

Author Guidelines for Manuscripts

General Guidelines – Page Formatting

Submitted papers must be in the format described in this guide. All manuscripts must be in English. All printable material, including text, tables, figures, references and footnotes, should be kept within a print area of 17cm wide by 24.7cm high and may not exceed the limit of 8 pages, including figures, tables and references. This is equivalent to using an A4 paper size template with 2cm side margin and a 2.5cm top and bottom page margin. All text must be in a single-column format and fully justified. All text, figure and table captions, footnotes and references should be in a Times (or equivalent) True-type font.

Submission Format

Submitted papers can be either in Adobe PDF format or PostScript, although PDF is preferable due to its better data compacting and portability. MS Word documents are also acceptable (version 8-9), but they are prone to page formatting and repagination errors during printing.

Main Title

The main title (on the first page) should begin directly below the top margin (2.5cm from the top of the page), centred, and in Times 14-point, boldface type. Leave one blank line after the title.

Author Name(s) and Affiliation(s)

Author names and affiliations have to be centred beneath the title and printed in Times 12-point, non-boldface type. Multiple authors may be shown in a two- or three-column format, with their affiliations below their respective names. Affiliations are centred below each author name and should be in italic, not bold Times typeface. Please include e-mail addresses as well. E-mail addresses should be centred below the author affiliation(s), following the same column-wise formatting, in case of multiple authors.

Abstract

The abstract is to be in fully justified text in Italic non bold single-spaced 10-point type, just below the authors' affiliations. Leave one line blank between the authors' information and the abstract. Use the word "Abstract" as the title, in 12-point Times, boldface type, left-justified, initially capitalised. Leave two blank lines between the abstract and the main text.

Main Text

The main text should be typed in plain 11-point Times typeface, with a line spacing of 12 points for eligibility and mathematical notation formatting. All paragraphs should be indented 0.5 cm and text should be fully justified. Leave one blank line between the last paragraph of a section and the heading of the next, but not between paragraphs of the same section.

Headings

First order headings should be Times 12-point boldface, initially capitalised, flush left, with one blank line after. Use a period (".") after the heading number, as for example in: "2. Method Overview".

Second order headings should be Times 11-point boldface, initially capitalised, flush left, with no blank space after. Use a period (".") after the heading number, as for example in: "2.1. The Workflow Modelling System".

Third order headings, if any, should be Times 11-point italics, boldface, initially capitalised, flush left, with no blank space after. Use a period (".") after the heading number, as for example in: "2.1.1. Data Representation".

Figures

Figures will be printed in greyscale in the workshop proceedings, but authors are encouraged to submit their material in colour if this enhances the clarity of the depicted work. Raster images should be at 300dpi or higher resolution.

Captions

Figure and table captions should be 10-point Times. Initially capitalise only the first word of each figure caption and table title. Figures and tables must be numbered separately. All captions are to be below the figures or tables and fully justified. Please leave 1cm of blank space below the caption or above the figure or table, in order to clearly separate the figures or tables from the main text. Figure captions should start with “Fig.”, in boldface, followed by the number of the figure and the caption. For example: **Fig. 1.** Data flow. Table captions adhere to the same rules, using “Table” instead of “Fig.”.

Equations

Equations’ typeface should be the same size as the main text, i.e. 11-point. Equations, when necessary, must be numbered sequentially, enclosing the equation number in parentheses after the equation itself, flush right. References in the text should be in the form: eq.1.

Footnotes

We discourage the use of footnotes but if unavoidable, please place them at the bottom of the page on which they are referenced. Use Times 8-point type, single-spaced.

References

The references section should have “References” as a heading in 12-point boldface type, left justified. List and number all bibliographical references in 10-point Times, single-spaced, at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [1]. Where appropriate, include the name(s) of editors of referenced books. If multiple references are present at the same point in the text, enclose all references in a single pair of brackets, as: [1,3,14].

Please try to use the following notation for the referenced material:

1. A.B. Surname_one, C.D. Surname_two, and E.F. Surname_three, “Article Title”, *Journal*, Publisher, Location, Date, pp. 1-10.
2. Surname_one, C.D., A.B. Surname_two, and E.F. Surname_three, *Book Title*, Publisher, Location, Date.
3. <http://my.url.org/texts/mytext.html>

Further Information

Additional information or comments with regard to the manuscript style and formatting should be addressed to Georgios Papaioannou, gepap@fhw.gr