

# MANUSCRIPT FORMATTING

## **Type Font, Margins, Line Spacing, Page Numbering and Special Features**

Use the default specifications of the word processor for type font, margins, and tab settings. **DO NOT RESET ANY OF THE DEFAULT SPECIFICATIONS.** Single space the text throughout except as noted below. Changing margins and/or fonts interferes with the automated process used by the publisher. Do not number the pages of the text and do not use pagination, headers, footers, or end notes. Do not use Widows/Orphans or other special features of the word processor. A template will be used to accomplish formatting for the final proceedings copy. The final copy is nonstandard and authors should not try to anticipate it by incorporating special features.

## **Length**

Prepare the paper for written understanding with length approximately six (6) single spaced pages including tables, figures, and a list of references or bibliography.

## **Style**

Write clearly and simply in the third person for an audience that is well-grounded in computing, but who may have limited exposure or knowledge about the specific topic of your paper. Define any technical terms deemed to require clarification when they are introduced.

## **Title and Author Information**

Left-justify the title of the paper in all capital letters on the first line of the first page of the paper, possibly continuing on successive lines (single-spaced with no hard returns). Provide author information immediately below the title with an intervening blank line. On separate lines (single spaced and left-justified) include:

- 1) author name (first name followed by last name),
- 2) author affiliation (institution and institution address) (may be multiple lines),
- 3) contact information (telephone number), and
- 4) e-mail address.

Repeat this block for each author of a multiply-authored paper when the authors have different institutional affiliations or, when all have the same institutional affiliation, all authors may be included in one block with names separated by commas.

## **Body of the Manuscript**

The text may be organized into sections and subsections. Left-justify section headings in all capital letters and in bold-faced type. Left-justify subsection headings in bold-faced type with the first letter of each word capitalized and all others in lower case. If you opt to number your sections and subsections, do so specifically using Arabic numbers. Do not use automatic enumeration provided by the word processor. Double space between sections and subsections. Indent paragraphs and single space between paragraphs.

## **Abstract**

Provide a one paragraph brief overview of the paper in both the manuscript for review and in the final manuscript for publication.

### **Citations**

Appropriately cite all references to other published works included in the paper. Include a list of references or bibliography as the last section in the paper (see below). References to published works of others must be indicated by a citation consisting of the number(s) of the entries in the reference list enclosed in square brackets (e.g., [1], [3, 5, 11]). Failure to complete and correctly cite the works of others can disqualify a paper from consideration for the conference.

### **Tables and Figures**

Include all tables and figures within the body of the text. (Provide as separate files in the original format any figures so that if there are problems with the figures coming into the final manuscript there are alternatives available to the editors.)

### **Reference List**

Place a list of all articles, papers, and books referenced in the paper immediately following the last paragraph. List references alphabetically by last name of the first author and number each entry. The format for entries in the reference list are as follows:

Journals: List the last name of the author(s) followed by a comma and his/her initials. If there are multiple authors, separate their names with commas. Author names are followed by a comma and the article title. Capitalize only the first word of the title and any proper nouns. Follow the title with the journal name and volume in italics (or underlined), the issue (in parentheses), the pages of the article, and the year of publication. Terminate the entry with a period.

Example:

[1] Eilon, S., Watson-Gandy, T., Christofides, N., Distribution management: mathematical modeling and practical analysis, *Operational Research Quarterly*, 61, (20), 136-140, 1969.

Books: List the last name of the author(s) followed by a comma and his/her initials. If there are multiple authors, separate their names with commas. Author names are followed by a comma and the italicized title of the book. Capitalize the first letter of the first word and of each word except small words (e.g., a, an, the). Follow the title with a comma, the city in which it was published followed by a colon, the name of the publisher, and the date of publication. Terminate the entry with a period.

Example:

[8] Davis, L., *Handbook of Genetic Algorithms*, Reading, MA: Van Nostrand Reinhold, 1991.

Internet: List the last name of the author(s) followed by a comma and his/her initials.

If there are multiple authors, separate their names with commas. Author names are followed by a comma and the article title. Capitalize only the first word of the title and any proper nouns. Follow the title with the URL of the web site where the reference is found and the date when the material was posted or, if this information is unavailable, the date when the reference was accessed for use in the paper. Terminate the entry with a period.

Example:

[12] World Wide Web Consortium, Extensible Markup Language (XML), 1998, [www.w3.org/XML/](http://www.w3.org/XML/), retrieved March 27, 1998.

## **ADDITIONAL INFORMATION**

Specific manuscript questions may be referred to the proceedings editor, John Meinke, at [meinkej@faculty.ed.umuc.edu](mailto:meinkej@faculty.ed.umuc.edu). Specific submission and reviewing questions can be referred to the CCSC regional conference Program and Papers Chair.

Note that the following “Sample Paper” is also available as a Word template at <http://www.ccsc.org/publications/pubsJournal.htm>.

*Sample paper:*

## **AN INTERESTING PAPER ABOUT NP-HARD AND NP-COMPLETE PROBLEMS AND THEIR SOLUTIONS**

John Doe and John Smith  
Computer Science Department  
Excellent University Our  
Town, TX 00000 940  
555-5555 DoeJ@ExcelU.edu

### **ABSTRACT**

This paper describes...

### **INTRODUCTION**

NP-hard and NP-complete problems....

## **Background**

Peterson, et al., [5] demonstrated....

## **Project Goals**

The project described and explained in this paper....

## **METHODOLOGY**

Utilizing an Intel Pentium platform and....

## **RESULTS**

Analysis of the computed paths of the TSP reveal that....

## **CONCLUSIONS**

NP-complete problems have been shown to be ...

## **REFERENCES**

- [1] Abrams, J., A definitive proposal for solving all NP-complete graph problems, *Journal of the Impossible*, 10 (3), 34-35, 1999.
- [2] Gray, I. M., Hyde, D. R., Jekyll, M. R., NP-complete problems with no known optimal solutions, *Proceedings of the First Conference on Hard, Hard Problems*, 1 (1), 100-799, 1999.
- [3] More, N. O., *Handbook of Known Solutions to the Traveling Salesman Problem*, Amarillo, TX: Big House Publishing, 2000.