**Paper Title (18 font bold center)**

**Presenting Author1**, Co-Authors2,\* **(Times new roman, font size 12)**

*Department, Organization, City, Country* ***(Italic, Times new roman, font size 11)***

\*Corresponding Author E-mail: (Times new roman, font size 10) (only one)

**Paper Title**

* 18 font with bold and center justification
* All titles should be in standard mixed case, where the first letter of each word is capitalized and followed by lower case letters.

**Abstract (12 font)**

Use font size 10 for the abstract text. Abstract ONLY submission could be up to 250 words. Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract Abstract

* Abstract title  – 12 font with bold and center justification
* Abstract text – 10 font with full justification
* Not exceeding 250 words.

**Keywords (12 font)**

Keyword 1, Keyword 2, Keyword 3, Keyword 4 and Keyword 5.  (10 font)

* No more than five keywords (10 font)
1. **INTRODUCTION**

First paragraph text: The paper is to be formatted with Word for Windows PC (preferably Word97 or higher). Please do not send password protected files. Authors are fully responsible for the quality of their article and are kindly requested to observe the following instructions for the preparation of their manuscripts.

Subsequent paragraph text.

1. **FORMAT FOR PAPER**

First paragraph text.

Subsequent paragraph text.

*2.1 Subheading*: *Full-size Electronic & Camera Ready Copy (CRC) Manuscripts*

If you use Word, prepare your paper in full-size format using A4 setting (210*mm*× 297*mm*) and check the different even and odd pages. Do not use local paper sizes. Do not use any headers or footers, or change those present in this template. Avoid using footnotes. Wear sunscreen (a joke to alleviate the tedium of these instructions). Other word processing should follow as close as possible to the format given and saved as a word file.

**Table 1.***The caption comes before the table, italicised and centred on the page.*

TABLE here

*2.1.1 Sub-subheadings.*Text.

Itemised lists:

* *Item title.* Text

*2.2 Electronic Submission of Papers*

Submit in Word form and a PDF version and note in your covering email whether equations or any other special symbols may have been lost in the electronic version sent.

1. **UNITS**

Please use SI units as primary units. Please avoid using any other units unless they are used as identifiers in trade.

1. **HEADINGS, PARAGRAPHS AND TYPE FONTS**

The easiest way to format the paper is to use this document as a template for your paper.

The main heading of the paper should be in sentence case and centred. Avoid starting the title by using indefinite articles (a, an, to, the, etc). Do not use abbreviations, acronyms or project names in the title. This heading should be in **bold** using 14 point type size. The title should be preceded by a 24 point spacing (usage of Format → Paragraph is encouraged).

Section heading should also be bold, but capitalised, in 12 point type size. The spacing preceding the section headings is 16 point. All sections (except the Abstract and Acknowledgements, if any) should be consecutively numbered, including Conclusions and References.

*4.1 Subheadings and Initial Letters*

Subheadings should be 10 point, italicised, typed flush to left side, and in lower case with initial capitals for all main words. Number each subheading as shown using the section number and subheading number. Subheadings and sub-subheadings here are preceded by a single line space (10 point).

*4.1.1 Sub-subheadings.* Sub-subheadings should be typed as for subheadings. The following text should run on after the full stop. There should not be any further layers.

*4.2 Paragraphs*

Any paragraph starting after a heading, subheading, table, figure or equation, should begin flush with the left column. Subsequent columns should be indented by 5*mm*, as follows:

Type size for standard text (and all subheadings) should be 10 point, the line spacing should be set at ‘at least 10 point’. There should be a 6 point spacing between paragraphs.

1. **STYLE HINTS**

*5.1 First Page*

Space between the Title and Abstract is reserved for the name(s) of author(s), affiliation(s), corresponding address(es), email address(es) and, if appropriate, web site. Abstract and main body of the paper follow as suggested by this manuscript. The abstract should be between 100 and 250 words.

*~~5.2 Do Not Start a Section of Subheading at the end of a page.~~*

*5.3 Drawings and Illustrations*

Line drawings should be drawn using black ink on good quality white paper and mailed separately. Where possible use computer generated figures and images that can be incorporated directly into the soft copy versions of the paper. Please bear in mind that coloured lines and photographs may not reproduce well in black and white. Illustrations and photographs should be positioned at or near the top of a page and as close as possible to the first reference to them. Please note, if you must submit a Camera Ready Copy version, that B&W photographs will look considerable better if they are first transferred to bromide prints. The following points should be carefully noted:

* *Microsoft Object Editing.* It cannot be emphasised enough that the use of frames to position images, tables or drawings should be avoided if at all possible, as should the generation of diagrams and tables using Microsoft Picture Editing tools.
* If possible please generate tables using the Table tool and generate any other diagrams using separate software, saving diagrams as images (JPEG, GIF, TIFF, etc).

Captions for tables should appear before the table, see Table 1, while captions for figures and photographs should appear after the figure, see Fig. 1, for example. Both should be centred and italicised. Long captions should be justified with 1cm right and left margins.



**Figure 1.***The caption comes after the illustration or photograph and is centred. Any diagram or figure that has been previously published should be referenced. This photograph appears courtesy of* [Sharkey, 1996]*.*

**Figure 1.***Robot Head (short caption), reference if needed, e.g.*[Sharkey, 1996]*.*

*5.3 Equations*

Equations should be typed within the text and numbered consecutively throughout the manuscript. The equation number should be typed in parenthesis, flush with the right hand margin. Equations may be centred with each other, see Eqs (1−2) or on the page, see Eq. (3).

|  |  |
| --- | --- |
|  | (1)(2) |

*5.4 Referencing Other Work*

When referring to previous work, the surname of the first author and the year of publication of the reference should be given. Two or more references by the same author in the same year should be differentiated by letters a, b, c, etc. For references of more than two authors, text citations should be shortened to the first name followed by the term et al. Examples: Smith (1959, 1961a,b, 1962a) describes a method for ... New theorems (Smith and Jones, 1963; Smith et al, 1964) in this field were ...

Only essential references which are directly referred to in the text should be included in the reference list. The references should be listed in alphabetical order in the list at the end of the paper. References by the same author(s) should be listed in chronological order.

References should include: author’s initials and surname, initials and surnames of remaining authors, year of publication in parenthesis, article title, abbreviated journal title in italics, volume number in bold, issue number in italics, and page numbers. For conference articles name the city in which the conference was held. Include the country if the city is not well known. In case of reference to a book, the book title should be italicised, and the publisher and place of publication should be included.

See example Reference section below.

1. **CONCLUSIONS**

Once your manuscript has been submitted, it will be impossible to make any corrections or alterations to it. Therefore, please ensure that your paper is sent to the

Finally please observe the following instructions:

1. Ensure that your paper is in the correct format, and is between a **minimum of 6 pages**, inclusive of illustrations.
	1. It is expected papers will normally be no longer than 8 pages; there is a maximum page length of 10 pages. You may use an additional two pages for images should you wish, though these will not be numbered.
	2. Short Papers (Posters) are limited to 4 pages maximum.
	3. Illustrations must be clearly legible but not over sized.
2. Keep a copy of your manuscript.

**Acknowledgements:** If any acknowledgements are required please insert after the conclusions to the paper using this format.

**REFERENCES**

1. A N Author, B O Author and C I Author (1990), Article in a regular journal, *Intl. J. Autom. Control*, **4**, *11*, pp. 231−245.
2. A N Author, B O Author and C I Author (1990), Article in conference, *Proc. IEEEIntl. Conf. Autom. Control*, Atlanta, pp. 231−245.
3. B Scribe and C Author (1987), Article in an edited book, In *Book Title* (B Brown & G Green, Eds), Ironing Press, London, pp. 231−245.
4. A Writer (1993), *Book Title*, Ironing Press, London.
5. P M Sharkey (1996), Yorick 85CR (Robot Head), University of Reading, UK.