

# INSS 2007 Conference

## INSTRUCTIONS FOR TECHNICAL DIGEST PAPER

These parameters must be adhered to:

<b>Page Limits:</b> Regular Papers	–	8 Pages
BOF Papers	–	4 Pages
Demo/Poster Papers	–	1 Page

If paper exceeds these limits, an additional \$150 (US funds only) per additional page charge must be included with the [Extra Page Form](#) that will be included with Step 2.

NOTE: maximum of two (2) extra pages from your limit of either 4 or 8 pages.

**Style:** Do not overcrowd and create an unreadable paper by making the lettering or the spacing too small in the text.

**Font:** Times or Times New Roman (Type 1)

**Paper Size and Layout:** (Reminder conversion: 2.54 cm = 1 inch)

- Paper Size: A4 Paper or 21 cm x 29.7 cm (8.27" x 11.69").
- Paper Margins: 1.5 cm (.59") on the left and right margins, 2.5 cm (.98") on the top of each page and 3 cm (1.18") on the bottom of each page. Columns should left- and right-justify. Space between the two columns should be .63 cm (.25").
- All manuscripts must be typed single space (or equivalent) to fit within the two column borders. Small typefaces can create severe readability problems when printed. Please do not use a smaller print than 10 point.
- **DO NOT PLACE OR HAVE YOUR ID NUMBER** in the body of your paper.
- **DO NOT** page number your paper, it will now become part of a collection of papers.
- Two (2) Column style of text and should left- and right-justify (full justification).
- Last page of your paper: try to adjust the lengths of the two columns so they are even.
- Use either one or two spaces between sections and between text and tables or figures to manipulate the column length.
- Use two spaces after periods at the end of sentences.
- Define abbreviations and acronyms the first time they are used.
- Please remember to spell check your entire paper.

**Format:**

- Please see attached template (INSS-07 Template.rtf) for format details. The template provides authors with the formatting specifications [title, text, headers, etc.] needed for preparing the electronic version of your paper. This is a "live" template.