FOR PROCEEDINGS CONTRIBUTORS: GENERAL SUBMISSION PROCEDURES AND FORMATTING GUIDELINES FOR LaTeX2e USERS

1. Points to Remember

(a) Please ensure the quotation marks are paired correctly.

(b) Italicized words should not be done in TeX's mathmode as this will result in unusual character spacing. Use the proper control sequence like `\it`. Italic text should be terminated by an italic correction, i.e. `{\it heavy quarks\/}` unless the text in italics is immediately followed by a full stop (.) or comma (,).

(c) Use a hyphen (`-`) for compound words (e.g. 'two-dimensional'), an en-dash (`--`) to link numbers, nouns or names (e.g. 220–240 Volts, electron–positron collisions, Einstein–Rosen–Podolsky paradox), and an em-dash (`---`) to link sentences or clauses — this is what we would regard as a 'normal' dash.

(d) The standard abbreviations are:

Equation(s)	—	Eq./Eqs.
Figure(s)	—	Fig./Figs.
Reference(s)	—	Ref./Refs.
Section(s)	—	Sec./Secs.

Please spell in full if any of the above is the first word of the sentence. Also, use a fixed space " `~` " between the reference and identifiers (e.g. `Fig. 1.1`), etc.

(e) The following Latin words are italized, e.g.
a priori, in situ, et al., etc. and so on.

2. Paper Submission

Please consult your proceedings editor for guidelines on how to submit your completed article. The follow subsections give general instructions which should be adhered to unless otherwise requested.

2.1. *Large Articles*

An article can be submitted as one or more files. If there is more than one file, one of them should be a root file. The root file inputs the files that constitute the entire article by means of `\input` or `\include`.

2.2. *Illustrations and Images*

Please prepare all line drawings, halftones (gray scale) and colour illustrations in high resolution.

Artwork Standards and Specifications

(a) 600 dpi for line drawings (black and white)

(b) 300 dpi for halftones (gray scale). Do not convert from colour images as they reproduce very poorly.

(c) 300 dpi for colour images. Must be in CMYK (Cyan, Magenta, Yellow and Black) for colour separation. RGB (Red, Green and Blue) is unacceptable for colour separation work. Colour images to be printed in colour are allowed only as agreed in the contract.

(d) Ensure all labels/annotations are sharp and clear for reproduction. Easy-to-read fonts like Arial, Helvetica or Times Roman are recommended for labels.

(e) Provide soft-copies of illustrations in either eps, ps or tif format, preferably on a PC platform. All illustrations should be embedded in the text as well as provided as individual files. Use the correct file names for each illustration, for example, John_fig1.eps, John_fig2.eps.

(f) If soft-copies are not available, authors are requested to submit good quality original glossy prints for clear reproduction. Figure numbers must be clearly labelled on the back and indicated which side of the figure is the top using an arrow pointing upwards.

2.3. *Camera-Ready Copy (CRC) Manuscripts*

For authors who are submitting their manuscripts in CRC form (whether in pdf files or PostScript files), please ensure all postscript fonts, i.e. Type 1 fonts, are embedded. Bitmap fonts, e.g. Type 3 fonts, are not readable on screen and search functions will not be made available.

2.4. *Sending Your Files*

Shorter articles (say, less than 30 pages) should be prepared as one LaTeX file. Large files may be split into several parts, which are input in the root file.

- If your manuscript consists of more than a single file, create a single archive file (using zip, tar or gzip) before sending to the proceedings editor.
- Very large files should *not* be emailed (> 2mb). Consult your proceedings editor to arrange FTP transfer or for submission on CD-Rom/zip disk.

If you send your compuscript via electronic mail, prepare the file such that no line is longer than 72 characters. This also prevents loss of information in various networks. Include

(1) name of sender,
(2) journal identification and article number, and
(3) name of the file

in the subject line of your electronic-mail message.

3. Getting Help

Although a lot of effort has been put in to keep the document style easy to use and provide a concise description of the most common aspects of style, it is of course possible that authors encounter problems. Also authors might have suggestions for improvement. In those cases they should email their comments and suggestions to either of the following:

<div align="center">

ykoh@wspc.com.sg,
rajesh@wspc.com.sg

</div>

4. Checklist

Before sending your paper to the proceedings editor, please make sure that you have included all necessary details. Please make sure you have provided the following:

- Name of the author designated as the corresponding author
- E-mail address
- Full postal address
- Telephone and fax numbers
- Keywords

4.1. *Further Considerations*

- Are your references in the correct format for the proceedings?
- Are all sources mentioned in the reference list quoted in the text, and vice versa?
- Has permission been obtained for the use of copyrighted material from other sources (including the Web)?
- Are your source files in a standard word-processing format (Microsoft Word, PageMaker or LaTeX preferred)?
- Have you also supplied a printer-ready PostScript or PDF format?
- Are your graphics of a high-resolution (either TIF or EPS preferred).
- If submitting hardcopy with your files, please ensure that the disk version and the hardcopy of the manuscript are identical.

In addition, please complete the check list provided on the next page.

Checklist

- **Submission**

☐ Disk is enclosed (if appropriate)

☐ Disk/CD/Email includes:

    (1) article details (first author, article title)
    (2) filename(s)
    (3) media format (e.g., PC, Mac)
    (4) file format (e.g., Word, PageMaker, LaTeX)
    (5) number (e.g., "disk 1 of 3")

- **Text**

☐ All text pages are enclosed

☐ All the citations that appear in the text appear in the reference list and vice versa

☐ Permission to reproduce previously published material has been obtained and all the relevant correspondence is included with the manuscript

☐ All tables are enclosed (including title, description, footnotes)

☐ All tables/figures have been cited in the text in numerical order

- **Artwork**

☐ Original artwork is enclosed (high-quality prints)

☐ All figures are enclosed and have captions

☐ Colour figures are clearly marked as being intended for colour reproduction or to be reproduced in black-and-white

☐ Artwork meets the artwork standards and specifications

☐ Artwork is, where possible, correctly sized and proportioned

☐ Standard fonts have been used

☐ Figure labelling is well sized (8–10pt is adequate)

☐ Charts, graphs and illustrations (line drawings) have been converted to encapsulated PostScript (preferred) at 600 dpi

☐ Photographs (half tone) with no labelling are supplied as TIFs at 300 dpi at their intended print size

☐ Combination figures have been converted to encapsulated PostScript (preferred) at 600 dpi

☐ Black and white images are saved in gray scale mode

☐ Colour images are saved in CMYK mode

☐ Figure files have been clearly named with a correct PC suffix (.eps for encapsulated PostScript; .tif for TIF)

☐ All multipart figures have been saved as clearly named separate files or have been embedded into a single figure

Layout and Font Specification

By default the articles created using our LaTeX and MsWord templates have the layout and fonts as required by us. If you want to use some other form of word-processor to construct your output, and you are using the final hard copy version of these files as guidelines; then please follow the styles listed below.

The text area should be roughly in the center of the page. Paragraphs should have a first line indented by about 0.25in (6mm), except where the paragraph is preceded by a heading, and the abstract should be indented on both sides by 0.25in (6mm) from the main body of the text.

1. Title

Fonts: 10pt with baselineskip of 13pt, Bold, Upper Case.

Layout: Centered. Place the title 1.25 inch from trim, 40pt blank spaces below the title line.

Content: Use the full title of the paper.

2. Author's Name

Fonts: 10pt, Roman, Upper Case.

Layout Centered.

Content: Include all author names in full.

3. Affiliation

Fonts: 10pt, Italic, Upper & Lower Case.

Layout: Centered.

Content: Type authors' complete addresses, including postal or zip codes, email and urls. For more than one affiliation, relate each name to its corresponding affiliation using superscripted symbols.

4. Abstract

Fonts: 8pt, Roman with baselineskip of 10pt.

Layout: Justified. 0.25in (6mm) indentation on both sides from the main body of the text.

Content: The abstract should summarize the context, content and conclusions of the paper. It should not contain any references or displayed equations.

5. Keywords & Category

Fonts: 8pt, Roman with baselineskip of 10pt.

Layout: Justified. Like abstract this should be indented on both sides by 0.25in (6mm) from the main body of the text.

Content: "Keywords" contain article keywords; "Category" contains subject classifications and it is an optional element.

6. Section Heads

1st section head

Fonts: 10pt, Bold Roman, Upper & Lower Case.

Layout: Left justified. All headings should be separated from the text preceding it by a baselineskip of about 26pt and use a baselineskip of about 18pt for the following text.

Content: 1st order section titles.

2nd section head

Fonts: 10pt, Bold Italic, Upper & Lower Case.

Layout: Left justified. All headings should be separated from the text preceding it by a baselineskip of about 26pt and use a baselineskip of about 18pt for the following text.

Content: 2nd order section titles.

3rd section head

Fonts: 10pt, Italic, Capitalise 1st letter of 1st word only.

Layout: Left justified. All headings should be separated from the text preceding it by a baselineskip of about 26pt and use a baselineskip of about 18pt for the following text.

Content: 3rd order section titles.

7. Paragraph

Fonts: 10pt with baselineskip of 13pt; for LaTeX, CMR fonts by default.

Layout: Paragraphs should have the first line indented by about 0.25in (6mm), except where the paragraph is preceded by a heading.

8. Tables

Fonts: (caption & entries)
8pt with baselineskip of 10pt.

Layout: Center the table in the width of the text area. Place the table as close as possible to its first reference in the text. Number tables in arabic numerals. The caption heading for a table should be placed at the *top* of the table.

9. Figures

Fonts: (caption)
8pt with baselineskip of 10pt.

Layout: Center the figure in the width of the text area. The caption should be the full width of the text area; if the caption runs shorter than the width, center the caption. Place the figure as close as possible to their first reference in the text. Number them in arabic numerals. The caption heading for a figure should be placed *below* the figure.

10. Footnotes

Fonts: 8pt with baselineskip of 10pt.

Layout: Footnotes appear at the bottom of the page. Footnotes are denoted by a Roman letters superscript in the text.

11. Acknowledgments

Fonts: 10pt with baselineskip of 13pt.

Layout: Acknowledgments come before the Appendices.

Content: Acknowledgments to funding bodies etc. may be placed in this section. This should not be numbered.

12. Appendix

Fonts: 10pt with baselineskip of 13pt.

Layout: Appendix should come before the References. If there is more than one appendix, number them alphabetically.

13. References

Fonts: 9pt with baselineskip of 11pt.

Layout: Appears at the end of the article, numbered in arabic list style.

Content: Bibliography contents.