Instructions to Authors
for A4: 21.0x29.7 cm Proceedings Manuscripts

Author(s) Name(s)
Author Affiliation(s) with full Address(es)
E-mail(s)

Abstract. *The abstract is to be in fully-justified italicized text, at the top of the left-hand column as it is here, below the author information. Use the word "Abstract." in 12-point Times, boldface type, left positioned, initially capitalized, followed by the abstract in 11-point, single-spaced type, up to 100 words long.*

Leave one blank line after the abstract, then begin the keywords. Use the word "Keywords." in 12-point Times, boldface type, left positioned, initially capitalized, followed by up to ten keywords in 11-point, separated by comma, as below.

Leave one blank line after the keywords, then begin the main text.

Keywords. Times New Roman, 11 pt.

1. Introduction

This is an example of ITI conference submission. These guidelines include complete description of the paper style including formatting, fonts, spacing, and related information for producing your proceedings manuscripts. Please follow them and if you have any questions, send them via e-mail to the iti@srce.hr.

2. Paper organization and formatting

All papers should be written in English, six pages long, and arranged in the following order:
- Main title
- Author(s), affiliation(s), full and e-mail addresses,
- Abstract
- Keywords
- Main text
- Footnotes
- Acknowledgements
- References

All printed material, including text and figures, must be kept within a print area of 16 cm (6.3") wide by 24.7 (9.7") high. Do not write or print anything outside the print area. Paper size is A4: 21x29.7 cm (8.3x11.7"). Margins (top, bottom, left, right) are 2.5 cm (1"). All *text* must be in a two-column format. Columns are to be 7.7 cm (3") wide, with a 0.6 cm (0.24") space between them. Text must be fully justified. Indent each paragraph by 0.5 cm (0.2").

A format sheet with the margins and placement guides is available as a (http://iti.srce.hr/docs/itiframe.doc) Word file, a (http://iti.srce.hr/docs/itiframe.pdf) PDF file, and a (http://iti.srce.hr/docs/itiframe.ps) Postscript file. It contains lines and boxes showing the margins and print areas. If you hold it and your printed page up to the light, you can easily check your margins to see if your print area fits within the space allowed.

3. Main title

The main title (on the first page) should begin 2,5 cm (1") from the top edge of the page, centered, and in Times 14-point, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Leave a blank line after the title.

4. Author name(s) and affiliation(s)

Author names and affiliations are to be centered beneath the title and printed in Times 12-point, non-boldface type. For multiple authors, affiliations are centered below each author name, italicized, not bold. Include also e-mail addresses. Follow the author information by two blank lines before main text.

5. Type-style and fonts

Wherever Times is specified, Times Roman, or Times New Roman may be used. If neither is

available on your word processor, please use the font closest in appearance to Times that you have access to. Please avoid using bit-mapped fonts if possible. True-Type 1 fonts are preferred.

6. First-order headings (may extend to the next line)

For example, "1. Introduction", should be Times 12-point boldface, initially capitalized, flush left, with one blank line before, and one blank line after. Use a period (".") after the heading number, not a colon. For *long* headings use *a hanging indent* aligning the text to the right of the heading number as shown above.

6.1. Second-order headings

As in this heading, they should be Times 12-point boldface, initially capitalized, flush left, with one blank line before, and one after. Use a hanging indent for long headings.

6.1.1. Third-order headings

Third-order headings, as in this paragraph, are discouraged. However, if you must use them, use 12-point Times, boldface, initially capitalized, flush left, with one blank line before, and one after. Use a hanging indent for long headings.

7. Main text

Type your main text in 11-point Times, single-spaced. Do not use double-spacing. All paragraphs should be indented 0.5 cm (0.2"). Be sure your text is fully justified—that is, flush left and flush right. Please do not place any additional blank lines between paragraphs.

7.1. Figures

All figures are to be included within the text. **Figure captions** are to be *below* the figures, in 10-point Helvetica (or a similar sans-serif font), boldface. Initially capitalize only the first word of each figure caption. Figures are to be numbered consecutively with Arabic numerals throughout the paper, for example: "Figure 1. Database contexts", and are referred to in the text as Fig. 1, Fig 2, etc.

7.1.1. Illustrations, photographs and graphs

Illustrations, photographs and graphs are considered as figures. All graphics should be centered. Your artwork must be in place in the article (preferably printed as part of the text rather than pasted up). If you are using photographs and are able to have halftones made at a print shop, use a 100- or 110-line screen. Supply the best quality photographs and illustrations possible. Penciled lines and very fine lines do not reproduce well. Remember, the quality of the book cannot be better than the originals provided.

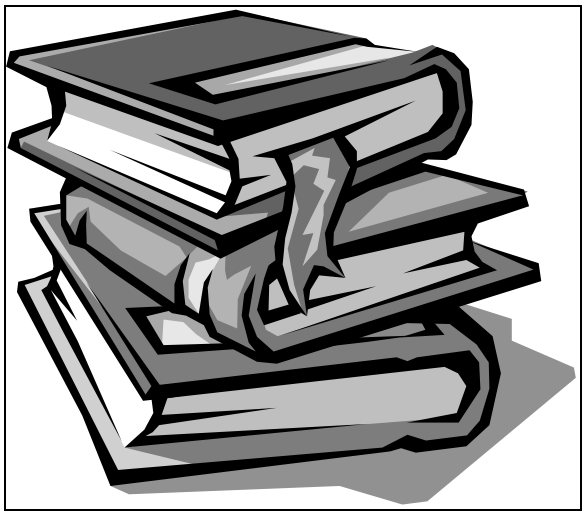

Figure 1. Helvetica, 10 points, boldface

7.2. Tables

All tables are to be included within the text. **Table titles** are to be *above* the tables, in 10-point Helvetica (or a similar sans-serif font), boldface. Initially capitalize only the first word of each table title. Tables are to be numbered consecutively with Arabic numerals throughout the paper, for example: "Table 1. Input data". and are referred to in the text as Table 1, Table 2, etc. Column headings should be as brief as possible.

7.3. Equations

Equations should be numbered serially on the right-hand side by Arabic numerals in parentheses, and referred to in the text by citing the equation number.

7.4. Footnotes

Use footnotes sparingly (or not at all!) and place them at the bottom of the column on the page on which they are referenced. Use Times 8-point type, single-spaced. To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

8. Acknowledgements

Acknowledgements, if necessary, should appear in a separate paragraph preceding the references.

9. References

List and number all bibliographical references, alphabetically sorted, in 11-point Times, single-spaced, with a hanging indent, at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [1]. Use the style of the references shown below for: authored book [4], edited book [1], journal article [2], paper in conference proceedings [3], web resource [5] (indicate date of access in square brackets).

[1] Borghoff V, Paresi R, editors. Information Technology for Knowledge Management. New York: Springer Verlag; 1998.

[2] Hwang JJ, Chow Y-C, Anger FD, Lee C-Y. Scheduling Precedence Graphs in Systems with Interprocessor Communication Times. SIAM Journal on Computing 1989; 18(2): 244-57.

[3] Levialdi S. Visual Languages: Concepts, Constructs and Claims. In: Kalpić D, Hljuz Dobrić V, editors. Proceedings of the 23rd International Conference on Information Technology Interfaces; 2001 Jun 19-22; Pula, Croatia. Zagreb: SRCE University Computing Centre, University of Zagreb; 2001. p. 29-33.

[4] Nonaka I, Takeuchi H. The Knowledge Creating Company. Oxford: Oxford University Press; 1995.

[5] Schulzrinne H, Casner SL, Frederick R, Jacobson V. RTP: A Transport Protocol for Real-Time Applications. Internet Engineering Task Force; 2001. http://www.ietf.org/internet-drafts/draft-ietf-avt-rtp-new-10.txt [10/31/2001]

IMPORTANT NOTES

Printing your paper

Print your properly formatted text on high-quality, A4 white printer paper. If the last page of your paper is only partially filled, arrange the columns so that they are evenly balanced if possible, rather than having one long column.

Page numbering

Number your pages lightly, in pencil, on the upper right-hand corners of the BACKS of the pages (for example, 1/6, 2/6; or 1 of 6, 2 of 6; and so forth). Please do NOT write on the fronts of the pages, or on the lower halves of the backs of the pages. Do not automatically paginate your pages. Note that unnumbered pages that get out of order can be very difficult to put back in order!

Submitting your paper

An electronic version, and a camera-ready hard copy of the full paper printed on a laser printer, should be sent to the ITI Conference Secretariat not later than stated in the deadlines. Electronic submission is done in PDF or Postscript formats only at the Conference web site (*http://iti.srce.hr*).