This paper provides information for SST98 Student Day authors regarding the preparation of their papers for publication. This 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 style sheet so as to facilitate the production of the Proceedings.

The abstract heading uses the “AbstractHeading” style, which is 12 point Helvetica, Bold, Centred. The body of the abstract is in the “Abstract” style. The type font should be 10 point Helvetica. The paragraph can be justified or flush left. White space of 10 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 the SST98 Student Day which has been incorporated into ICSLP 98. We hope that you will find it an exciting conference, and we hope to make the Proceedings as useful and attractive as possible.

We will be producing the Proceedings in two formats: printed volumes and on CD-ROM. The SST98 proceedings will appear on the same CD-ROM as ICSLP 98, but it will have its own independent printed proceedings. 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 articles for publishing in the two formats.

Papers are limited to six (6) pages, but we will allow the inclusion of additional sound and image files on the CD-ROM. More information is provided on this below.

Once again, congratulations, and thanks in advance for all your help in preparing the papers for publication.

2. TEXT STYLES “Head1”

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 done in the “Head1” style, 12 point Helvetica Bold, centred and all letters capitalised.

The body text should be in the “Body” style, which is 10 point Helvetica. “Body” paragraphs should have a minimum of two orphan/widow lines.
2.1. The Second Level Heading “Head2” style: 12 point Helvetica 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. Make it absolutely clear that you are referring to problems with a SST98 Student Day paper, as SST98 papers have a very different format to ICSLP 98 papers.

2.2. Another Secondary Heading: Counter Incrementing

Not all word-processing programs allow for automatic incrementing of counters for sections, figures and tables. Please double check your numbering to make sure that it is correct.

Third level heading has no style, but uses Helvetica bold. To format third-level headings, use the “Body” style for the first paragraph of the section, and 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 proscribed sequence.

- This is an item in a bulleted list.
- The “Item” style is 10 point Helvetica, 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

Numbered 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 “NumItem” style, which matches the “Item” format information.

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 Helvetica. 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 Helvetica, and are separated from the surrounding paragraphs by 10 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. If equal margins are used for US letter pages this will result in very narrow right margins 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>
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<td>1.0</td>
</tr>
<tr>
<td>Bottom Margin (A4)</td>
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</tr>
<tr>
<td>Left Margin (A4)</td>
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</tr>
<tr>
<td>Right Margin (A4)</td>
<td>2.5</td>
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<td>Top Margin (US letter)</td>
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<tr>
<td>Image (Text etc.) height</td>
<td>24.7</td>
<td>9.69</td>
</tr>
</tbody>
</table>

**Table 1:** Tables captions are the same as Figure captions except that “Table” replaces “Figure”.

### 3. ADDITIONAL FILES

The SST98 STUDENT DAY AUTHOR 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 “SST98 STUDENT DAY AUTHOR KIT” for details of file formats, file naming and submission.

### 5. REFERENCES