

# AUTHOR GUIDELINES FOR GOING GREEN – CARE INNOVATION 2010 PROCEEDINGS AUTHORS

*Author(s) Name(s)*

Author Affiliation(s)

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**Abstract:** The abstract should appear underneath the author affiliations. Leave three blank lines between the author affiliations and the abstract. Leave four blank lines between the end of the abstract and the beginning of the main text. The abstract should be indented as this paragraph demonstrates. It should contain about 100 to 150 words.

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## 1. INTRODUCTION

This document serves as an example for the preparation of your paper for the Going Green – CARE INNOVATION 2010 symposium. These guidelines include complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts. The Going Green – CARE INNOVATION 2010 proceedings will be made in the form of a CD-Rom or USB-Stick. Please send your prepared paper as a Microsoft Word and pdf document to: [info@care-electronics.net](mailto:info@care-electronics.net)

## 2. FORMATTING YOUR PAPER

All printed material, including text, illustrations, and charts, must be kept within a printing area of 170 mm (6.69 inches) wide by 240 mm (9.45 inches) high. Do not write anything outside of this area. Please observe the page margins (top 2.7, bottom 3.7, left 2.5, right 2.5 cm). All *text* must be in a two-column format. Columns are to be 7.6 cm (3 inches) wide, with a 0.79 cm (0.31 inch) space between them. Text must be fully justified.

If the last page of your paper is only partially filled, arrange the columns so that they are evenly balanced if possible, rather than having one long column.

## 3. PAGE TITLE SECTION

The paper title (on the first page) should be centered, completely capitalized, and in Times 14-point, boldface type. The authors' name(s) and affiliation(s) appear below the title in capital and lower case letters. Papers with multiple authors and affiliations may require two or more lines for this information. The authors' name(s) should be in italics.

## 4. TYPE-STYLE AND FONTS

To achieve the best rendering in the proceedings, we strongly encourage you to use Times-Roman font. In addition, this will give the proceedings a more uniform look. Use a ten point type font throughout the paper, including figure captions.

Please do not double-space your paper. True-Type 1 fonts are preferred.

The first paragraph in each section should not be indented, but all following paragraphs within the section should be indented as these paragraphs demonstrate.

## 5. MAJOR HEADINGS

Major headings, for example, "1. INTRODUCTION", should appear in all capital letters, start at the left margin, bold face if possible, with one blank line before, and one blank line after. Use a period (".") after the heading number, not a colon.

### 5.1. Subheadings

Subheadings should appear in lower case (initial word capitalized) in boldface. They should start at the left margin on a separate line.

#### 5.1.1. Sub-subheadings

Sub-subheadings, as in this paragraph, are discouraged. However, if you must use them, they should appear in lower case (initial word capitalized) and start at the left margin on a separate line, with paragraph text beginning on the following line. They should be in italics.

## **6. ILLUSTRATIONS, GRAPHS, AND PHOTOGRAPHS**

Illustrations must appear within the designated margins. They may span the two columns. If possible, position illustrations at the top of columns, rather than in the middle or at the bottom. Caption and number every illustration.

## **7. FOOTNOTES**

Use footnotes sparingly and place them at the bottom of the column on the page on which they are referenced. Use Times 9-point type, single-spaced. To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

## **8. REFERENCES**

List and number all bibliographical references at the end of the paper. The references can be numbered in alphabetic order or in order of appearance in the document. When referring to them in the text, type the corresponding reference number in square brackets as shown at the end of this sentence [1].

[1] A.B. Smith, C.D. Jones, and E.F. Roberts, "Article Title", *Journal*, Publisher, Location, pp. 1-10, Date.

[2] Jones, C.D., A.B. Smith, and E.F. Roberts, *Book Title*, Publisher, Location, Date.