SAMPLE PAPER:
PAPER FORMATTING INSTRUCTIONS FOR ICSLP 98 AUTHORS
TITLE GOES HERE
(USING 14 point Times, Bold, Centred)

Authors' names here,
11 point Times Italic

Put your Affiliation here
using 11 point Times Roman

ABSTRACT
This paper provides information for ICSLP'98 authors regarding the preparation of their papers for publication. As with ICSLP'96, this year’s conference will have its proceedings published both on paper and on CD-ROM. This will allow authors to include sound and image files, and will allow readers to do full-text searching. To prepare both a printed Proceedings and an electronic version, we are requesting that authors follow the format of this sample paper to facilitate the production of the Proceedings.

The abstract heading uses the 12 point Times, Bold, Centred. The body of the abstract is 9 point Times Roman. The paragraph can be justified or flush left. White space of 9 points (one line) should be left between paragraphs, and between paragraphs and headings.

1. CONGRATULATIONS
Congratulations on the acceptance of your paper! We are looking forward to seeing you in Australia for ICSLP'98. It will once again be an exciting conference, and we hope to make the Proceedings as useful and attractive as possible.

As with ICSLP 96, we will again be producing the Proceedings in two formats: printed volumes and on CD-ROM. Providing a CD-ROM has many advantages including searching capabilities and the ability to include sound and image files.

In order to be able to best prepare and present the papers in both formats we are requesting that authors follow the style sheet for the Proceedings. This will be an enormous help to us as we bring together some 750 articles for publishing in the two formats.

Papers are limited to four pages, but we will allow the inclusion of additional sound and image files on the CD-ROM. More information is provided on this below.

2. TEXT STYLES (PRIMARY HEADING)
By using style sheets we can make the Proceedings more attractive and useful to everyone. Using styles can insulate you from the tedious repetition of setting font and spacing parameters for each paragraph individually. Taking a few minutes to set up a style sheet can save hours of work later. For instance, by setting “before” and “after” spacings for paragraph and heading styles you can do without extra empty paragraphs to get the white space between paragraphs. But be careful with “before” and “after” spacing in adjacent paragraphs—some word processors add the two spacing quantities together, leaving too much white space between paragraphs.

Primary headings should be 12 point Times Bold, centred and all letters capitalised.

The body text should be 9 point Times Roman. “Body” paragraphs should have a minimum of two orphan/widow lines.

Figure 1: This plot is rather crude, but it illustrates the point. The figure caption is 9 point Times Roman, justified, with the word “Figure” and the figure number in Bold. There should be 14 points between the caption and the following text.

2.1. The Second Level Heading: 12 point Times Bold, Hanging Indent, Initial Caps
Not every potential element in your paper can be described in detail here. If you have questions about unusual elements in your paper, please send questions by e-mail to icslp98@tourhosts.com.au.

2.2. Another Secondary Heading: Counter Incrementing
Not all word-processing programs allow for automatic incrementing of counters for sections, figures and tables. Our styles do not all include automatic numbering. Please double check your numbering to make sure that it is correct.
Third level heading has no style, but uses Times bold. To format third-level headings, simply make the head portion of the paragraph bold.

Lists can be done in two ways, numbered or unnumbered. Unnumbered lists are useful for listing elements which do not follow a prescribed sequence.

- This is an item in a bulleted list.
- The style for unnumbered item lists is 9 point Times Roman, justified, indented 1 cm on both sides.
- The bullet is indented 0.5 cm.
- On the Macintosh you can get the bullet character by typing option-8.

Unnumbered lists are useful when an order or ranking is implied in the list items.

1. This is a second list, but using numerical prefixes rather than bullets.
2. Numbered lists employ the same format as for the unnumbered lists, but use a number instead of a bullet.

3. FORMATTING SUMMARY

In order to keep the papers looking as consistent as possible, we would be very grateful if authors would try to follow the styles presented here.

3.1. Fonts

The base font is Times. Style modifications, such as Bold and Italic, are used for various purposes.

3.2. Section Headings

Section headings are in bold. Primary and secondary headings are numbered and in 12 point Times, and are separated from the surrounding paragraphs by 9 points of white space. Any further subsidiary headings are just in bold, with no spacing between the heading and the first paragraph of the section.

3.3. Margins and Spacing

Please see Table 1 for a summary of the various white space requirements. The measurements have been provided in centimetres and inches. Your page size can be either A4 (21.0 x 29.7 cm, 8.27 x 11.69 inches) or US letter (21.6 x 27.9 cm, 8.5 x 11.0 inches). We recognise that US letter stationery is unavailable in many countries and that A4 stationery is unavailable in other countries, so we will accept papers printed on either type of stationery. It is absolutely essential to use the margin widths defined below for the stationery that you will be using. If people using US letter do not adhere exactly to the appropriate right and bottom margins outlined below, the margins in the printed proceedings will not be uniform when transferred to A4 and possible obscuring of text on even pages.

<table>
<thead>
<tr>
<th>Measurement</th>
<th>Centimetres</th>
<th>Inches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top Margin (A4)</td>
<td>2.8</td>
<td>1.1</td>
</tr>
<tr>
<td>Bottom Margin (A4)</td>
<td>3.7</td>
<td>1.46</td>
</tr>
<tr>
<td>Left Margin (A4)</td>
<td>2.0</td>
<td>0.8</td>
</tr>
<tr>
<td>Right Margin (A4)</td>
<td>2.0</td>
<td>0.8</td>
</tr>
<tr>
<td>Top Margin (US letter)</td>
<td>2.8</td>
<td>1.1</td>
</tr>
<tr>
<td>Bottom Margin (US letter)</td>
<td>1.9</td>
<td>0.75</td>
</tr>
<tr>
<td>Left Margin (US letter)</td>
<td>2.0</td>
<td>0.8</td>
</tr>
<tr>
<td>Right Margin (US letter)</td>
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<td>1.02</td>
</tr>
<tr>
<td>Column width</td>
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<td>White space between columns</td>
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<td>0.2</td>
</tr>
<tr>
<td>White space between paragraphs</td>
<td>0.3</td>
<td>0.1</td>
</tr>
</tbody>
</table>

Table 1: Tables and figures may be formatted so that they spread over both columns as long as the text flows around it, with the normal flow. Many word-processors can now handle such formatting tasks, but it is sometimes difficult to figure out what options you must choose to achieve the layout you desire.

3. ADDITIONAL FILES

The ICSLP 98 AUTHOR’S KIT provides information on the types of files that may be included with the CD-ROM version of your paper. Within your paper you will need to indicate where you would like the link for each file placed using link notation, for example: [SOUND 1234_01.WAV] or [IMAGE 1234.GIF].

4. FURTHER INSTRUCTIONS

Please refer to the “ICSLP’98 AUTHOR KIT” for details of file formats, file naming and submission.

5. REFERENCES