

Instructions for Preparing UPEC 2003 Papers

Preferred font

Times New Roman. Use 10pt size throughout the paper except for the paper title, which should be in 12pt characters.

Paper Size and Margins

A4 size, top and bottom margins of 2.4 cm and left and right margins of 2 cm.

Paper Length

The complete paper length is strictly limited to FOUR pages (including the first page). Papers exceeding this maximum length will be rejected

On the first page include the following:

The paper title at 2.4 cm from the top of the page, printed in capitals and bold using a 12pt font size.

Name(s) of author(s) at 4 cm from the top of the page using capitals and small letters in a 10pt font size. Do not include decorations, degrees and professional qualifications.

Affiliation(s) of author(s) at 5 cm from the top of the page. Do not include the address at this point, the full postal address of the contact author should be included at the end of the paper

An abstract at 6.5 cm from the top of the page using a maximum of ten lines. The heading for the abstract should be printed in capitals, with bold typeface and centered.

Beginning of main text

Main text

Start the first line of the main text 2 lines of space below the end of the abstract. Text should start at 2.4 cm from the top of the subsequent pages. Arrange the text in two columns, each separated by a gap of 1 cm. Text should commence at the left margin of each column and paragraphs should be separated by a line of space. Do not indent text.

Headings

Major section headings must be printed using capital letters in bold typeface and centered. Leave two lines of space before all major headings and one line of space after them. For sub-headings use both capital and small letters in bold typeface,

commencing from the left side of each column. Leave one line of space before a sub-heading but no space between it and the following text.

Tables and Figures

Include figures and tables within the text that refers to them. Number each table or figure consecutively, using centered captions, in bold typeface, placed below a figure but above a table. If necessary, figures may occupy two columns, preferably at the top or bottom of a page.

Acknowledgements

Any acknowledgement should be placed after the main body of text and before the references

References

All references should be included in a numbered list at the end of the main text. These should be referred to in the text by using a corresponding number placed in square brackets.

Address of the author

Include the postal address of the contact author only, at the end of the paper.

Final page

Ensure that the text on the final page is spread so that both columns finish at the same distance from the top of the page.

Paper Submission

You are required to submit only an electronic version of your paper. The preferred file format is Adobe Acrobat PDF, although PostScript is also acceptable. *Please do not send raw word processed documents!* Papers submitted in MS Word format will be converted to PDF, but the conference secretariat accepts no responsibility for accuracy of reproduction. No other file formats will be accepted.