

Manuscript Preparation Instructions – A1

(this document has 4/four pages)

The Conference Proceedings will be produced from the PDF copy prepared by each author as provided to us in a Letter format. The total length of your paper should be **six (6) such pages maximum**. This includes title, abstract, text, figures, notes, references, etc (papers over 6 pages will be cut and shortened to 6 pages).

Specifications for how to prepare pages as included in this kit. Your paper should be submitted by electronic PDF file with clear, sharp type and figures. Your manuscript will be reproduced exactly as received by e-mail. The Editors reserve the right to not publish papers which do not meet publication standards and thus it is essential that you follow these instructions explicitly.

In order that your manuscript be published in the Conference Proceedings, the following requirements, instructions and schedule must be strictly adhered to. It is important to note that these instructions differ significantly from those issued in previous years, so please read these carefully.

PDF paper file supplied by the author must be camera ready. The paper will be printed exactly in the form which it is submitted.

- It must be provided by final one PDF file equivalent output with font sizes of acceptable quality (i.e., not smaller than 10 pt).
- It must be in a **Letter (216 x 279.4 mm) paper format**.
- The Publications Committee will do no further editing.

Preparation of manuscripts

The Conference Proceedings will be digitally printed from the PDF e-mail file prepared by you. Please use a standard PDF tool to generate the PDF file. The copy will be printed on Letter page format making it **imperative** that the margin and style designated on the layout sheet be followed exactly. This will enable us to maintain uniformity in the Conference Proceedings. Please keep in mind that the manuscript that you prepare will be processed as it is received and therefore neatness of copy and cleanliness are of paramount importance.

The page should be a **Letter size (216 x 279.4 mm)** with **top and bottom margins of 30 mm and left/right margins of 20 mm**. It is imperative that nothing appears on a page outside these margins.

For those with major difficulties in obtaining Letter-size paper for submitting your paper to WWC Proceedings publication, please follow these instructions.

Essentially, follow the procedure stated by that instructions, applying some document margin shifting. Left and top margins remain the same (20 and 30 mm, respectively), but right margin changes from 20 mm to 14 mm. In the same sense, bottom margin changes from 30 to 48 mm.

So, to use a A4 (210 x 297 mm) in your document processing software, set your page as follows:

- Page format: European A4 (210 x 297)
- Left margin: 20 mm
- Right margin: 14 mm
- Top margin: 30 mm
- Bottom margin: 48 mm

Except for these parameters, all page setting remains identical to that stated for Letter size paper.

The text should be single spaced (ie, leading not more than 3 pts larger than font size), two columns per page with a 8 mm gutter between columns. The title of the paper should appear in CAPITAL LETTERS centered across the two columns near the top of the first page of the paper. Show the author's name and name of company centered below the title in Capital and Lower Case letters. It is recommended that the text be in 10 point (minimum) Times Roman or a similar typeface.

For line drawings, mechanical illustrations, charts or photographs, do not supply Xerox copies, photostats, ozalids, blueprints, hectos etc. All halftone illustrations (photographs) on the camera ready PDF must be clear black and white glossy prints. Color may, however, be used in the PDF file, but not encouraged. Put illustrations within the PDF file with all figure captions in their proper position.

Both camera-ready PDF file and its original MS Word file must be sent by e-mail to:

wwc@delson.org

All submission must be received on or before **February 29, 2008**. This early submission date is necessary in order to satisfy the Conference Proceedings preparation and publication schedule.

The following is a prerequisite for the publication of each paper. Without this, the paper will not appear in the Conference Proceedings. The conference copyright form must be completed thereby transferring the copyright to the conference. Submission of the author's manuscript with the completed copyright form will be taken as evidence of author's consent to its publication and the existence of all necessary company and government clearances for open dissemination of the author's paper.

Sending electronic versions of the manuscripts

The WWC'2008 Committee has decided to use CD-ROM as the Conference Proceedings. The CD-ROM will use Adobe's PDF Format and will deliver with viewers for Windows and other widely used platforms. You are required to send the camera-ready version by PDF format. Electronic submissions will help ensure a superior performance of the final product in terms of search and retrieval as well as on-screen rendering and presentation. Your co-operation and participation in following the submission guidelines is important.

Papers should be submitted in PDF format and its original MS Word format **to assist if there are problems during the publication process**. In fact, Microsoft Word has become a *de facto* standard. Thus, we require you to adopt it as the second format. Alternatively, as the second format, you can use Rich Text Format (.RTF), which can be generated from Microsoft Word and other text processing applications.

Main format for submission:	PDF
Secondary required format:	Microsoft Word (*.DOC)
Alternative secondary format:	Rich Text Format (.RTF)

In addition to the formats listed, you can also submit your files in any of the following application specific formats (however, MS Word is required due to increasing problems in opening and printing the camera-ready papers for the final publication) :

ASCII TM
HTML (levels 1 – 3)
Microsoft PowerPoint.

Naming Convention

Please be consistent in how you name your files that you are submitting (i.e., **paper#.doc** (a Word file, for example, *100.doc*) and **paper #.pdf** (a PDF file, for example, *100.pdf*). Your acceptance notice (or web pro-

gram page containing the accepted papers' list) contained your accepted paper number or related information. Name your file with the paper number that was assigned when the paper was accepted.

Embed all images, figures and graphics

You may design your document using color and select a color PostScript printer to create your PostScript file, then convert to PDF file. Note that most applications create color data only when printing to a color printer and will create a gray scale document unless a color printed is selected.

Do not use custom halftones or pattern fills. Instead use solid color or gray scale fills to produce a more readable document on screen that will also load and print significantly faster.

Do not select "smooth graphics". This option often produces extremely large files that will take a long time to display and print. The smooth graphics option is usually found in the Page Setup dialog box in Macintosh applications and some Windows applications.

For your secondary format (backup to the PDF file), always save application specific files using the default extension (i.e., PPT for PowerPoint and DOC for Microsoft Word) and include any other required files such as style sheets and any documents included by reference (to which the main file links to).

The type of graphics you include will affect the quality and size of your paper in the electronic file. In general the use of **vector graphics** such as those produced by most presentation and drawing packages (ie., MS Power Point) can be used without concern and is encouraged.

The use of bitmap images such as those produced when a photograph is scanned require significant storage space and must be used with care. Bitmap graphics store an image as a series of numbers that represent the color of each dot in the image. Increasing the size, resolution (dots per inch) or the number of colors in an image will dramatically increase the size of the image file.

If your paper does contain many large images they will be down-sampled to reduce their size during the conversion process. However, the automated process used will not always produce the best image and your are encouraged to perform this yourself on an image-by-image basis.

Suggestions for improving the quality of bitmap graphics include:

- In general, bitmap images should be limited to no more than 256 (8 bit) color/gray scale, 150 dpi, and should be kept as small as possible.
- Reduce the number of display colors before making screen shots. The majority of computer applications use less than 16 colors for their menus, dialogues, etc.
- Select higher resolution only for images that a reader will magnify. Image resolution does not increase readers zoom in on an image.

All images must be embedded into your document. In other words, these images must not be merely pointed by the main file.

Delivering your submission

Compressing your submission

Submitting your material is quicker and easier if all of the files are collected into a single archive using one of the following:

RAR (.rar)

Pkzip (.zip)

WinZip (.zip)

If your zipped file is too big (over 5M), please contact steve@delson.org for details of submission method.

All electronic files MUST be submitted by e-mail only to: wwc@delson.org . Any disk submission or postal mail is NOT acceptable !

For any further technical questions, please contact:

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Deadline of Final Camera-Ready Submission: February 29, 2008

Maximum paper length: 6 pages

