

# Instructions for FOIS2004 papers

John DOE, Lea BROWN... [Author(s)]

*Address*

**Abstract.** This is exactly what your paper should look like. The instructions that follow specify the formatting parameters used in this document.

## Introduction

It is important that you realize that the manuscript submitted by the volume editor will be identical to the final, printed version that appears in the proceedings, apart from the fact that (a) we add page numbers and running headlines; (b) after scanning the manuscript at a high resolution, it is reduced to 80% of its size.

## 1 Typographical Style and Lay-Out

### 1.1 Type Area

Always use paper of A4 size. The type area is 15.6 cm wide and 25.2 cm long. This area must be used to the maximum, and at the same time must not be exceeded. The following margin settings in MS Word will produce the correct result, for A4 size paper: top 2.15 cm; bottom: 2 cm; left and right: 2.7 cm.

### 1.2 Font

The type font for running text is 12 point Times New Roman.

Use roman as default type and keep bold and italics for paragraph headings, subheadings, author's affiliation, and special emphasis. For font sizes, see Table 1.

Table 1: Font Size

12 point	24 point	10 point	8 or 10 point
<ul style="list-style-type: none"><li>- body text</li><li>- authors' names and affiliation</li><li>- paragraph (sub-)headings</li></ul>	<ul style="list-style-type: none"><li>- title</li></ul>	<ul style="list-style-type: none"><li>- abstract</li><li>- footnotes</li><li>- references</li><li>- captions and legends of illustrations</li></ul>	<ul style="list-style-type: none"><li>- lettering in illustrations</li></ul>

### *1.3 Title Page*

Leave the first two lines on the title page blank. Type the title, leave two lines blank, and type the author's name and affiliation. Use capitals for the authors surname. Use italics for the author's affiliation.

Leave another two lines blank and type the abstract at a width of 12 cm, in the centre of the page (indent left and right 1.8 cm). Leave two lines blank before starting the first paragraph.

### *1.4 General Lay-Out*

- Use 14 pt spacing throughout the document.
- Keep all text aligned justified, and only centre the chapter title, authors name and affiliation, and captions and legends of illustrations.
- Start a new paragraph by indenting it from the left margin (except after a (sub-)heading), without leaving a line blank.

#### *1.4.1 Paragraph (Sub-)Headings*

- Paragraph headings should be preceded by two blank lines and followed by one blank line.
- Keep headings flushed left.
- Number headings and sub-headings (subsections and subsubsections) consecutively in Arabic numbers and type them in bold, respectively italics. Fourth level sub-headings (i.e., subsubsubsections) are as follows.

*This is a fourth level sub-heading.* This is the text that follows.

#### *1.4.2 References*

References to the literature should be mentioned in the main text by an Arabic number in square brackets [1]. Use the Citation-Sequence System and list the numbered references at the end of each paper or chapter, under the heading **References** [2, 3]. LATEX users should use the `unsrt.bst` BibTeX style.

As regards the content, form and punctuation [4] of the references, MSWord users should conform to the examples provided in the References section at the end of this document [5, 6].

## **2 Illustrations**

### *2.1 General Remarks*

- The text should include references to all illustrations. Keep in mind the distinction between figures and tables (the latter only contain alphanumerical characters).
- Number tables and figures consecutively, not section-wise.

- Do not assemble illustrations at the back of your article, but incorporate them in the text, as close as possible to the first reference.
- Illustrations should be centred on the page, except for very small figures (max. width 7 cm), which may be placed side by side. Centre figure captions below the figure, table captions above the table.

## 2.2 Format of Illustrations

- Do not use illustrations taken from the Internet. The resolution of images intended for viewing on a screen is not sufficient for print.
- Please try to avoid using images with a black or very dark background.
- If you are incorporating screen captures, keep in mind that the text may not be legible after reproduction. (Using a screen capture tool, instead of the Print Screen option of PCs, might help to improve the quality.)
- During the production process the entire manuscript will be reduced to 80% of its original size. All tables and illustrations must allow for this, in terms of size and quality. Please keep the following points in mind:
  - the minimum font size for characters in tables is 10 points, and for lettering in other illustrations, 8 points.
  - on maps and other figures where a scale is needed, use bar scales rather than numerical ones (of the type 1:10,000).
- The volume will be printed in black and white. Please avoid colour illustrations.

## 3 Fine Tuning

- Type area: Do not end a page with one or more blank lines, except to avoid widow headings.
- Footnotes: Keep footnotes short and to a minimum; do not use endnotes.<sup>1</sup>
- Capitalization: Use initial capitals in chapter titles and headings, with the exception of prepositions, articles and other form-words, e.g.: ‘the’, ‘about’, and ‘in’.
- Page numbers: Please delete any page numbers and/or running headlines before printing the manuscript.

## References

- [1] Nick Gotts. How Far Can We ‘C’? Defining a ‘Doughnut’ Using Connection Alone. In J. Doyle, E. Sandewall, and P. Torasso, editors, *Principles of Knowledge Representation and Reasoning. Proceedings of KR’94*, pages 246–257. Morgan Kaufmann, San Mateo, CA, 1994.
- [2] Alfred Tarski. Zur Grundlegung der Booleschen Algebra. *Fundamenta Mathematicae*, 24: 177–198, 1935. English translation by J.H. Woodger, On the Foundations of the Boolean Algebra, in A. Tarski, *Logics, Semantics, Metamathematics, Papers from 1923 to 1938*, Oxford: Clarendon Press, 1956, pp. 320–341.
- [3] Harold W. Noonan, Editor. *Identity*. Dartmouth Publishing Company, Aldershot, 1993.

---

<sup>1</sup> This is a footnote.

- [4] Kit Fine. Compounds and Aggregates. *Noûs*, 28: 137–158, 1994.
- [5] Alfred N. Whitehead. *Process and Reality. An essay in Cosmology*. Macmillan, New-York, 1929.
- [6] Madelyn A. Iris, Bonnie E. Litowitz, and Martha Evens. Problems of the Part-Whole Relation. In M. Evens, Editor, *Relational Models of the Lexicon: Representing Knowledge in Semantic Networks*, pages 261–288. Cambridge University Press, Cambridge, 1988.