

ITU-T's "Innovations in NGN" Kaleidoscope Conference Camera-Ready Submission Instructions

This document is addressed to the authors of accepted papers for publications in ITU-T "Innovations in NGN" Kaleidoscope Conference proceedings. It contains a set of detailed instructions to submit the camera-ready version of the papers.

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1 GENERAL INFORMATION

1.1 Camera-ready paper requirements for acceptance

- Submission to the Kaleidoscope secretariat of the signed copyright transfer form by 7 March 2008.
- Confirmation via email to the Kaleidoscope Secretariat (kaleidoscope@itu.int) that the author presenting the paper will attend the conference **and** registration before 15 February 2008 using the online form to be soon available from the conference website.

Because no registration fee is charged for attending the conference, we request accepted that author(s) / presenter provide further evidence of attendance by sending a copy of their travel plan (plane/train booking) to the Kaleidoscope secretariat at the latest by 15 of March 2008.

- Revision of the paper according to the reviewer comments and submission of its camera-ready version strictly adhering to the defined camera-ready template (see below for details!) by 7 March 2008.

NOTE: As for the paper proposals, the camera-ready submission will be made through EDAS at <http://edas.info/listConferencesAuthor.php?c=5816> (as before, the username is the author email address).

1.2 Deadlines and important dates

Submission of complete paper proposals:	15 November 2007
Notification of paper acceptance (by email):	30 January 2008
Confirmation (by email) of attendance for the presenter of an accepted paper and online registration for the event:	15 February 2008
Submission of camera-ready paper:	7 March 2008
Submission of copyright transfer form:	7 March 2008
Provision (by email/fax) of evidence of the intention to attend the conference to present the paper (travel plan – flight/train booking):	15 March 2008
Online registration for the event (other authors and general public):	18 April 2008

Note: whenever “by email / by fax” is indicated in the list above, the correspondence must be addressed to the email/fax found in §1.3 below.

1.3 Correspondence

Please make sure to put the conference name (K-INGN) and to mention the details of the accepted paper on all correspondence. Please address any inquire via email to kaleidoscope@itu.int or by mail to the following address:

ITU TSB

K-INGN – Innovations in NGN

Place des Nations

1211 Geneva 20

Switzerland

Tel: +41-22-730-5808

Fax: +41-22-730-5853

Email: kaleidoscope@itu.int

2 COPYRIGHT TRANSFER FORM

The copyright form must be received by the secretariat before the camera-ready paper submission deadline (*7 March 2008*), or the paper will not be considered further for inclusion in the proceedings.

The copyright form is available for download from the conference web page (<http://itu.int/ITU-T/uni/kaleidoscope>) at <http://itu.int/oth/T2901000001>. The form must be filled with your paper details and signed by you and all co-authors (if any). It **MUST** be then printed and faxed to ITU/TSB (Fax number +41 22 730 58 53); alternatively, ITU will also accept versions in PDF or JPEG format emailed to kaleidoscope@itu.int, but they must be scans of the signed paper forms (please note that electronically signed copyright transfer forms will **not** be accepted). There are two examples of filled forms at the URL above.

If you have difficulty faxing your copyright form, please contact kaleidoscope@itu.int for help.

3 FORMAT AND GUIDELINES FOR CAMERA READY PAPER

The following applies to accepted papers (including those which need minor changes).

These guidelines include complete descriptions of the number of pages, layout, fonts, spacing, and related information for producing your proceedings manuscripts. Please follow them and if you have any questions, direct them to the Kaleidoscope secretariat at kaleidoscope@itu.int. Papers not adhering to them will be returned to you and if proper formatting is not achieved by the deadline this will lead to the paper being rejected for inclusion in the proceedings and presentation at the conference.

3.1 Length

Once accepted, the paper in camera-ready format must not exceed 6000 words and must not exceed 8 pages, there included all text, all figures, tables, abstract and references.

3.2 Language

The camera-ready version of the paper must also be in English.

3.3 Margins

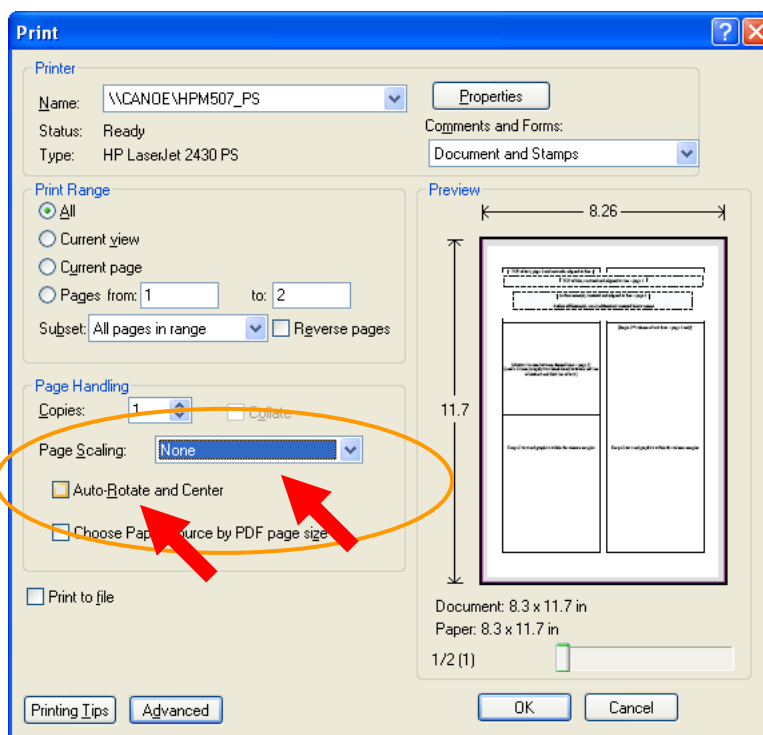
For the **camera-ready version** of the accepted papers, the following applies:

- Documents must be formatted for standard A4-size (210 mm by 297 mm or 8.27" by 11.7") paper.
- All text and figures must be contained in a 175 mm x 244 mm (6.9 inch x 9.6 inch) image area. Any text or other material outside the margins specified below will **not** be accepted.
- The left margin must be 17.5 mm (0.69 inch).
- The top margin must be 25 mm (1.0 inch), except for the title page where it must be 35 mm (1.375 inches).
- Text should appear in two columns, each 85 mm (3.35 inch) wide with 5 mm (0.20 inch) space between columns.
- On the first page, the top 50 mm (2") of both columns is reserved for the title, author(s), and affiliation(s). These items should be centered across both columns, starting at 35 mm (1.375 inches) from the top of the page. Please see "[Author List](#)" below for other details.

- The paper abstract should appear at the top of the left-hand column of text, about 12 mm (0.5") below the title area and no more than 80 mm (3.125") in length. Leave 12 mm (0.5") of space between the end of the abstract and the beginning of the main text.

An A4 format (“contact”) sheet that shows the margins and placement guides is available as a [PDF file](http://itu.int/oth/T2901000002) from <http://itu.int/oth/T2901000002>. This file contains lines and boxes showing the margins and print areas. If you print one of these files, then stack it atop your printed page and hold it up to the light, you can easily check your margins to see if your print area fits within the space allowed.

NOTE: When you *print* this file, make **sure** the depending on the acrobat reader version that “Auto-rotate and center” box is not checked and Page Scaling is set to “None”! The picture on the right is a screenshot for Acrobat Reader 7 for Windows, the arrows indicate the two relevant options mentioned. *In earlier Acrobat Reader versions this was handled by the "Shrink to fit" box, which should not be checked.*



3.4 Type face and font size

Type face: To achieve the best viewing experience for the review process and conference proceedings, we strongly encourage authors to use Times-Roman (or Computer Modern fonts). If a font face is used that is not recognized by the submission system, your paper will not be reproduced correctly.

Size: Use a font size that is no smaller than 9 points throughout the paper, including figure captions. In 9-point type font, capital letters are 2 mm high. For 9-point type font, there should be no more than 3.2 lines/cm (8 lines/inch) vertically. This is a minimum spacing; 2.75 lines/cm (7 lines/inch) will make the proposal much more readable. Larger type sizes require correspondingly larger vertical spacing.

3.5 Title

For the **camera-ready version** the title should show up **only** on the first page of the paper. The paper title must appear in boldface letters and should be in ALL CAPITALS. Do not use LaTeX math notation (x_y) in the title; the title must be representable in the Unicode character set. Also try to avoid uncommon acronyms in the title.

3.6 Author list

The authors' name(s) and affiliation(s) appear below the title in capital and lower case letters. Proposals with multiple authors and affiliations may require two or more lines for this information. The order of the authors on the document should exactly match in number and order the authors typed into the online submission form.

3.7 Abstract

Each paper must contain an abstract, which should normally be 100 to 150 words, and in no case it shall exceed of 200 words. The abstract shall only consist of words (i.e. no figures or tables). Use the same text that is submitted electronically along with the author contact information. Submission of an abstract is mandatory; papers without an abstract will be rejected.

3.8 Index terms (keywords)

Enter up to five keywords separated by commas. Keywords may be selected from the list in the call for papers or from the IEEE keyword list found at:

http://www.ieee.org/organizations/pubs/ani_prod/keywrd98.txt.

3.9 Body

Major headings appear in boldface CAPITAL letters, centered in the column. *Subheadings* appear in capital and lower case, either underlined or in boldface. They start at the left margin of the column on a separate line. *Sub-subheadings* are discouraged, but if they must be used, they should appear in capital and lower case, and start at the left margin on a separate line. They may be underlined or in italics.

3.10 References

List and number all references at the end of the document. (Note: If you are using WinWord, the reference text should be formatted with the provided "References" style.) The references can be numbered in alphabetical order or in order of appearance in the paper. When referring to them in the text, type the corresponding reference number in square brackets as shown at the end of this sentence [1]. The end of the document should include a list of references containing information similar to the following example:

[2] S. F. de Campos Neto and W. Karapetian, "Performance of ITU-T G.729 CS-ACELP speech codec with narrowband signals," *IEEE Comm. Mag.*, vol.35 no.9, pp. 82-91, 1997.

3.11 Illustrations & color

All halftone illustrations must be clear black and white prints. Do not use any colors in illustrations, since the proceedings will be printed in black and white. It is your responsibility to ensure that illustrations (there included pictures, diagrams, etc) are properly rendered in a black-and-white laser printer.

Illustrations must appear within the designated margins. They may span the two columns. If possible, position illustrations at the top of columns, rather than in the middle or at the bottom. Caption and number every illustration. Also note that:

- Figure captions must be placed on the **bottom**, not top, of the figure.
- Table captions must be located on the **top** of the table.

3.12 Page numbers

For the **camera-ready version** please **do not put page numbers on your document**. Appropriate page numbers will be added to accepted papers when the conference proceedings are assembled.

3.13 Footnotes

Use footnotes sparingly (or not at all!) and place them at the bottom of the column on the page on which they are referenced. Use Times 9-point type, single-spaced. To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

3.14 Templates for the camera-ready version

The following style files and templates are available for users of LaTeX and Microsoft Word from <http://itu.int/oth/T2901000002>:

- [WinWord \(all zipped\)](#):
 - o **Template.doc**: WinWord template file (example of correct formatting, style and font use)
 - o **Template-Latex.pdf**: PDF generated from the WinWord template file
- [LaTeX \(all zipped\)](#):
 - o **spconf.sty**: LaTeX style file with definitions for margin, page layout, font, etc
 - o **IEEEbib.bst**: BiBTeX style file with bibliography style definitions
 - o **Template.tex**: LaTeX template file (example of using the "spconf.sty" and "IEEEbib.bst" files above)
 - o **Template-Latex.pdf**: PDF generated from the LaTeX template file (*dvipdfmx*)
 - o **strings.bib** and **refs.bib**: Sample BiBTeX bibliography files

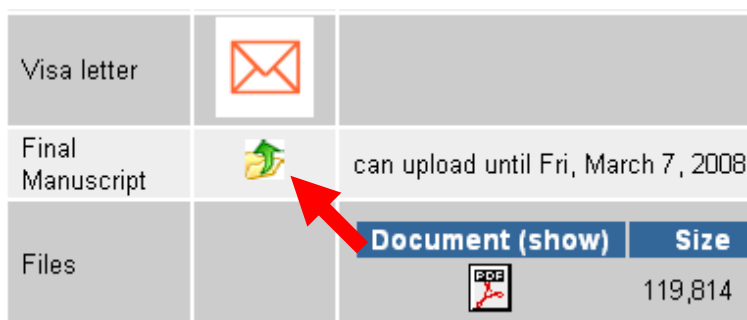
We recommend that you insert your text into the WinWord file or LaTeX template files to produce your camera-ready document, since they have been set up to meet the formatting guidelines listed above and may facilitate your formatting task.

When using these files, double-check the paper size in your page setup to make sure you are using the A4-size paper layout (210 mm by 297 mm or 8.27" by 11.7"). The LaTeX environment files specify suitable margins, page layout, text, and a bibliography style.

In particular, with LaTeX, there are cases where the top-margin of the resulting Postscript or PDF file does not meet the specified parameters. In this case, you may need to add a `\topmargin=0mm` command just after the `\begin{document}` command in your .tex file. The spacing of the top margin is not critical, as the page contents will be adjusted on the proceedings. The critical dimensions are the actual width and height of the page content.

4 SUBMISSION OF THE CAMERA-READY PAPER

The camera-ready paper must be submitted either as a PostScript (PS) or unprotected Adobe's Portable Document Format (PDF) file. All fonts **must** be embedded and the file should contain **no** bookmarks. These are strict publisher's requirements. Look for information regarding embedding fonts and bookmark generation in the EDAS help page at <http://edas.info/listFAQ.php?c=5816>.

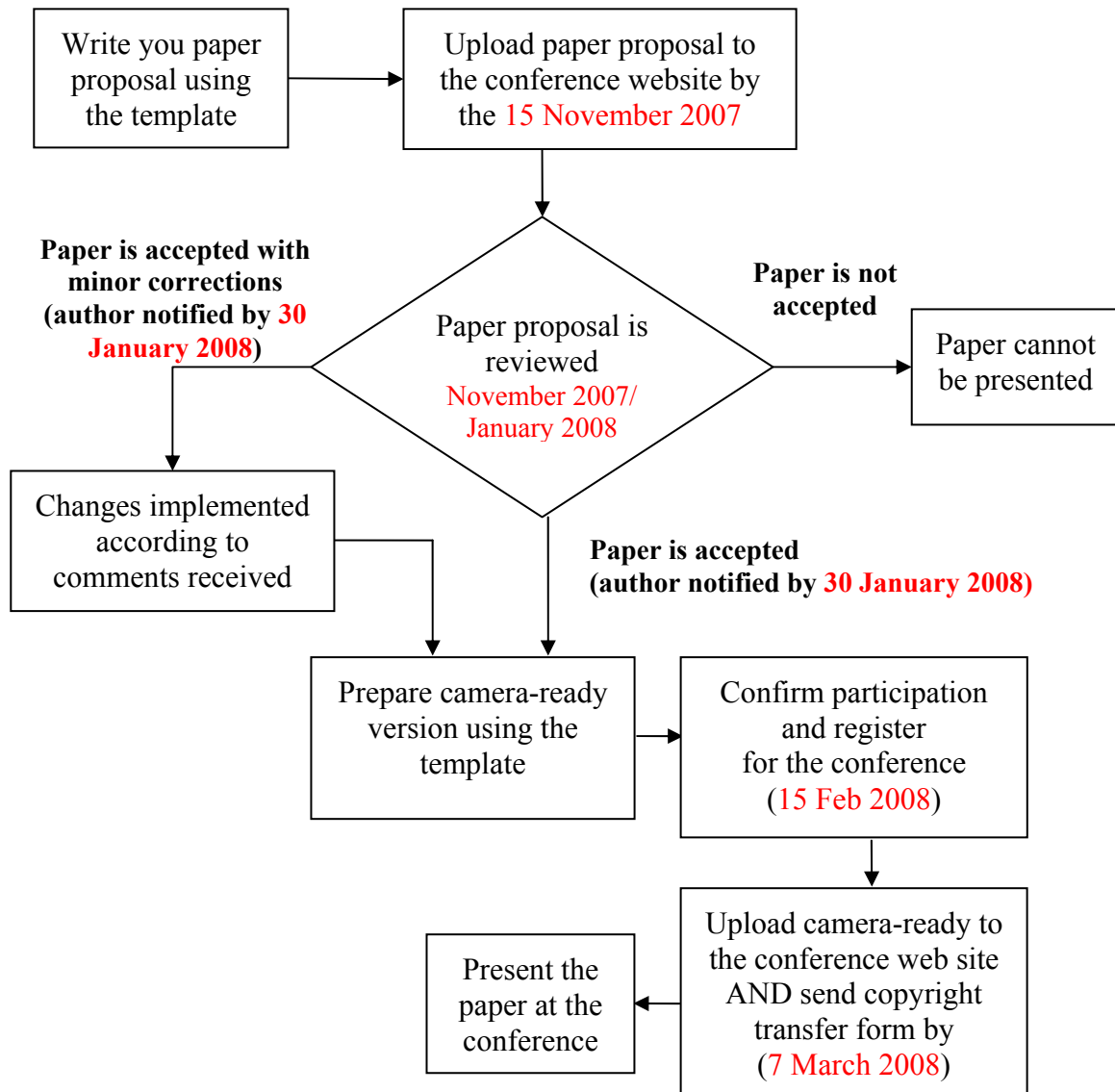


The camera-ready paper must be uploaded in EDAS using the same credentials you used to submit your paper proposal. From the URL <http://edas.info/listConferencesAuthor.php?c=5816> you should be able to see the list of accepted paper(s). Following the link to one accepted paper, you will see the "Final manuscript" option; by clicking in the yellow folder icon you can upload the camera-ready file (see picture on the left).

IMPORTANT! At this point, please make sure that the abstract in EDAS is identical to the one found in the paper, since it is the first that will be used for generating the table of abstracts for the conference, not the abstract and title in the paper itself.

ANNEX A: OVERVIEW OF THE REVIEW PROCESS

The paper consideration process is being conducted as summarized in the following diagram:



Authors submitted [electronically](#) paper proposals consisting of a complete description of their ideas and applicable research results according to the submission requirements by the submission [deadline](#) listed above.

Paper proposals were reviewed by experts participating in the Programme Committee for their demonstrated knowledge of particular topics. Besides acceptance, reviewers recommended best papers for awards, to be decided by the Organizing Committee under the advice of the Programme Committee Management. The authors were notified of the review results by email.

The authors of accepted papers will now submit a camera-ready version by the deadline [above](#) using the instructions detailed in this "[Camera-Ready Submission Instructions](#)" document (available in the [event webpage](#)). At the same time, the authors must submit the [copyright form](#) by fax (a scanned copy of the signed copyright form submitted by email is acceptable). The submission of the copyright form is mandatory for all accepted papers.

The authors of accepted papers will prepare a lecture or poster presentation following the guidelines that will be provided by the secretariat, according to the presentation category to which the paper was assigned.