

# Authors' Instructions for IVCNZ08

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## Abstract

*Instructions for authors to format their papers in a consistent style for the IVCNZ08 proceedings. Papers may be a maximum of six pages including an abstract of about 100–150 words. Note, that papers submitted for either oral or poster presentation will be given an equal billing in the conference proceedings.*

**Keywords:** IVCNZ, Word template, conference paper, New Zealand conference

## 1 Introduction

This text provides instructions about the layout of IVCNZ'08 conference contributions. A LaTeX class file (ivcnz08.cls) and a Microsoft Word template (ivcnz08.doc) are available from the conference web site, <http://www.lvl.co.nz/ivcnz2008/>. The LaTeX source of this file (template08.tex) is also available. These should set up the general layout. However, if you are not using LaTeX or Microsoft Word then please note the general layout section.

Draft, full-length papers are due on the **18<sup>th</sup> August** and these will be reviewed and feedback provided by an international panel. Submission of both the draft papers and the final camera-ready papers will be electronic only and in the form of PDF files. The final submission date for camera-ready copies is 25 November, 2008. Submissions for the draft and final papers are uploaded using the tool linked to the conference web site.

IEEE New Zealand South Section is a technical co-sponsor for this conference. The proceedings will be available through IEEE Xplore after the conference. Because the proceedings will be published post-conference, a book of extended abstracts will be available to conference attendees. A template for extended-abstracts can be found on the conference web site.

For your paper to be published in the proceedings:

1. It must be accepted by the IVCNZ08 Program Committee.
2. It must contain a copyright notice at the bottom of the first page as shown in this template.
  - a. For papers in which all authors are employed by the US government, the notice is: "U.S.

Government work not protected by U.S. copyright."

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4. It must be submitted using the online submission tool on the IVCNZ08/submissions web page by 25 November 2008.
5. It must be presented at the IVCNZ08 conference, and a copyright transfer form to IEEE completed (provided at the conference).
6. A two-page (maximum) extended abstract should be uploaded using the IVCNZ08 online submission tool by 31<sup>st</sup> October.

## 2 General Layout

The paper layout for IVCNZ'08 is unchanged from IVCNZ'07.

### 2.1 Page Formatting

Please make sure all fonts are embedded in the submitted PDF document.

The top, left, bottom, and right margins should be 2.5 cm. After the title, abstract and keywords, the rest of the paper should be in two columns, with 0.6 cm

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

Section	Font	Size	Paragraph alignment	Spacing
Title	Arial	16 bold	Centred	
Authors	Times	12	Centred	12 point before
Address	Times	10	Centred	6 point before
Abstract heading	Arial	12 bold	Centred	12 point before
Abstract	Times	10 italic	Justified	12 point before
Keywords heading	Arial	10 bold	Left aligned, flowing straight into keywords	
Keywords	Times	10	Left aligned	12 points before and after
Heading 1	Arial	14 bold	Left aligned 0.75 cm hanging	12 points before 3 points after
Heading 2	Arial	12 bold	Left aligned 1.0 cm hanging	12 points before 3 points after
Heading 3	Arial	10 bold	Left aligned 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	Centred, with number on right	6 points before
References	Times	10	0.7 cm hanging indent	3 points before

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 a sans-serif font such as Computer Modern Sans Serif (LaTeX) or either Arial or Helvetica (Word), with the main body of the paper in a Roman font such as Computer Modern Roman (LaTeX) or either Times or Times New Roman (Word).

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

The paper title should be 16-point sans-serif bold, and centred. It is followed by the author names separated by commas, in 12-point Roman font, with 12 points of space before the paragraph. Leave 6 points of space before the author's affiliations and contact details in 10-point font.

The abstract heading should be 12-point bold sans-serif font, and centred on a line of its own. The text of the abstract follows in 10-point italics font justified to the margins. The abstract (100–150 words) should clearly convey the key contribution(s) 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 10-point sans-serif bold, and be followed immediately by a list of keywords in normal Roman type.

### 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 14-point bold, second level in 12-point bold, and third level in 10-point bold text. All headings should have 12 points of space before them, and the top two levels should have 3 points of space 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.

The body text should be in 10-point Roman font, with the paragraphs justified on both left and right margins, and with 6 points of space before each paragraph.

## 3 Tables, figures, equations and references

Wherever possible, tables, figures and equations should be placed so that they occupy only 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.

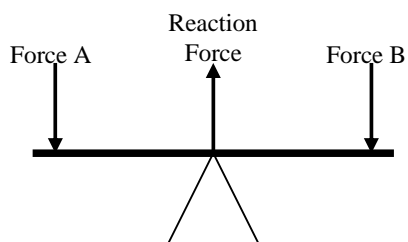
The text within tables should be 10-point Times where appropriate. However if the table is very full the font size can be reduced but should not be smaller than 7 points.

Text within figures and graphs may be in either Roman or Sans-Serif 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. Keep the captions clear and simple, while providing sufficient information for the figure to be understood without further reference to the text.

Both captions should be 10-point Roman font and have 6 points of space both before and after the captions. If the caption is shorter than a line then it should be centred with the table/figure, otherwise it should be set in a justified paragraph. The 'Figure' and 'Table' labels should be in bold sans-serif font 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 be centred in the text column, and numbered sequentially in parentheses on the right. The equation number should be flush with the right margin. For example:

$$E = mc^2 \quad (1)$$

The normal size of variables within the equation should be the same size as the text size (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, using the IEEE Transactions reference style. References are 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.

Books should have the author(s) initials followed by last name, title in italics, followed by chapter, and inclusive page numbers, if necessary. Place, publisher, and the year of publication follow this.

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).

Additional examples can be found in the reference section [4], [5], [6], and [7].

## 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.

We acknowledge that much of the material in these instructions was adapted from the instructions of previous IVCNZ conferences. Thank you Michael Cree, Brendan McCane, Don Bailey, Mengjie Zhang and others.

## References

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