

PREPARATION OF THE 6TH ENVIMEKO TC19 FULL IN TWO-COLUMN FORMAT

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Abstract: This paper describes how to prepare a 4-6 page full paper for the 6th EnvImeko TC19 Symposium. Please observe the following instructions carefully. The abstract is the first paragraph of the summary: it identifies the paper and its major contribution.

Keywords: Suggest 4-5 keywords.

1. INTRODUCTION

Summary papers must be submitted in electronic form through the 4th Imeko TC19 Symposium official website in PDF format or MS-Word format (.doc). MS-Word 2003 or newer (saved as .doc) recommended. The use of other formats or other forms of submission is strongly discouraged.

2. PAPER, FORMATS, AND TYPING

1. The length of summary papers is strictly limited to four pages, including illustrations.

2. Manuscript must be typed in two columns on A4 size (size; 210 mm x 297 mm) paper. Use a 10-point Times Roman font (or equivalent no smaller than 8-point and no larger than 11-point).

3. Top/bottom and left/right margins must be 25 mm (1 inch) with a 13 mm (0.5 inch) space between the two columns.

4. Manuscript must be typed single-spaced. Allow any necessary spacing for lines with super and subscripts.

5. Type the title in capital letters and center it across the entire width of the page. Type the name(s) of the author(s), business affiliation(s), and mailing address(es) on separate lines and in upper and lower case letters.

3. HEADINGS AND NUMBERING

Major headings(14-point) are placed on a separate line, bold and centered in the column.

Second-level headings are bold, numbered and centered on a column.

Sub-headings are indented, bold and run at the beginning of the paragraph.

Equations: When numbering equations, enclose numbers in parentheses and place flush with right margin of the column, as shown in equation (1).

Formulas: Formulas are italic and use the Roman alphabet for the units.

$$a = b + c \quad (1)$$

Page numbers: Do not type any page numbers.

4. FIGURES AND TABLES

Drawings and photographs: Reduce line drawings and photographs to proper size and place as close as possible to their first mention in the text. Lettering must not be smaller than 8-point.

Captions: Type single-spaced captions directly underneath the figures.

Tables: Use the same font type as the text (no smaller than 8-point). Small tables should fit in one column. Larger tables can be typed across two columns, preferably at the top or bottom of the page. Each table should have a short heading.

5. REFERENCES

References: List and number all references at the end of the summary. When referring to them in the text, number them sequentially and type the number in square brackets as shown here [1].

- [1] A. B. Author, Title of Book. New: IEEE Press, Ch. 6, pp. 23-25, 1992.
- [2] J. Q. Author and X. Y. Author, "Title of Paper," Journal of Metrology, vol. 10, no. 8, pp. 1-20, June 1991.
- [3] C. D. Author, "Title of Paper," in Proc. of IEEE, vol. 35, pp. 12-19, 1993.