

Camera Ready Copy for Proceedings

Guidelines for Authors

Since the manuscript you submit will be reproduced directly from your hard copy, you yourself determine the typography and the formal appearance of your contribution. To ensure reasonable quality and consistency of preparation, it is important that you adhere closely to these instructions. Any manuscript submitted in technically unsuitable form will be returned to the author for retyping. These guidelines are intended for authors using a personal computer (PC) with laser printer.

1 Print Area and Choice of Type

Please always print or type to the edges of the print area, i.e. use the full height and the full width (full justification). The number of lines on a page may be a maximum of 2 more or less than normal in order to avoid odd lines, i.e., headings or single first lines of a paragraph at the bottom of a page or single last lines of a paragraph at the top.

Any white paper of reasonable quality is acceptable, but type or print on one side of the paper only and please check that the print is sharp and sufficiently black.

Table 1.1. Main parameters for papers

| Parameter | Setting |
|---------------------------------------|-------------------------------------------------------|
| Standard format | A4 (210 mm x 297 mm) |
| Print area | 170 mm x 252 mm |
| Margins | 15 mm top margin and 15 mm inside edge-margin |
| Type size for main text | 10 point (pica points) in Times Roman or similar font |
| Main title (of paper) | 15 point bold font |
| First-level heading | 12 point bold font |
| Second-level and third-level headings | 10 point bold font |
| Line spacing for main text (leading) | 2 points (pica) |
| Reduction | 1:1 |

2 Entering the Text

Contribution Title. Begin the contribution title in the top left-hand corner of the print area. Please make sensible, logical line breaks in long titles and do not stretch them to the right margin. After the title leave 1 cm and type the names and addresses of the authors. The actual text begins 5 cm below the top of the print area. See the example attached.

Text Headings. Please assign decimal numbers to headings, but to no more than 3 levels (see the example). Leave 50% more spacing above a displayed heading than below it.

Paragraphs. Do not indent the first paragraph following a heading. Second and subsequent paragraphs are indented by 3 mm (PC).

Emphasis and Special Symbols. Please use *italic* type to emphasize individual words or phrases in running text.

Figures. Please paste all figures into the text (if printed separately). For line drawings paste either the original or a good copy into the text. For photographs and half-tone illustrations, paste in good high-contrast prints. Do not tape over figures.

The figures should be numbered and the legends set in 9-point type with single-line spacing, with 1 blank line between legend and figure (see the example). Two blank lines should be left above/below a figure/legend and the text.

Tables. Tables should be styled like Table 1.1, with the heading and text in 9-point type and lines above and below the column heads and below the table. Two blank lines should be left above and/or below a table/heading and the text.

Footnotes. If footnotes are used, they should be placed at the foot of the page.¹

References. References should be listed in alphabetic order at the end of the contribution, without numbering, with single line spacing and no extra spacing between them. Each should begin on a new line, and second and subsequent lines should be on the same page, indented by 3 mm. Use capital letters only as shown in the example.

3 Final Steps

Copyright. If a figure, a table, or an extended piece of text has been taken from another publication then please obtain the permission of the copyright holder and cite the source in the figure legend, in the table heading, or following the piece of text.

Delivery. Please send your paper to Eurostat (sara.martino@cec.eu.int). The following file formats will be accepted:

- A Word file or pdf file (for other formats, like LaTeX).

Page Numbering. Please number the pages of your contribution according to the format provided in the format files. Start from page 1; the editor will re-paginate the entire manuscript separately.

Revision. Please ensure that the proceedings editor can contact you easily and that you can prepare a revised version of your paper quickly if necessary.

¹ Footnotes should be separated from the text by a blank line and a printed line of length 3.5 cm. They should be printed in 9-point Times Roman (PC) in single line spacing to finish exactly on the edge of the print area, as here.

Example of a Paper with Title in Large Boldface Type

First Author¹ and Second Author²

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² Center for Applied Research in Computer Science, Applied Research Laboratory,
Anyville, AB 12345, USA

Abstract. If an abstract is included, it should be set in the same type as the main text, with the same line width and line spacing, starting 15 lines (typewriter) or 5 cm (PC) below the top of the print area; otherwise the first heading starts here.

Keywords. Keywords for index, separated by commas, without full-stop at end

1 First-level heading

1.1 Second-level heading

1.1.1 Third-level heading

Leave two blank lines above and below a figure, and one line between the figure and its title (in 9 point type). Please specify references as illustrated below.

Please place figures in a box like this.

Fig 1.1. Blank figure to illustrate the required conventions

References

- Barnett, J.A., Payne, R.W. & Yarrow, D. (1990). *Yeasts: Characteristics and identification: Second Edition*. Cambridge: Cambridge University Press.
- (ed.) Barnett, V., Payne, R. & Steiner, R. (1995). *Agricultural Sustainability: Economic, Environmental and Statistical Considerations*. Chichester: Wiley.
- Payne, R.W. (1997). Algorithm AS314 Inversion of matrices with contents subject to modulo arithmetic. *Applied Statistics*, **46**, 295-298.
- Payne, R.W. & Welham, S.J. (1990). A comparison of algorithms for combination of information in generally balanced designs. In: *COMPSTAT90 Proceedings in Computational Statistics*, 297-302. Heidelberg: Physica-Verlag.