capitalized

Headings

Align: Justify
Linespace single
No indentation
Font size: 10pt
Font style: bold
Initial letters Capitalized
Must end with a period

Section Text

Align: Justify
Linespace single
Font size: 10pt
Section, subsection and sub subsection first paragraph without first line indent
Other paragraphs: First line indent of 0,5 cm

Tables

Tables must be properly captioned and numbered sequentially.
All tables must appear within the designated margins or it may span the two columns.
Tables in two columns must be positioned at the top or bottom of the page within margins.
All tables must be centered.
Table caption should follow the format given below:
Placed above table
Caption must be centered except when it has more than 1 line, which must be justified
Font: Times New Roman, 9pt
Spacing: before 12pt
Spacing: after 6pt
No font style such as bold or italic
The final sentence of a caption must end with a period
Example:
Table 1: Caption example.

Figures

Figures must be properly captioned and numbered sequentially.
All figures must appear within the designated margins or it may span the two columns.
Figures in two columns must be positioned at the top or bottom of the page within margins.
All figures must be centered.
Figure caption should follow the format given below:
Placed below the figure
Caption must be centered except when it has more than 1 line; then it must be justified
Font: Times New Roman 9pt
Spacing: before 6pt
Spacing: after 12pt
No font style such as bold or italic
The final sentence of a caption must end with a period
Example:
Figure 1: Caption example.

Equations

Equations should be placed on a separate line, numbered and centered. An extra line space should be added above and below the equation.
The use of a table with two columns is advisable.

Algorithms and Listings

Algorithms and Listings must be properly captioned and numbered sequentially.
The caption should follow the format given below:
Caption should be centered except when it has more than 1 line; then it must be justified
Font: Times New Roman 9pt
No font style such as bold or italic
The final sentence of a caption must end with a period
Examples:
Algorithm 1: Caption example.
Listing 1: Caption example.

Program Code

Align: Left
Linespace single
Font: Courier New
Font size: 9pt

Acknowledgements

If any, should be added just before the references as section title without numbering.

Reference Text

Align: Justify
Linespace single
Hanging indent 0.5 cm
Font size: 9pt
References and Citations should follow the APA (author, year) system convention.
All references must be cited in the text.

Appendix

If any, should be added just after the references as section title without numbering.

* **The section, subsections and sub subsections numbers must be numbered sequentially. Please avoid using only one subsection within a section.**