

AUTHOR CAMERA-READY TEMPLATE AND GUIDELINES FOR PAPERS IN THE KALEIDOSCOPE PROCEEDINGS

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ABSTRACT

*The abstract should appear in **italics** at the top of the left-hand column of text, about 12 mm (0.5 inch) below the title area and no more than 80 mm (3.125 inches) in length. Leave a 12 mm (0.5 inch) space between the end of the abstract and the beginning of the main text. The abstract should normally contain 100 to 150 words, and in no case it shall exceed 200 words. The abstract shall only consist of words (i.e. no figures or tables). The abstract must be identical to the abstract text submitted electronically in EDAS, since it is the latter that will be used for generating the table of abstracts for the conference, not the abstract and title in the paper itself. All manuscripts must be in English, printed in black ink.*

Keywords— One, two, three, four, five

1. INTRODUCTION

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.

2. FORMATTING YOUR PAPER

Your paper **cannot** have more than eight pages (there included all text, all figures, tables, abstract and references). All printed material, including text, illustrations and charts, must be kept within a print area of 175 mm (6.9 inches) wide by 244 mm (9.6 inches) high. Do not write or print anything outside the print area. The top margin must be 25 mm (1 inch), except for the title page, and the left margin must be 17.5 mm (0.69 inch). All text must be in a two-column format. Columns are to be 85 mm (3.35 inches) wide, with a 5 mm (0.20 inch) space between them. Text must be fully justified. Units should be expressed as much as possible in international units [1], and a dot (“.”) should be used to express decimal points (not “,”).

Thanks to XYZ agency for funding.

3. PAGE TITLE SECTION

The paper title (on the first page) should begin 35 mm (1.38 inches) from the top edge of the page, centered, completely capitalized, and in Times-Roman 12-point, boldface type. The authors' name(s) and affiliation(s) appear below the title in capital and lower case letters. Papers with multiple authors and affiliations may require two or more lines for this information.

4. TYPE-STYLE AND FONTS

To achieve the best rendering in both printed and electronic formats, we strongly encourage you to use Times-Roman font. In addition, this will give the proceedings a more uniform look. Use a font that is **no** smaller than nine point type throughout the paper, including figure captions.

In nine point type font, capital letters are 2 mm high. If you use the smallest point size, 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 paper much more readable. Larger type sizes require correspondingly larger vertical spacing. Please do not double-space your paper. True-Type 1 fonts are preferred.

5. MAJOR HEADINGS

Major headings (for example, “1. Introduction”) should appear in all capital letters, bold face if possible, centered in the column, with one blank line before, and one blank line after. Use a period (“.”) after the heading number, not a colon.

5.1. Subheadings

Subheadings should appear in lower case (initial word capitalized) in boldface. They should start at the left margin on a separate line.

5.1.1. Sub-subheadings

Sub-subheadings, as in this paragraph, are discouraged. However, if you must use them, they should appear in lower case (initial word capitalized) and start at the left margin on a separate line, with paragraph text beginning on the following line. They should be in italics.

6. PRINTING YOUR PAPER

Print your properly formatted text on high-quality, A4 size (210 mm wide by 297 mm long, or 8.27 inches by 11.7 inches). If the last page of your paper is only partially filled, arrange the columns so that they are evenly balanced if possible, rather than having one long column.

In WinWord, to start a new column (but not a new page) and help balance the last-page column lengths, you can use a column-break (*Insert menu, Break...*, click *Column break*). This was used at the bottom of this page.

The camera-ready paper must be submitted either as a PostScript (PS) or unprotected Adobe's Portable Document Format (PDF) file. PDF is the preferred format. All fonts **must** be embedded and the file **cannot** contain any 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=12605>.

7. ILLUSTRATIONS, GRAPHS, AND PHOTOGRAPHS

Do not use any colors in illustrations, and all halftone illustrations must be clear black-and-white prints. 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. Figure captions must be placed on the **bottom**, not top, of the figure. Table captions must be located on the **top** of the table.

8. 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).

9. PAGE NUMBERING

Please do **not** paginate your paper. Page numbers, session numbers, and conference identification will be inserted when the paper is included in the proceedings.

10. COPYRIGHT FORMS

You **must** provide the secretariat with the fully completed and signed Copyright Transfer Agreement form for your accepted paper. We cannot formally complete acceptance for your paper until we receive it. Papers for which the form is not received by the deadline below will be automatically rejected.

The Copyright Transfer Agreement form is available either as a WinWord file or as a PDF file from the conference website, "Author's corner" (two examples are provided).

The form must be signed by all authors and provided back to the secretariat as soon as possible but in no case after **3 December 2012**. It can be transmitted by fax (+41-22-730-5853) or, alternatively, you can scan the **signed** version of the form and email it to the secretariat at kaleidoscope@itu.int.

11. USING REFERENCES

List and number all bibliographical references at the end of the paper. Use the provided WinWord "References" style for formatting it. The references can be numbered in alphabetic order or in order of appearance in the document. When referring to them in the text, type the corresponding reference number in square brackets as shown at the end of this sentence [2].

REFERENCES

- [1] Wikipedia, "International System of Units", http://en.wikipedia.org/wiki/International_System_of_Units (visited on 2009-05-07).
- [2] A.B. Smith, C.D. Jones, and E.F. Roberts, "Article Title," *Journal*, Publisher, Location, pp. 1-10, Date.