14 pts

Instructions for Preparing Papers for SAEM Conferences (14 pts)

12 pts
Name Author[1], Name Author[2] (11pts)
[1] Affiliation, Address, Country, E-mail, [2] Affiliation, Address, Country, E-mail (10 pts)

12 pts

Abstract –This is where the abstract should be placed, preferably with not more than 100 words, written with 10 pts bold italic style. It should consist of one paragraph and a concise summary of the material discussed in the article.

12 pts

1   Introduction (12 pts bold)

This is an example of how your paper should be prepared according to these Instructions; this is to be as a camera-ready. The digest and full manuscript should be formatted in the same template. These instruction pages are an example of the format and font sizes to be used. Authors are asked to prepare and submit electronic versions of their digests/papers. You can directly use this template as a layout for your paper. Do not forget to delete indications written in grey colour. Do not number the pages.

The Book of Digests, published in printed form for the conference, will contain all the preliminary accepted papers which have been received by the Organiser no later than the deadline specified on the conference website. The full manuscripts, submitted by the indicated date on the conference website as the latest, will have undergone a peer review process by the Programme Committee. All accepted full papers will be published in the conference Proceedings in electronic form on USB, and will be delivered in the author's package together with the Book of Digests at the Registration desk. Please note that at least one of the authors should register and pay the conference fee prior to the venue.

2   Manuscript preparation (Major Heading)

Your manuscript must use Normal style and should be typed in English on A4 paper size. Please use the WORD processor. The digest must adhere to the length stipulated for the SAEM conference, i.e. 2 pages, including diagrams and references. Shorter submissions will not be considered as eligible for publishing. For the full manuscript, the minimum number of pages is 4, while the maximum number of pages is not limited.

The text, including the title, authors and their affiliation, text body, equations, figures, tables and references must fall within a frame of 17.0 cm x 25.5 cm rectangular area on an A4 page (21 cm x 29.7 cm). Set all margins (top, bottom, left, right) to 2.0 cm. The text is written in one column and justified. Manuscripts must be typed single spaced using 11 point characters. Only Times New Roman and Symbol fonts are accepted. All paragraphs are separated by auto spacing, both before and after, and with no indentation.

At the beginning, of the first page, leave 1 line of 14 pts. Then type the title (bold, 14 pts, centred); capitalise each word, excluding prepositions. Leave 1 line of 12 pts, and type the authors' Name and Surname (bold, 11 pts, centred); underline the corresponding author. Directly under the authors' name, for each author, place the authors' affiliation, address, country, e-mail address (regular, 10 pts, centred). Leave 1 line of 12 pts.

The paper starts with an ***Abstract*** placed and typed following the above instructions: 10 points, bold, italic style; leave 1 blank line of 12 pts after, and start the first major heading.

2.1 Headings (Subheading)

The Headings are numbered and placed flush left. They are typed in bold, sentence case and separated before and after by auto spacing. For Major Headings use 12 pts font size; the Subheadings are typed in 11 pts.

2.2 Equations

Equations should be typed within the text using the Equation editor; all variables should be described in the body text. Use the same font (Times New Roman) and the same size (11 pts) as for the main text. They are centred and numbered consecutively throughout the text; in the text are referred as Eq. (#). The spacing before and after the equations is <u>auto</u>, same as for the whole text. The equation number should be typed in parentheses flush right, as shown in the example below.

$$PA + A'P - PBR^{-1}B'P + Q = 0 \tag{#}$$

2.3 Figures and Tables

All figures (or photos) and tables must be a part of the text, and should be included in the electronic version of the manuscript. They are centred and numbered consecutively throughout the text. In the text are referred as Fig. # and Table #. On the charts and graphs care should be taken that the lettering is not too small. For the figures include a <u>descriptive caption below</u> the figure, centred 10 pts.
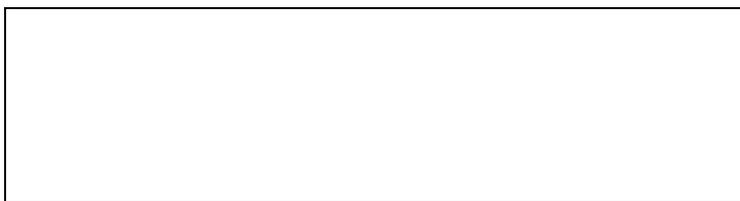

Fig. # This is an example of a figure caption (10 pts)

For tables include a <u>descriptive caption above</u> the Table, centred 10 pts. The size of the table entries is 10 pts.

Table # This is an example of a table caption (10 pts)

Table column head	Table column head	Table column head
1	1	1
2	4	2
3	9	6

After the table start with new paragraph and continue typing the text.

3   Final paper

The final format in which the papers will appear in the Proceedings will be a PDF file. Authors are requested to send both WORD and PDF file of their final paper. <u>Do not lock your files</u> – it may result in your paper not being published. It should be underlined that after your submission, your final paper will be published as it is, without any further proof-reading. Therefore, it is advisable for the authors to print a hard copy of their final version and read it carefully. It is recommended to use the English language spelling check.

4   Submission of the paper

Your paper files (both WORD and PDF) should be submitted by <u>e-mail</u> to the **SAEM'2014 Secretariat saem2014@feit.ukim.edu.mk**, before the respective deadline indicated on the conference webpage.

References (11 pts)

List references at the end of the paper in numerical order; use 10 pts font. Each number matches and refers to one in the paper; all references should <u>be cited</u> in the text, using square brackets such as [1], [2,3] and [4-7].

[1]   A. B. Author, C. D. Author (year) "Title of the article", *Journal*, **Vol. #**, No. #, pp. xxx-xxx.
[2]   A. B. Author, C. D. Author (year) "Title of the article", *Proceedings, the name of conference*, pp. xxx-xxx.
[3]   A. B. Writer, Title of the Book, Publisher, Town, pp. xxx-xxx, (year).