

INSTRUCTIONS FOR PRODUCING CAMERA-READY MANUSCRIPT USING MS-WORD FOR PUBLICATION IN CONFERENCE PROCEEDINGS

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This is where the abstract should be placed. It should consist of one paragraph giving a concise summary of the material in the article below. Replace the title, authors, and addresses with your own title, authors, and addresses. You may have as many authors and addresses as you like. It is preferable not to use footnotes in the abstract or the title; the acknowledgments of funding bodies etc. are to be placed in a separate section at the end of the text.

1. Guidelines

1.1. *Producing Hard Copy Using MS-Word*

The hard copy may be produced using the instructions provided in this section. You can delete our sample text and replace it with the text of your own contribution to the proceedings. However we recommend that you keep an initial version of this file for reference. Page numbers are included at the top of the page for your guidance. The final pagination of the volume will be done by the Publisher.^a

1.2. *Using Other Word-Processing Packages*

If you want to use some other form of word-processor to construct your output, and you are using the final hard copy version of these files as guidelines; then please follow the style given here for headings, table and figure captions, and the footnote and citation marks. The book trim size will be 9.75 by 6.50 inches; however you should submit your ms copy on standard A4 paper. The text area including page numbers should be 8 by 5 inches. The text should be set in 10 pt roman with a leading (interline spacing) of 13 pt. Type the title of the paper in 11 pt boldface and in upper case. The 1st section heading is in

1. ^{*} Work partially supported by grant 2-4570.5 of the Swiss National Science Foundation.

2. ^a You can obtain these files from our WWW pages at:
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10 pt boldface, upper and lower case. The 2nd section heading is in 10 pt bold italic, upper and lower case. If there is a 3^d section heading then it should be 10 pt italic. Authors' names are set in 9pt and in upper case. Addresses are in 9pt italics. The abstract, footnotes, figure and table captions should be in 8 pt.

It is also important to reproduce the spacing of the text and headings as shown here. Text should be slightly more than single-spaced; use a leading (which is the average distance from the base of one line of text to the base of an adjacent line) of 13 pt and 10 pt interline spacing for footnotes. All headings should be separated from the text preceding it by a vertical space of about 12 pt and by 6pt from the subsequent text. Paragraphs should have its first line indented by about 0.25 inch except where the paragraph is preceded by a heading and the abstract should be indented on both sides by 0.25 inch from the main body of the text.

2. Major Headings

Major headings should be typeset in boldface with the first letter of important words capitalized.

2.1. Sub-headings

Sub-headings should be typeset in boldface italic and capitalize the first letter of the first word only. Section number to be in boldface Roman.

2.1.1. Sub-subheadings

Typeset sub-subheadings in medium face italic and capitalize the first letter of the first word only. Section numbers to be in roman.

2.2. Numbering and Spacing

Sections, sub-sections and sub-subsections are numbered in Arabic. Flush left all paragraphs that follow after section headings.

3. Text and Equations

Please preserve the style of the headings, text font and line spacing in order to provide a uniform style for the proceedings volume. Equations should be centered and numbered consecutively, as in Eq. (1).

$$\frac{4p}{3} r_{ij}^3 \cdot \frac{4p}{3} p_{ij}^3 = \frac{h^3}{4}. \quad (1)$$

Theorem 3.1. *Theorems, lemmas, etc. are to be numbered consecutively in the paper. Use double spacing before and after theorems, lemmas, etc.*

Lemma 3.2. *Theorems, lemmas, etc. are to be numbered consecutively in the paper. Use double spacing before and after theorems, lemmas, etc.*

Proof. Proofs should end with

?

3.1. List

Here's a numbered list:

- (i) item one,
- (ii) item two,
 - a) sub item one,
 - b) sub item two,
 - c) sub item three.
- (iii) item three,
- (iv) item four.

Example of unnumbered list:

- item one,
- item two,
- item three,
- item four.

4. Tables

Tables are to be numbered sequentially using Arabic numerals. The tables are designed to have a uniform style throughout the paper. It does not matter how you choose to place the inner lines of the table, but we would prefer the border lines to be of the style shown in Table 1. For the inner lines of the table, it looks better if they are kept to a minimum. The caption heading for a table should be placed at the top of the table.

Table 1. Table caption should be justified to the table width.
Single lined caption should be centered.

	A = 0.56	B = 0.69	C = 0.75	D = 0.100
AB1	14.0640	18.5620	22.0817	18.90732
AC2	61.6728	44.7844	44.5884	60.17496
AD3	88.1380	118.1564	101.2240	120.72693
DB4	199.8594	173.1269	194.4907	188.75258
DA5	246.7889	255.9483	284.6633	262.24264

5. Figures/Illustrations

Authors are advised to prepare their figures in black and white. Please prepare the figures in high resolution (300 dpi) for half-tone illustrations or images. Half-tone pictures must be sharp enough for reproduction, otherwise they will be rejected.

Colour images are allowed only when they are stated in the publishing agreement. The colour images must be prepared in CMYK (Cyan, Magenta, Yellow and Black). RGB

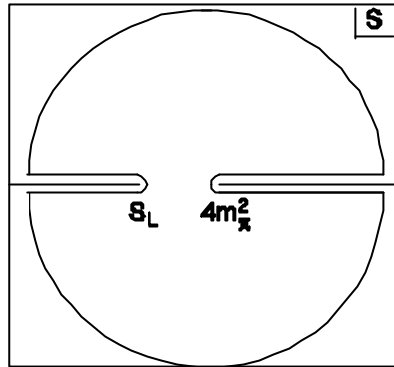


Fig. 1. Figure caption should be centered to the page. Longer captions should be justified to the full text width.

colour images are not acceptable for colour separation. It is best to embed the figures in the text where they are first cited, e.g. see Figure 1. Please ensure that all labels in the figures are legible irregardless of whether they are drawn electronically or manually. If you prefer to submit glossy prints of figures, then it is very important to leave sufficient blank spaces in your manuscript to accommodate your figures. Send the hard copy of the figures on separate pages with clear instructions on where to match them to the respective blank spaces in the final hard copy text. Please ensure that each figure is correctly scaled (ensure legibility) to fit the space available. The caption heading for a figure should be placed below the figure. Very large figures and tables should be placed on a separate page by themselves.

6. Footnotes

Footnotes are denoted by a character superscript in the text,^b and citations are denoted by a number superscript.

7. Final Manuscript

The final hard copy that you submit must be absolutely clean and unfolded. It will be printed directly without any further editing. Use a printer that has a good resolution printout (600 dpi or higher). There should not be any corrections on the printed pages, nor should adhesive tape cover any lettering. Photocopies are not acceptable.

Your manuscript will not be reduced or enlarged when filmed so please ensure that indices and other small pieces of text are legible.

8. Acknowledgments

3.^b Just like this one.

If you wish to acknowledge funding bodies etc., the acknowledgments may be placed in a separate section at the end of the text, before the Appendices. Note that section numbers are not required for Acknowledgments, Appendix or References.

Appendix

It is preferable not to have Appendices in a brief article, but if more than one Appendix is necessary then set headings as Appendix A, Appendix B etc. We can insert an Appendix here and include equations which are numbered as, e.g., Eq. (A.1).

$$\frac{4p}{3} f_{ij}^3 \cdot \frac{4p}{3} p_{ij}^3 = \frac{h^3}{4}. \quad (\text{A.1})$$

References

References should be formatted in the APA style, and arranged in alphabetical order according to the last name of the first author. References should appear in the text as "...Bowman *et al.* (1993)..." or "...(Davenport and Prusak, 1998)..." Typeset references in 10 pt Times Roman with a leading (interline spacing) of 12 pt.

- Bowman, B., Grupe, F.H., Lund, D. and Moore, W. (1993) "An examination of sources of support preferred by end-user computing personnel", *Journal of End User Computing*, 5(4): 4–11.
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- French, R.P., Jr., and Raven, B. (1959) "The bases of social power", In: Cartwright, D. (Ed.) *Studies in Social Power*: 150–167, Ann Arbor: University of Michigan Press.
- Lewicki, R.J., and Bunker, B.B. (1996) "Developing and maintaining trust in work relationships", In: Kramer, R.M. and Tyler, T.R. (Eds.) *Trust in Organizations: Frontiers of Theory and Research*: 114–139l, Thousand Oaks, CA: Sage.
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