

# Guide for Authors

Donald G. Bailey  
Institute of Information Sciences and Technology,  
Massey University, Palmerston North, New Zealand  
D.G.Bailey@massey.ac.nz

## Abstract

This short note illustrates the formatting of the IVCNZ conference paper, and provides a template for each of the components. Included are layout information (margins etc), font and paragraphs, etc.

**Keywords:** format, layout, fonts, tables, figures, references

## 1 Introduction

Authors are responsible for the quality of their paper and are kindly requested to observe the following guidelines for the preparation and delivery of their camera-ready manuscripts. This will ensure that the proceedings has a consistent look from one paper to the next. We would ask you to assist us by following this template. Papers that do not adhere to these instructions may not be published.

Completed papers may be submitted electronically as PDF (print optimised) or postscript form. PDF is the preferred format. Please do not submit Word, or TEX files directly. Additional files (for example video sequences, example programs, etc) may be included for the CD version of the proceedings.

The paper may contain colour illustrations and images, however it should be noted that the printed proceedings will be in black and white. It is the authors' responsibility to ensure that the colour combinations used remain clear when reproduced in black and white.

## 2 Formatting

### 2.1 Page Formatting

The final document is to be provided in PDF or PostScript form, using an A4 paper size.

The top, left, bottom, and right margins should be 2.5 cm. Please do not go outside these margins as they will be used for binding and for the page numbering which will be added later when the paper is placed into the proceedings.

After the title, abstract and keywords, the rest of the paper should be in two columns, with 0.6 cm spacing between the columns (column widths are 7.7 cm). Large figures or tables may occupy the whole width of the page.

On the last page, the columns should be adjusted so that they both have the same length.

### 2.2 Font and Paragraph Formatting

Titles and headings should be in either Arial or Helvetica fonts, with the main body of the paper in either Times or Times New Roman.

The details of each of the paper components are described here, with a summary provided in table 1.

The paper title should be bold, centred, in 16 point. This is followed by the author names separated by commas, in 11 point font, with 12 points spacing before the paragraph. Follow these immediately with the author's affiliations and contact details.

The abstract heading should be 12 point bold, left aligned, followed by the abstract in 10 point justified with 12 points spacing before each paragraph. The abstract (100-150 words) should clearly convey the key contributions of the paper.

Following the abstract are keywords. Please include three to seven keywords that describe the contents of the paper. The "Keywords" heading should be 12 point bold, and be followed immediately by a list of keywords.

#### 2.2.1 Main Body of the Paper (Using a Long Heading)

Within the main body of the paper, up to 3 levels of headings can be used. The top level headings are in 12 point bold, second level in 11 point bold, and third level in 10 point bold text. All headings should have 12 point spacing before them, and the top two levels should have 3 points spacing following. Section numbering is optional, but if used, level 1 should be indented to 0.75 cm, level 2 to 1.0 cm, and level 3 to 1.25 cm, as shown here. If the heading is too long to fit on a single line, hanging indentation should be used.

Table 1: Font and paragraph formatting for various text elements.

| Section                   | Font  | Size    | Paragraph alignment                          | Spacing                            |
|---------------------------|-------|---------|--|------------------------------------|
| Title                     | Arial | 16 bold | Centred                                      |                                    |
| Authors                   | Times | 11      | Centred                                      | 12 point before                    |
| Abstract heading          | Arial | 12 bold | Left aligned                                 | 12point before                     |
| Abstract                  | Times | 10      | Justified                                    | 12 point before                    |
| Keywords heading          | Arial | 12 bold | Left aligned, flowing straight into keywords |                                    |
| Keywords                  | Times | 10      | Left aligned                                 | 12 point before and after          |
| Heading 1                 | Arial | 12 bold | Left aligned<br>0.75 cm hanging              | 12 points before<br>3 points after |
| Heading 2                 | Arial | 11 bold | Left aligned<br>1.0 cm hanging               | 12 points before<br>3 points after |
| Heading 1                 | Arial | 10 bold | Left aligned<br>1.25 cm hanging              | 12 points before                   |
| Body                      | Times | 10      | Justified                                    | 6 points before                    |
| Table and Figure captions | Times | 10      | centred                                      | 6 points before and after          |
| Equations                 | Times | 10      | Left, with number on right                   | 6 points before                    |
| References                | Times | 10      | 0.7cm hanging indent                         | 3points before                     |

The body text should be in 10 point Times, with the paragraphs justified on both left and right margins, and with 6 points spacing before each paragraph.

### 3 Tables, figures, equations and references

Where possible, tables, figures and equations should be placed within a single column, although larger items may span the width of the page. Figures and tables should be numbered sequentially, and placed close to the point where they are referred to within the text. Tables or figures spanning the whole page should be placed either at the top or bottom of the page as shown with table 1.

The text within tables should be 10 point Times where appropriate. However if the table is very full the font size can be reduced but should not be smaller than 7 points.

Text within figures and graphs may be in either Times or Arial fonts as appropriate for the figure. They should also be sized in such a way that the figure is clear. However, font sizes smaller than 7 points will not be clearly readable, and sizes greater than 12 point will appear disproportionate compared to the rest of the paper.

Table captions should appear above the table, and figure captions below the figure. The captions should be clear and simple, although sufficient information should be provided for the figure to be understood without further reference to the text.

Both captions should be 10 point Times font, centred with the table or figure, and have 6 points spacing both

before and after the captions. The "Figure" and "Table" labels should be in bold as shown in the example figures here.

Tables and figures should be referred to within the text as table 1 or figure 1.

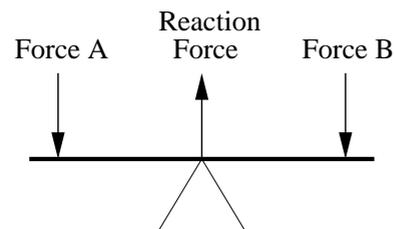


Figure 1: Balance of forces.

Equations should appear in line with the text, and should be numbered sequentially in parentheses on the right. The equation number should be flush with the right margin. For example:

$$E = mc^2 \tag{1}$$

The normal size of variables within the equation should be 10 points, with appropriate changes in size for subscripts, superscripts, etc.

Equations may be referred to in the body (or in figure captions) by the text "equation" and the equation number in parentheses. For example equation (1) is relates the equivalence of mass and energy.

#### 3.1 Reference formats

All references should be listed at the end, and numbered sequentially within square brackets. They should

be numbered in order of first appearance within the paper, within square brackets. For example it is important to correct for lens distortion when making measurements [1]. Russ [2] describes a whole lot of image processing operations. References to web pages [3] is discouraged, however may be included if necessary.

Papers (both journal and conference papers) should have the author(s) initials followed by last name, title in quotation marks, periodical or proceedings in italics, volume and number where appropriate, inclusive page numbers, and year of publication in parentheses.

Books should have the author(s) initials followed by last name, title in italics, publisher, and place. This is followed by chapter, and inclusive page numbers, and the year of publication in parentheses.

Web references should only be included if the material cannot be referenced using a more conventional source. Reference should include the author (if available), the page title, and the full URL, including the date that the web page was visited (because the web is dynamic, they may change).

## 4 Acknowledgements

Acknowledgements belong in a numbered section following the conclusions but immediately prior to the references.

The acknowledgment section should acknowledge sources and individuals whose support, information or work has contributed to the content, or assisted the development, of the paper. Such contribution or assistance should be significant, but would not warrant inclusion as an author, nor meet reference criteria.

## References

- [1] D. G. Bailey. A new approach to lens distortion correction. In *Proceedings Image and Vision Computing New Zealand 2002*, pages 59–64, 2002.
- [2] J. C. Russ. *The Image Processing Handbook*. CRC Press, Florida, 2nd edition, 1995.
- [3] Institute of Information Sciences and Technology. Home page. <http://www-ist.massey.ac.nz/>, visited on 1/4/2003.