Instructions for the Authors of Papers to be Published in the Proceedings of the 9th CIRP International Workshop on Modeling of Machining Operations

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Abstract

These instructions explain how to prepare your paper for the proceedings of the 9th CIRP International Workshop on Modeling of Machining Operations so that its appearance is clear and consistent with other papers. The instructions include guidance on layout, illustrations, text style and references. They are presented exactly as your paper should appear. It is recommended that you use this template to prepare your paper in Microsoft Word.

1 INTRODUCTION

The goal of this template is to achieve uniformity in the papers appearing in the proceedings of the 9th CIRP International Workshop on Modeling of Machining Operations.

The typography, layout and style used in these instructions are exactly the same, as you should use when preparing your paper. The template explains how to prepare a camera-ready version.

The official language of the proceedings is English. If English is not your mother tongue, please make sure that the English is checked by a competent editor.

2 IDENTIFYING YOUR PAPER

2.1 Paper title and authors

The paper title and authors should be exactly in the format as indicated in this template in order to maintain uniformity throughout.

2.2 Author's name and page numbers

Write the author's name and the page number in pencil on the back of each page at the lower right-hand corner. Use the author's first initial and last name; in the case of multiple authors, give the first author's name followed by et al. **Do not type page numbers on the front of the paper.**

3 SETTING UP YOUR PAPER

3.1 Printout

Use a laser printer with single sheets of high-quality white paper (8.5x11inches). Submit an original printout, photocopies are not acceptable.

3.2 Text area

Limit the paper to **maximum 8 printed pages**. The text must fit within the required margins. Set the margins for the first page at 20 mm (0.79 in) for top and 18 mm (0.71 in) for bottom, 22 mm (0.86 in) for left, and 12 mm (0.47 in) for right. The first page and all uneven pages should have a right hand layout. The even pages should have a left hand layout: left margin 12 mm (0.47 in) and right margin 22 mm (0.86 in). Centering of text sections refers to these margins.

Title

Put the title directly under the top margin. The title should be in **Arial 14 point bold** centered. Use capitals as indicated in the title of this example. The first word of the title and all major words must start with a capital. The authors and addresses section should be in Arial 11 point normal.

Abstract

The abstract should not exceed 150 words. It should provide a brief summary of the contents of the paper. Begin typing the abstract 40 mm

(1.58 in) from the top margin. It should be centered across the page, indented 12 mm (0.47 in) from the left and right margins and justified. The word **Abstract** should be typed in **Arial 11 point bold** font. The body of the abstract should be in Arial 11 point normal.

Paper body

Begin typing your paper 105 mm (4.1 in) from the top margin. Use a two-column format, and set the spacing between the columns at 12 mm (0.47 in), so that column width is 82 mm (3.23 in).

3.3 Font and line spacing

For papers prepared on a PC/MSWindows computer, use **Arial 11 point** font. **DO NOT USE OTHER FONTS.** (For papers prepared on other computers on which Arial is not available, use **Helvetica (or Geneva) 11 point** or a similar 11 point san serif font.) These instructions are printed in **Arial 11 point**.

Justify the text on both the left and the right margins.

3.4 Headings and heading spacing

We recommend using no more than three levels of headings, indicated in these instructions as Heading 1, Heading 2 and Heading 3. The styles for these headings are included in the Word template on the website and are summarized in Table 1 below.

Heading 1

To denote the major sections of your paper, use Heading 1. These sections should be numbered. For example, Heading 1 is used for the following section headings in these Instructions: **INTRODUCTION, TEXT, SUMMARY**, etc.

The style for Heading 1 is **ARIAL 11 POINT BOLD ALL CAPS** with a 5 mm (0.2 in) hanging indent to accommodate the number and 3 point spacing after the heading. In addition, leave one carriage return (in Normal style) before the heading. Begin typing the text in the line beneath the heading.

Heading 2

To denote logical subsections of major sections, if any, use Heading 2. Number the subsections accordingly. In these instructions, for example, the subsections of Section 3 are numbered 3.1, 3.2, 3.3, etc.

The style for Heading 2 is **Arial 11 point bold** with a 7.5 mm (0.3 in) hanging indent to accommodate the number and 3 point spacing before and after the heading. Begin typing the text in the line beneath the heading.

Heading 3

To denote further divisions of a subsection, if relevant, use Heading 3. These divisions are not numbered. The style for Heading 3 is *Arial 11 point italic* justified to the left margin, with 3 point spacing before and after the heading. Begin typing the text in the line beneath the heading. The heading of this section *(Heading 3)* is an example of the Heading 3 style.

4 TEXT

4.1 Style

The following list summarizes several important points of style to keep in mind when preparing your paper.

- . use **bold** for emphasis, but keep its use to a minimum. Avoid using underlining in your paper.
- . Use a consistent spelling style throughout the paper (US or UK).
- . Use single quotes.
- . Use %, not percent.
- . Do not use ampersands (&) except as part of the official name of an organization or company.
- . Keep hyphenation to a minimum. Do not hyphenate 'coordinate' or 'non' words, such as 'nonlinear'.
- . Do not end headings with full stops.
- . Do not start headings at the foot of a column or with only one line of text below; put the heading on the next column or page.
- . Leave one character space after all punctuation.

4.2 Mathematical text and equations

Equations should be justified to the left margin and numbered at the right margin. Leave 6 points before and 6 points after the equation, as indicated in the Equation style on the Word template.

$$x^2 + y^2 = 41 \tag{1}$$

For equation font sizes, use Arial 11 point for full size, 9 point for subscript and superscript, and 7 point for sub-subscript and sub-superscript. Use italics for variables (u); bold for vectors (no arrows) (**u**); bold italic for variable vectors ($\boldsymbol{u}$) and capital bold italic ($\boldsymbol{U}$) for variable matrices. Use ith, jth, nth, not i^{th}, j^{th}, n^{th}. The order of brackets should be {[()]}, except where brackets have special significance.

4.3 Lists

Single space list items with no extra space between the lines. Mark each item with a solid bullet '•' or with an Arabic numeral followed by

a full stop, e.g., 1. 2. 3. etc. Be consistent in marking list items.

Refer to Section 4.1 for an example of a bulleted list. Following is an example of a numbered list:

1. For complete or near complete sentences, begin with a capital letter and end with a full stop.
2. For short phrases, start with lower case letters and end with semicolons.
3. Do not capitalize or punctuate single items.
4. Use a colon to introduce the list.

5 FIGURES AND TABLES

5.1 General appearance

Make sure that all figures, tables, graphs and line drawings are clear and sharp and of the highest quality. Lines should be thick enough to allow proper reproduction. **Also in figures: use embedded Arial font type only.**

Photographs should be in **grey scale** (not in color) of excellent quality with good contrast. Make sure that all lettering inside a figure and a table is no smaller than **9 point**.

5.2 Numbering, captions and positioning

Number figures and tables consecutively, e.g., Figure 1, Figure 2, Figure 3; Table 1, Table 2, Table 3. Use (a), (b), (c) to distinguish individual subjects in a composite figure. See the examples.
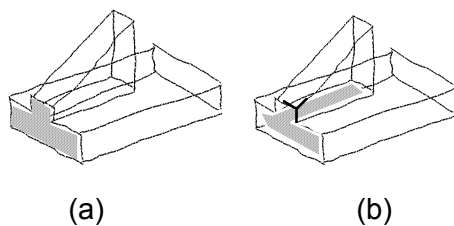

(a)   (b)

Figure 1: Example of a composite figure.

Each figure and each table must have a caption. Captions should be centered at the foot of the figure and typed in the same 11 point font used in the paper. Begin the caption with a capital letter and end with a full stop. Always refer to figures as 'Figure' and not Fig. Leave 6 point spacing between the figure and the caption, and 6 point after the caption. Place the figure or table on the text page as close to the relevant citation as possible, ideally at the top or at the bottom of a column. If a figure or table is too large to fit into one column, it can be centered across both columns at the top or the bottom of the page. Make sure that it does not extend into the page margins.
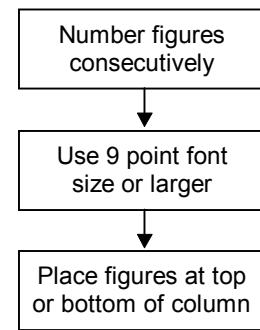

Figure 2: Diagram of the system.

Do not wrap text around the figures.

6 REFERENCES

Relevant works must be cited in the reference list. List the references at the end of the paper, in **order of citation**.

Number the references chronologically: [1] [2] [3]. Cite the references in the body of the paper using the number in square brackets [1]. All references listed must be cited, and all cited references must be included in the reference list.

The reference list should be set in the same typeface as the body of the text. Use a hanging indent of 7.5 mm (0.3 in) to accommodate the numbers. Each citation should be followed by a full stop. Use the style 'References' on the Word template.

The format for references is as follows: Last name, initial, year of publication, full paper title, journal name, volume, first and last page. Use only common abbreviations in journal names.

Here is an example of a reference list:

[1] Krause, F.-L., Kimura, F., Kjellberg, T., Lu, S.C.-Y., 1993, Product Modelling, Annals of the CIRP, 42/2:695-706.

[2] Samet, H., 1990, Applications of Spatial Data Structure, Addison-Wesley, Reading, MA.

	HEADING 1	**Heading 2**	*Heading 3*
Font	Arial or Helvetica 11 point	Arial or Helvetica 11 point	Arial or Helvetica 11 point
Style	**BOLD ALL CAPS**	**Bold**	*Italic*
Numbering	1, 2, 3, ...	1.1, 1.2, 1.3, ...	None
Spacing	Single-spaced, 3 points after, Normal carriage return before	Single-spaced, 3 points before, 3 points after	Single-spaced, 3 points before, 3 points after

Table 1: Example of a table centered across two columns