



DETAILED INSTRUCTIONS ON PREPARING YOUR 2020 CONFERENCE PAPER

Please provide your conference paper in English which is the official language of the Conference. Submit your paper as a **Microsoft Word** file. Adobe format (PDF) and other file formats are not acceptable.

All images in your paper must be merged into your document—do not submit them as attachments.

Conference presenters are requested to submit their papers to Doble Engineering no later than **February 17, 2020**. Please send as an attachment to Events@doble.com.

Composition of Papers

A **Microsoft Word** template document has been prepared that is in the format required for your conference paper. This template shall be provided to the presenters by the committee secretaries and is called 2019_Doble_Client_Conference_Paper_Template.doc. The following information on the compositional elements of a paper is also offered for your information and guidance:

Title

Please use the Title indicated in the acceptance message sent to you via e-mail from the Committee Secretary. If you are unsure of your exact paper title, please contact the Committee Secretary for clarification.

Illustrations

A reasonable number of line art diagrams such as schematics, one-line diagrams, block diagrams, flow charts, organizational charts or mechanical drawings can be used. It is vital that presenters select or create diagrams that are simple and uncluttered, with line weight (thickness) that will ensure legibility.

All images, illustrations, and tables should have a figure or table number, and a caption that briefly identifies or explains them.

Photographic images are commonly used to identify apparatus or their components, and to show existing conditions as part of research or investigations. All images used in a paper should be clear and of good quality and contrast.

References

A listing of all references referred to in your paper should appear immediately after the main body of the text on a page titled "References". Each reference in the list should be identified with an Arabic numeral. The numerals which identify references should appear in brackets [] at the appropriate position in the text. This same form should be followed in references from Technical Papers.

Each reference should begin with the name of the author or authors, with the last name first, followed by the initials. The author(s) name should be followed by the title of the book, article, or paper, which should appear in quotes.

If the reference is a book, the author and title should be followed by the name of the publisher, the year of publication, and the specific chapter or page number, if any.

Should a reference have been published in a periodical, the author and title should be followed by the title of the periodical, which should appear in *Italics*. This should be followed by the volume number, date of issue and page number.

Biography & Photo

A technical biography of each author should be included in the paper, and should appear at the end of the text. The biography should summarize the author's educational and professional experience. Authors should indicate their current position within their organization, and should note any professional registration, membership in professional societies, and awards or honors received. If possible, please include your photograph (not required).

Appendix

Any extensive material which supplements the text and its illustrations, but which otherwise would complicate the text of the manuscript should be relegated to an appendix. Arabic numerals should be utilized for appendix identification.

Publishing Format for Papers

The preferred publishing formats for the paper, and the typical components of a paper, are discussed below:

Page Setup

Standard one-inch left/right and top/bottom page margins should be used.

Typeface

Use 10 pt Arial as the typeface for your paper.

Title

The title of the presentation should appear at the top of the first page. It should be centered and typed in uppercase (capital) letters.

Name of Author(s)

The name or names of the author of the paper should be centered below the title and should be typed with initial uppercase (title case) letters. The complete first name, middle initial and last name of the author(s) should be provided.

Affiliation of Author(s)

The name of the author's company or other affiliation should appear below the author's name and should be written-out in full. The company name or affiliation should be typed with initial uppercase letters.

Main Headings

Text that is used as main headings throughout the paper should begin at the left margin and should be typed with uppercase letters.

Subheadings

Text that is used as subheadings throughout the paper should begin at the left margin and should be typed with initial uppercase letters.

Text

Text should appear in a single column. All paragraphs should be separated by an additional line space.

Figure Captions

The caption should be centered between the left/right margins and should appear below the image or illustration. It should be typed in Title case. Below the figure caption should appear the word; Figure which is followed by the appropriate Arabic numeral. Figures should be numbered consecutively.

Table Captions

The caption should be centered between the left/right margins and should appear above the table. It should be typed in Title case. Above the table caption should appear the word; Table, which is followed by the appropriate Arabic numeral. Tables should be numbered consecutively.

Headers and Footers

The headers and footers are provided by Doble in the template.