

MSWord Author Guidelines for Proceedings Manuscripts

Author(s) Name(s)
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E-mail

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" as the title, in 14-point TH SarabunPSK, boldface type, centered relative to the column, initially capitalized. The abstract is to be in 12-point, single-spaced type, and up to 150 words in length. Leave two blank lines after the abstract, then begin the main text.

1. Introduction

These guidelines include complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts. Please follow them.

2. Formatting your paper

All printed material, including text, illustrations, and charts, must be kept within a print area of 6-1/2 inches (16.51 cm) wide by 8-7/8 inches (22.51 cm) high. Do not write or print anything outside the print area. All *text* must be in a two-column format. Columns are to be 3-1/16 inches (7.85 cm) wide, with a 3/8 inch (0.81 cm) space between them. Text must be fully justified.

A format sheet with the margins and placement guides is available as PDF file <format.pdf>. 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.

Do not put page numbers on your document. We will add appropriate page numbers to accepted papers.

Papers must be submitted in Adobe's Portable Document Format (PDF) format. PDF files must not have Adobe Document Protection enabled, as this prevents us from processing the file. These submissions must be formatted to A4 page size, and in first-page-first order. Please verify that the final version of your PDF file prints

correctly to a PostScript printer before submission. Also, make sure to disable ALL document security. For best results, authors should avoid the use of custom half tones, bitmap pattern fills, and bitmap fonts. Use standard half tones and solid color or grey fills instead. ALL FONTS MUST be embedded in the PDF file. There is no guarantee that we have the same fonts used in the document.

3. Main title

The main title (on the first page) should begin 1-3/8 inches (3.49 cm) from the top edge of the page, centered, and in TH SarabunPSK 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 two 12-point blank lines after the title.

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

Author names and affiliations are to be centered beneath the title and printed in TH SarabunPSK 12-point, non-boldface type. Multiple authors may be shown in a two- or three-column format, with their affiliations italicized and centered below their respective names. Include e-mail addresses if possible. Author information should be followed by two 12-point blank lines.

5. Second and following pages

The second and following pages should begin 1.0 inch (2.54 cm) from the top edge. On all pages, the bottom margin should be approximately 1-5/8 inches (4.13 cm) from the bottom edge of the page.

6. Type-style and fonts

Wherever TH SarabunPSK is specified, TH SarabunPSK or TH SarabunIT꜀ may be used. If neither is available on your word processor, please use the font closest in

appearance to TH SarabunPSK. Avoid using bit-mapped fonts if possible. True-Type 1 fonts are preferred.

7. Main text

Type your main text in 10-point TH SarabunPSK, single-spaced. Do **not** use double-spacing. All paragraphs should be indented 1/4 inch (approximately 0.5 cm). Be sure your text is fully justified—that is, flush left and flush right. Please do not place any additional blank lines between paragraphs.

Figure and table captions should be 10-point boldface Helvetica (or a similar sans-serif font). Callouts should be 9-point non-boldface Helvetica. Initially capitalize only the first word of each figure caption and table title. Figures and tables must be numbered separately. For example: “Figure 1. Database contexts”, “Table 1. Input data”. Figure captions are to be centered *below* the figures. Table titles are to be centered *above* the tables.

8. First-order headings

For example, “1. Introduction”, should be TH SarabunPSK 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.

8.1. Second-order headings

As in this heading, they should be TH SarabunPSK 11-point boldface, initially capitalized, flush left, with one blank line before, and one after.

8.1.1. Third-order headings. Third-order headings, as in this paragraph, are discouraged. However, if you must use them, use 10-point TH SarabunPSK, boldface, initially capitalized, flush left, preceded by one blank line, followed by a period and your text on the same line.

9. 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 TH SarabunPSK 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).

10. References

List and number all bibliographical references in 10-point TH SarabunPSK, single-spaced, at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [1]. Where appropriate, include the name(s) of editors of referenced books.

[1] A.B. Smith, C.D. Jones, and E.F. Roberts, “Article Title”, *Journal*, Publisher, Location, Date, pp. 1-10.

[2] Jones, C.D., A.B. Smith, and E.F. Roberts, *Book Title*, Publisher, Location, Date.