

Preparation of Papers for NPA Journals

Sample manuscript showing style and formatting specifications for NPA journal papers

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Abstract. This document shows the required format and appearance of a manuscript prepared for NPA journals. The abstract should consist of a single paragraph containing no more than 150-200 words. It should be a summary of the paper and not an introduction. Because the abstract may be used in abstracting and indexing databases, it should be self-contained (i.e., no numerical references) and substantive in nature, presenting concisely the objectives, methodology used, results obtained, and their significance. A list of up to six keywords should immediately follow, with the keywords separated by commas and ending with a period.

Keywords: optics, photonics, light, lasers, templates, journals.

1. INTRODUCTION

This document describes, and is written to conform to, author guidelines for the NPA journals. It is prepared in Microsoft Word as a .doc or .docx document. Although other means of preparation are acceptable, final, camera-ready versions must conform to this layout. Microsoft Word terminology is used where appropriate in this document. Although formatting instructions may often appear daunting, the simplest approach is to use this template and insert headings and text into it as appropriate.

2. FORMAT GUIDE

The following formatting rules must be followed strictly. This (.doc or .docx) document may be used as a template for papers prepared using Microsoft Word. Papers not conforming to these requirements may not be published in the conference proceedings.

2.1. General Format, Page Layout and Margins

Standard A4 (210mm x 297mm) portrait page set-up should be used. The left, right, top and bottom margins should be 30mm. Do not use any headers, footers or footnotes. No page numbers. Single column. All main text paragraphs, including the abstract, must be fully (left and right) justified. All text, including title, authors, headings, captions and body, will be Times New Roman font.

2.2. Title

The title is to be written in 20 pt. Garamond font, centred and using the bold and “Small Caps” formats. There should be 16 pt. (paragraph) spacing after the last line.

2.3. Authors

Author names are to be written in 12 pt. Times New Roman format, centred and followed by a 6pt. paragraph spacing. If necessary, use superscripts to link individual authors with institutions as shown above. Author affiliations are to be written in 12 pt. Times New Roman, centred, with email addresses, in 10 pt. Courier New, on the line following. The last email address will have an 10 pt. (paragraph) spacing following.

2.4. Abstract

The Abstract section begins with the word, “Abstract” in 12 pt. Times New Roman, bold italics, “Small Caps” font with a 6pt. spacing following. The abstract must not exceed 200 words in length in 10 pt. Times New Roman italics. The text must be fully justified, with a 10 pt. paragraph spacing following the last line.

2.5. Keywords

The Keywords section begins with the word, “Keywords” in 12 pt. Times New Roman, bold italics, “Small Caps” font with a 6pt. spacing following. There may be up to five keywords (or short phrases) separated by commas and six spaces, in 10 pt. Times New Roman italics. An 18 pt. line spacing follows.

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2.6. Section and sub-section headings

Section headings are numbered 1. Xxx, 2. Yyy, etc. in 14 pt. bold “Small Caps” Times New Roman font with a 6 pt. line spacing following.

Subsection headings are numbered 1.1. Aaa, 1.2. Bbb, etc. in 12 pt. bold Times New Roman font with a 6pt line spacing following.

2.6.1. Further Subsections

Further sub-sectioning, if required, is indicated using 1.1.1. Qqq, etc. headings with 11 pt. bold Times New Roman font with a 6pt line spacing following.

2.7. Text

Main-body text is to written in fully (left and right) justified 11 pt. Times New Roman font with a 6pt. (paragraph) line spacing following the last line of each paragraph, but a 12pt. (paragraph) line spacing following the last paragraph. Do not indent paragraphs.

2.8. Figures and Tables

Table 1. Heading and text fonts.

Text	Alingnment	Font	Followed by:
Title	Centre	20 pt. TNR, bold, small-caps	24 pt. line sp.
Authors	Centre	13 pt. TNR	12 pt. line sp.
Addresses	Centre	12 pt. TNR	
emails	Centre	11 pt. italic TNR	18 pt. line sp. (last)
Abstract heading	Left	13 pt. bold italic TNR, small caps	6 pt. line sp.
Abstract text	Left	10 pt. italic TNR	12 pt. line sp.
Keywords heading	Left	13 pt. bold italic TNR, small caps	6 pt. line sp.
Keywords	Left, left, ..	10 pt. italic TNR	18 pt line sp.
Section headings	Left	14 pt. bold TNR, small caps	6 pt. line sp.
Sub-section heads	Left	12 pt. bold TNR	6 pt. line sp.
Sub-sub-sections	Left	11 pt. bold TNR	6 pt. line sp.
Body text	Full (left/right)	11 pt. TNR	12 pt line sp. (last)
Figures	Centre		6 pt. line sp.
Figure captions	Centre	11 pt. TNR	12 pt. line sp.
References	Left	10 pt. TNR (as shown)	6 pt. line sp

All inserts, figures, diagrams, photographs and tables must be centre-aligned, clear and appropriate for black/white or greyscale reproduction.

Figures (eg, Figure 1) must be numbered consecutively, 1, 2, etc., from start to finish of the paper, ignoring sections and subsections. Tables (eg, Table 1) are also numbered consecutively, 1, 2, etc., from start to finish of the paper, ignoring sections and subsections, and independently from figures

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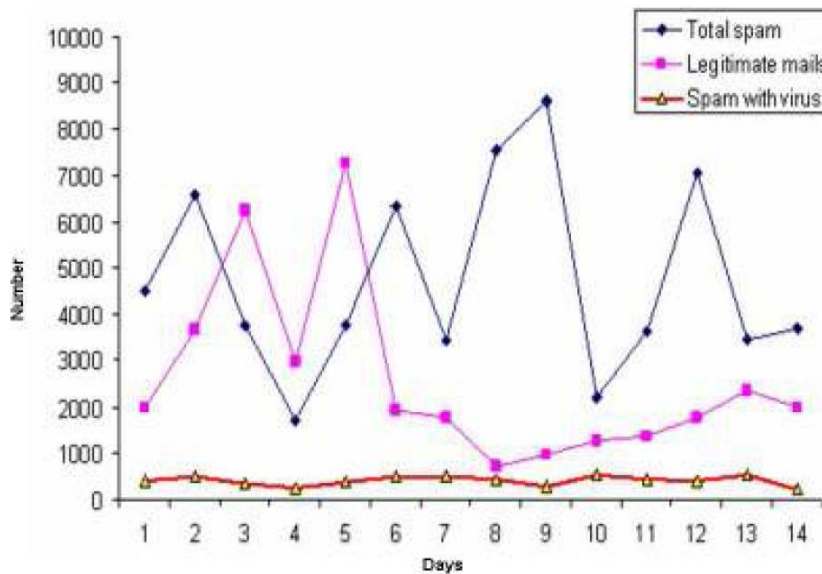


Figure 1. Spam traffic sample

All figures, tables, etc. must have a caption, centre-justified in 11 pt. Times New Roman. Captions precede tables but follow figures. Tables and figures must appear as close to their point of reference as satisfactory formatting of the final document permits.

2.9. Acknowledgements

An (unnumbered) acknowledgements section may be inserted if required.

2.10. References

References should be cited in the main text, in passing [1] or explicitly as in [2]. The full references should be given as below, in the order in which they are cited, in 10 pt. Times New Roman, with a 6pt spacing between each.

3. CONCLUSIONS

Papers in this format must not exceed twenty (20) pages in length. Papers should be submitted to the secretary AIRCC. Papers for initial consideration may be submitted in either .doc or .pdf format. Final, camera-ready versions should take into account referees' suggested amendments.

REFERENCES

- [1] Lee, S.hyun. & Kim Mi Na, (2008) "This is my paper", *ABC Transactions on ECE*, Vol. 10, No. 5, pp120-122.
- [2] Gizem, Aksahya & Ayese, Ozcan (2009) *Cooperations & Networks*, Network Books, ABC Publishers.