IMEKO TC6 International Conference on Metrology and Digital Transformation

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GUIDELINES FOR THE PREPARATION OF EXTENDED ABSTRACT AND FULL PAPER FOR the first IMEKO TC6 Conference

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***Abstract*** − These directions are written in the format required for the manuscript, which is to be presented in camera ready form, including figures and tables. The manuscript must be written in English. Length of paper is 4 pages only (not less or more than 4 pages) for the extended abstract and full paper. The paper abstract should describe the scope of the paper, the main results and conclusions. This paragraph should not exceed 150 words in length, and preferably without formulae.

*Keywords*: paper instructions, layout, references (up to six)

1. BASIC INFORMATION

Begin your paper with the congress title, which is followed by the paper title (an abbreviated title of less than 40 characters [including spaces] should also be suggested), name(s) of the author(s) and affiliation(s). Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lowercase superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author. The name of the author, which will present the paper at the Congress, must be underlined.

One author has been designated as the corresponding author who will handle correspondence at all stages of refereeing and publication, also post-publication. This responsibility includes answering any future queries about Methodology and Materials. Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.

Main text should be divided into numbered sections and subsections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

As a part of the starting section (usually "Introduction") the problem has to be described and the results of the quoted references given.

The following sections represent the main part of the paper. Use this space to describe the used methods and procedures, as well as for the presentation of the achieved results. Results should be clear and concise. This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

In the conclusion, the achieved results described in the paper have to be summarised as well as future work directions.

At the end, a list of references has to be added. Please refrain from referencing datasheets and reduce self-referencing to a minimum.

2. PREPARATION OF Extended Abstract

The extended abstract should be written on A4 format of paper (21 cm × 29,7 cm). In formatting your pages, set top and bottom margin to 25 mm; left and right margin should be set to 16 mm. The column width is 86 mm and the space between two columns is 6 mm.

Do not number pages or introduce headers or footers. Please avoid the use of Greek symbols, super- and subscripts in the paper title.

2.1. Text

Use the Times New Roman font. Paragraphs are indented 5 mm and justified. On the last page justify columns to have the approximately the same number of lines (in MS Word, this is done with a continuous Section Break after the last reference, as used in this document). Follow the type sizes specified in Table 1.

Line spacing should be 1,0 (single). However, when super- and subscripts are used, the space should be increased to prevent overlapping of adjacent lines. Leave one free line between: the congress title and the paper title (14 points); the paper title and the name(s) of the author(s) (14 points); the name(s) and the affiliation(s) (12 points); the affiliation(s) and the beginning of the text (11 points).

For section titles, use the style “Section” which is bold, centred with 12 points spacing before and after. For the subsections titles, use style “Subsection” which is italic, bold, left aligned, with 12 points spacing before and 3 points after. Please refrain from using subsections with more than two levels.

Symbols and acronyms should be typed clearly and defined at the first time they appear in the text.

Table 1. Type size for manuscript (in points).

|  |  |
| --- | --- |
| Type size | Use for |
| 9 | References, tables, table captions, figure captions, footnotes, complete information about the author(s) at the end |
| 10 | Congress title (only at the top of the first page), section titles, main text, equations, text subscripts and superscripts |
| 11 | Author's affiliation |
| 12 | Author's name |
| 14 | PAPER TITLE |

2.2. Tables and figures

Tables and figures should be included whenever possible on the page on which they are first discussed. Figures and tables must be numbered in the order of appearance in the text and have a self-contained caption. Large figures and tables may span both columns.

Figure captions must be placed below the figures while table captions must be located above the tables. Use the styles “Figure” and “Table” which are 9 points size, centred with 12 points spacing before and after. Make sure the figures are inserted inline with the text and also with the style “Figure”. After each table, add a line to increase spacing. An example of a figure is shown in Fig. 1.

Fig. 1. Example of a figure (note how the figure and the caption are centred, the caption text size is 9 points and the caption ends with a period).

All figures and tables must be referred by number (and not “above”, “next” or “following”) in the main text, before they are inserted. Use the abbreviation "Fig. 1" even at the beginning of a sentence. Abscissas and ordinates of all the graphs should be labelled with symbols and units. Prepare them before inserting into the text and make sure all the text is readable by printing the document on a 600 dpi printer. In case that table or figure are wider than column, you can use full page width, but place it in the top or bottom of page.

2.3. Equations

All equations must be numbered consecutively throughout the text. Use the style “Equation” which has 6 points spacing before and after, a centred tab at 4,3 cm and a right-hand tab at 8,6 cm. Equation numbers should be enclosed in parentheses and flushed right as in (1).

 (1)

The type size in the equation is the same as for the text. To make your equations more compact, you may use the appropriate mathematical symbols or expressions. Use parentheses to avoid ambiguities. Punctuate equations with commas or periods when they are part of a sentence.

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Use "(1)", not "Eq. (1)" or "equation (1)", except at the beginning of a sentence where "Equation (1) ..." should be used.

Vectors and tensors should be marked clearly on the manuscript. Equation numbers should appear in parenthesis and be numbered consecutively. Use the following sequence of parentheses: )]}.

2.4. Writing style

Use explicit technical language. Consult a native speaker and/or dictionary if necessary.

Unit symbols are in normal type, and quantity symbols are in italic type with super- and subscripts in normal or italic type as appropriate.

2.5. Reference style

List and number all bibliographical references at the end of your manuscript, in the order of appearance in the text. When they are referenced in the text, enclose the citation number in square brackets (for instance: [1]). Do not use "reference [3]" or "ref. [3]", except at the beginning of a sentence: "Reference [3] was ... ". Give all authors' names; do not use "et al." unless there are six authors or more.

Papers that have not been published, should be cited as "unpublished". Papers that have been accepted for the publication should be cited as "in press". For papers written and published in other languages, please give the English translation of the citation first, followed by the citation in the original language.

The journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. The [dataset] identifier will not appear in your published article.

Examples of the recommended style for references are for books [1], a chapter in an edited book [2], journals [3-5], conference papers [6], a website [7], and a dataset [8].

3. SUBMISSION

Submission is done through a web based system. Do not send papers by email. Before entering the submission process, please produce your PDF file. Also have your abstract ready for copy and paste into the system and select the topic that best fits your.

Produce the PDF without reducing the quality of the figures. After the PDF is done, please print it on a 600 dpi (at least) printer and check the printed results.

4. CONCLUSIONS

Follow these instructions carefully when preparing your extended abstract. The easiest way is to download these guidelines as a MS Word document (that can be found on the Author Guidelines section of the conference website) and use it as the basis for your paper because it contains all the necessary formats and styles.

ACKNOWLEDGMENTS

Acknowledgments should be placed after the conclusions and before the references. List funding sources in this standard way to facilitate compliance to funder's requirements: Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa]. If no funding has been provided for the research, please include the following sentence: This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

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