Instructions for the Authors of Papers to be Published in the COMA Proceedings

D. Dimitrov1, N. de Beer1

1Laboratory for Rapid Product Development, Department of Industrial Engineering, University of Stellenbosch, South Africa

**Abstract**

These instructions explain how to prepare your paper for the COMA Proceedings so that its appearance is clear and consistent with the other papers in the Proceedings. They include guidance on layout, illustrations, text style and references. They are presented exactly as your paper should appear. It is highly advised to use this template to prepare your paper in Microsoft Word. These instructions were originally prepared by D. Bossin and M. Shpitalni (Laboratory for Computer Graphics and CAD, Dept. of Mechanical Engineering, Technion – Israel Institute of Technology, Haifa, Israel) and modified based on CIRP templates for the purposes of this conference by D. Dimitrov and N. de Beer. Please send any comments or questions by e-mail to: coma@sun.ac.za

**Keywords**

COMA Proceedings, Paper, Instruction

# Introduction

The goal of this template is to achieve uniformity in the papers appearing in the COMA Proceedings. 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 an electronic publishing version as well as a camera-ready version.

This template is also available in Microsoft Word format on the COMA Website at:

**http://blogs.sun.ac.za/coma**

Your paper is limited to **six printed pages**. The official language of the Proceedings is English. If this language is not your mother tongue, please provide a good translation into English, and make sure that the English is checked by a competent editor.

# Setting Up Your Paper

## Text area

Use A4 paper size (297 x 210 mm, 8.27 x 11.69 in). Your manuscript must fit within the required margins. Set your margins for the first page at 1.8 cm (0.71 in) for top and bottom, 2.4 cm (0.94 in) for left, and 1.2 cm (0.47) 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 1.2 cm (0.47 in) and right margin 2.4 cm (0.94 in). Centring of text sections refers to these margins.

### Title area

Put the title directly under the top margin, under the COMA ’22 header. The title should be in **Arial 14 point bold** centred (Make use of the ‘Paper Title’ text style). 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 section should be in Arial 11 point normal (Make use of the ‘Authors’ text style).

### Abstract

Your abstract should not exceed 300 words. It should provide a brief summary of the contents of your paper. Begin typing your abstract directly after the author’s name, leaving one carriage return in ‘TEXT’ text style. It should be centred across the page, indented 1 cm (0.39 in) from the left and right margins and justified. The word **Abstract** should be typed in **Arial 10 point bold** font. The body of the abstract should be in Arial 10 point normal (Make use of the ‘Abstract’ text style).

### Keywords

Select three keywords that can be used to identify the subject of your paper.

Type the keywords below the abstract, using the same format (Also make use of the ‘Abstract’ text style for the keywords). Leave one carriage return between the abstract and the keywords.

### Paper body

Begin typing your paper immediately after the keywords with only a continuous section break separating keywords from the first heading. Depending on the number of authors, you should start at approximately 13.5 cm (5.2 in) from the top margin. Use a two-column format, and set the spacing between the columns at 1 cm (0.39 in), so that each column width is 8.2 cm (3.23 in).

## Font and line spacing

For papers prepared on PC computers, use **Arial 10 point** font. For papers prepared on Macintosh computers, use **Helvetica (or Geneva) 10 point** font. If neither of these fonts is available, use a similar 10 point san serif font. These instructions are printed in **Arial 10 point**.

The line spacing should be set to ‘at least 10 points’. Leave 3 points after each paragraph. Justify the text on both the left and the right margins.

## Headings and heading spacing

We recommend using no more than three levels of headings, indicated in these instructions as format styles: 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**, **Conclusion** etc.

The style for Heading 1 is **ARIAL 10 POINT BOLD ALL CAPS** with a 0.5 cm (0.2 in) hanging indent to accommodate the number and 3 point spacing after the heading. In addition, leave one carriage return (in ‘TEXT’ text 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 10 point bold** with a 0.75 cm (0.3 in) hanging indent to accommodate the number and 6 point spacing before and 3 point spacing 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. The style for Heading 3 is *Arial 10 point italic*with a 1.27 cm (0.5 in) hanging indent to accommodate the number, and 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.

# Text

## Style

The following list summarizes several important points of style to keep in mind when preparing your paper for the COMA Proceedings. The list has been typed using the ‘Bullet List’ text style:

* 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.

## Mathematic 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.

 (1)

For equation font sizes, use 10 point for full size, 8 point for subscript and superscript, and 6 point for sub-subscript and sub-superscript.

Use italics for variables (*u*); bold for vectors (no arrows) (**u**); bold italic for variable vectors (***u***) and capital bold italic (***U***) for variable matrices. Use *i*th, *j*th, *n*th, not *ith*, *jth*, *nth*. The order of brackets should be {[()]}, except where brackets have special significance. As far as possible, it is recommended that authors make use of SI symbols and units.

## 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. and so on. Be consistent in marking list items.

Refer to Section 3.1 for an example of a bulleted list. Following is an example of a numbered list: The text style that was used is ‘Numbered N.’. Other numbered text styles that may be used are ‘Numbered N)’ and ‘Numbered a)’.

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.

# Figures and tables

## General appearance

Make sure that all figures, tables, graphs and line drawings are clear and sharp and of the highest quality. Photocopies are not acceptable.

Photographs should be original black and white prints of excellent quality with good contrast and scanned into your paper.

When preparing figures and tables, make sure that all lettering inside the figure is no smaller than **8 point** font size.

## Numbering, captions and positioning

Number figures and tables consecutively, e.g., Figure 1, Figure 2, Figure 3; Table 1, Table 2, Table 3. Please use the ‘Figure’ and ‘Table’ text styles respectively. Use (a), (b), (c) to distinguish individual subjects in a composite figure or table. See Figures 1 and 2 for examples of figure and caption placement. Refer to Table 1 for an example of a table centred across two columns.

Each figure and each table must have a caption. Captions should be centred at the foot of the figure and typed in the same 10 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 12 point spacing after a 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. Please make sure that all figures are cited in the text, preferably before the figure is placed. If a figure or table is too large to fit into one column, it can be centred across both columns at the top or the bottom of the page. Make sure that it does not extend into the page margins.

 

(a) (b)

1. Example of picture scanned into the paper.

Number figures consecutively

Use 10 pt font sizes

Place figures at top or bottom of a column

1. Diagram of the system.

Do not wrap the text around the figures.

# PAPER SUBMISSION

This document presents the instructions for preparing an electronic publishing paper for the COMA ’22 Proceedings.

As decided, an electronic copy of the paper **(in MS Word format)** must be uploaded onto the COMA Easychair Website. For more details about the submission procedure please visit the website and its applicable section “Call for Papers”.

**In order to ensure a blind review, please remember to remove author details (author name(s) below the title and biography details at the end) when you submit the initial review version.**

After the review by the International Programme Committee (IPC), the authors of papers that have been accepted will receive suggestions for the correction of errors and improvements of the paper.Read the corrections of the reviewers and make the required changes. After changes have been made, please upload the improved document onto the Easychair website in accordance with the submission guidelines. **Remember to add back the author details (author name below the title and biography details at the end) in the final version.**

# acknowledgments

We acknowledge the support of the staff of the Department of Industrial Engineering, and in particular the Laboratory for Rapid Product Development for their help in preparing these instructions.

# References

List all the references used at the end of the paper, **in** **the 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 0.63 cm (0.25 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 are some examples 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.

# Biography

A short biography together with a photo must be enclosed for each author. The biography should outline the essential points of the authors career. Below is an example to indicate the placement of pictures and text in a two-columned table without borders.

|  |  |
| --- | --- |
| BDimitrov | Dimiter Dimitrov obtained his PhD degree in Technical Sciences (Manufacturing Engineering) from the Technical University of Dresden. In 1999 he was appointed Professor in Advanced Manufacturing at the University of Stellenbosch, South Africa. |
| NdeBeer2 | Neal de Beer holds MSc.Eng and PhD degrees in Industrial Engineering from the University of Stellenbosch. He is currently post-doctoral fellow in the Department of Industrial Engineering. His specific focus and area of research interest is in the application of Rapid technologies in the medical field. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **HEADING 1** | **Heading 2** | *Heading 3* |
| Font | Arial or Helvetica 10 point | Arial or Helvetica 10 point | Arial or Helvetica 10 point |
| Style | **BOLD ALL CAPS** | **Bold** | *Italic* |
| Numbering | 1, 2, 3,.... | 1.1, 1.2, 1.3,... | 1.1.1, 1.1.2,… |
| Spacing | Single-spaced,  3 points after, Normal carriage return before | Single-spaced, 6 points before, 3 points after | Single-spaced, 6 points before, 3 points after |

1. Example of table centred across two columns