

## 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 1<sup>st</sup> 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  
Spacing: before 12pt  
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, then it must be justified  
Font: Times New Roman, 9pt  
Spacing: before 12pt  
Spacing: after 6pt  
No font style such as bold or italic  
Capitalization style: Sentence case  
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  
Capitalization style: Sentence case  
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.