

Paper Format for HAPTEX'05

“Workshop Papers”

Papers submitted to the HAPTEX'05 and accepted as workshop papers need to be submitted as Camera-Ready papers. This will mean that ***no further formatting will be made and papers will be seen as submitted.*** Authors should observe the following points:

1. A ***maximum of 8 pages*** is allowed, this should contain all figures, diagrams and tables (i.e. no annexed items are permitted)
2. The only permitted ***page sizes*** are **A4 or Letter**, this is to account for the exact margins (given below), please use the correct margin sizes for the correct page size
3. The ***Body Text*** should be in **point-11**, Times, Times Roman, or Times New Roman, single-space, in a double column (of 74mm each) format with an 8mm margin between the two columns.
4. ***1st Level Headings*** should be in **point-14**, Times, Times Roman, or Times New Roman, Bold, Left Justified, and numbered (e.g. “**1. Introduction**”). A point 6 space should be observed above and below. References, Acknowledgements and the Abstract should NOT be numbered.
5. ***2nd Level Headings*** should be in **point-12**, Times, Times Roman, or Times New Roman, Bold, in Italics, Left Justified, and numbered (e.g. “**2.1 Methods**”). A point-4 space should be observed above and below; in the case of a 2nd level heading following a 1st Level Heading, only a point-6 should be in between the two.
6. ***3rd Level Headings*** and higher are discouraged, if necessary can follow the convention of 2nd Level Headings.
7. ***A4 Margins*** should be **27mm** for the Top & Bottom Margins, with no header or footer present in the document, and **27mm** for the Left & Right Margins
8. ***Letter Margins*** should be **18mm** for the Top & Bottom Margins, with no header or footer in the document, and **30mm** for the Left & Right Margins
9. ***Titles*** should be 20 point, Times/Times Roman/Times New Roman, at the top of the first page resting just below the top margin.
10. ***Author's Names/Affiliations/Emails/Websites*** should be placed a single point-14 line below the title, spaced across the row with a font of **point-12** Times/Times Roman/Times New Roman. This should be followed by another single point-14 line.
11. ***Abstracts*** should be a maximum of 200 words, titled without numbering in point-14, bold; text should be as the rest of the document in **point-11** Times/Times Roman/Times New Roman.

12. **Keywords** are not obligatory, but can be included below the abstract, again without numbering. All text should be in **point-11** Times/Times Roman/Times New Roman, and prefixed with the word “**Keywords:**” in bold.
13. **Labels for Table/Figure** should be placed below and centred, Point-10, Bold, in Italics. Figure/Table titles should be prefixed with the word “Figure” and the Figure Number, followed by a colon; e.g. “Figure 1 : Initial Design Plan”.
14. We suggest using tables with two columns in order to separate figures, and figure labels; this will ensure better aligned text.
15. All **Figures/Images/Diagrams** should be included in the document in order to determine the overall size and for printing. These should be of high quality (at least **300dpi for images**, and **600dpi for diagrams** – without anti-aliasing). Images should **not** be scaled up from a lower resolution, but should be produced directly in the correct size/pixel density. Colour images can be included, but should be also clear if printed in black & white.
16. **References/Citations** should be numbered using square brackets, and the text should be indent as a list, citing the author by last name, followed by initials, the article title, journal/conference, volume, number, year, and the page span (e.g. pp. 239 – 245).
17. **Equations** should be centred in the text; using a reference number in parentheses to the right of the equation, e.g.

$$E = m \cdot c^2 \tag{3}$$