



MS-Word® Author Guidelines for CAA'2010 Extended Abstracts

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1. Introduction

Please follow the steps outlined in this document very carefully when submitting your manuscript to CAA'2010.

You may also use the *OpenDocument* template to typeset your extended abstract

Contributions should be submitted in electronic format (PDF or PostScript, Word or OpenDocument). Other formats cannot be accepted unless previously agreed with the editors.

2. Instructions

Extended abstracts are limited to four pages A4 (font size 10point, single line spacing) including all illustrations (pictures, maps, tables etc.).

Please read the following carefully.

2.1 Language

All manuscripts must be in English.

2.2 Printing your extended abstract

Print your properly formatted text on high-quality, A4 or 8.5×11-inch white printer paper.

2.3 Margins and page numbering

All printed material, including text, illustrations, and charts, must be kept within a print area 6.31 inches (16.03 cm) wide by 9.10 inches (23.13 cm) high. Do not write or print anything outside the print area. Number your pages on odd sites right above, on even sites left above, no page number on the first page. Do not use page numbering within the final version of your extended abstract.

2.4 Formatting your extended abstract

All text must be in a two-column format. The total allowable width of the text area -- including header and footer lines -- is 161 mm (6.34 inch) wide by 231 mm (9.10 inch) high.

2.5 Type-style and fonts

Wherever Times is specified, Times Roman may also be used. If neither is available on your word processor, please use the font closest in appearance to Times that you have access to. Only Type-1 fonts will be accepted.

MAIN TITLE. The title should be in Times 18-point, boldface type and centered. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Leave two blank lines after the title.

AUTHOR NAME(s) and AFFILIATION(s) are to be centered beneath the title and printed in Times 10-point, boldface type for the authors and non-boldface type for the affiliations. This information is to be followed by two blank lines.

The **MAIN TEXT** is to be in a two-column format.

MAIN TEXT. Type main text in 10-point Times, single-spaced. Do **not** use double-spacing. All paragraphs should be indented 0.3 cm. Make sure your text is fully justified -- that is, flush left and flush right. Please do not place any additional blank lines between paragraphs. Figure and table captions should be 9-point Times boldface type as in Figure 1.

Long captions should be set as in Figure 1.

Callouts should be 10-point Times, non-boldface type. Initially capitalize only the first word of section titles and first-, second-, and third-order headings.

FIRST-ORDER HEADINGS. (For example, **1. Introduction**) should be Times 11-point boldface, initially capitalized, flush left, with two blank lines before, and one blank line after.

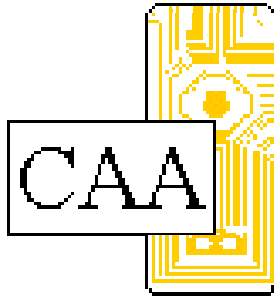


Figure 1: This figure serve as an example of long caption requiring more than one line. It is not typed centered but aligned on both sides.

SECOND-ORDER HEADINGS. (For example, **2.1. Language**) should be Times 10-point boldface, initially capitalized, flush left, with one blank line before, and one after. If you require a third-order heading (we discourage it), use 10-point Times, boldface, initially capitalized, flush left, preceded by one blank line, followed by a period and your text on the same line.

2.6 Footnotes

Please do *not* use footnotes at all!

2.7 References

List all bibliographical references in 10-point Times, single-spaced, at the end of your extended abstract in alphabetical order. When referenced in the text, please use the first author and year, for example (FELLNER 1993, BUHMANN et al. 1998).

3. Illustrations, graphs, and photographs

All graphics should be centered (Figure 2).. In the extended abstract two-columns wide images are not allowed.

If your extended abstract includes images, it is very important that they are of sufficient resolution to be faithfully reproduced.

To determine the optimum size (width and height) of an image, measure the image's size as it appears in your document (in millimeters), and then multiply those two values by 12. The resulting values are the

optimum x and y resolution, in pixels, of the image. Image quality will suffer if these guidelines are not followed.

Example 1: An image measures 50 mm by 75 mm when placed in a document. This image should have a resolution of no less than 600 pixels by 900 pixels in order to be reproduced faithfully.

Example 2: Capturing a screenshot of your entire 1024×768 pixel display monitor may be useful in illustrating a concept from your research. In order to be reproduced faithfully, that 1024×768 image should be no larger than 85 mm by 64 mm (approximately) when placed in your document.



Figure 2: Here is a sample figure

3.1 Color

For the abstracts book of the CAA'2010 Conference you can use color images throughout the extended abstracts. No separate color tables are necessary.

4. PDF Generation

Your final extended abstract should be delivered as a PDF document with all typefaces embedded.

Users with no access to PDF creation tools should make available a PostScript file, a Word file, or an OpenDocument file, and we will make a PDF document from it.

5. Conclusions

Please direct any questions to the production editor in charge of this book (caa@caa2010.org).

References

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