

Instructions for Preparing a Paper for the ICEE-ICIT2014 Riga Conference

Author One Bold¹, Author Two Bold² and Author Three Bold³

¹ *Name of Institution, City, Country, email of Author One*

² *Name of Institution, City, Country, email of Author Two*

³ *Name of Institution, City, Country, email of Author Three*
(use Shift+Enter for line change between address lines)

Abstract

Use the Italics for the abstract text. The abstract should be 150-200 words. Do not change the fonts, margins or line spacing settings of this paper template. The paper in its all entirety may NOT be longer than 8 pages. The abstract should consist of a concise summary of the material discussed in the article. It is preferable not to use footnotes in the abstract or the title. Do not cite references in the Abstract. Avoid using abbreviations in the Abstract. The abstract should be contained within one paragraph. The index terms are also written in Italics. It is recommended not to give more than six keywords, separated by commas. We wish you success with the preparation of your manuscript.

Keywords: *Keyword 1, Keyword 2, Keyword 3.*

1. Introduction

Use the **Heading 2** style for first level section headings. Use the Normal style for paragraph text. Papers must be typed in English using MS-Word only. This instruction page is an example of the format and font sizes to be used.

The title of the paper is typed in Verdana (boldface 16 pt) and centred on the page. The author listing is typed in bold letters and centred on the page (Times/Times New Roman, 10 pt). Directly under the author listing and also entered are the authors' affiliations and e-mails (Times/Times New Roman, 10 pt, italic). If authors belong to more than one institution, marks/numbers should be used to establish the correspondence. Give the institution, city, country and e-mail of every author. Use the full first name for the authors. If an author is submitting more than one paper please provide the same name in all papers.

Manuscripts must be typed single spaced using 10 point characters and be formatted for A4 size paper (297x210 mm). Only Times/Times New Roman fonts are accepted for the text. Page should have top margin of 3.0 cm, bottom margin of 4.0 cm, left and right margins of 3.0 cm. The text of the papers is written in one column and justified. The maximum length of your paper should be 8 pages including references, tables and illustrations. The paper should be written in Standard English.

1.1. Section Headings

Use the **Heading 3** style for second level headings. The first level section headings are typed in Verdana (boldface 12 pt). The second level headings are typed in Verdana (boldface, italic, 10 pt). The headings are aligned to the left. [1] [2]

1.2. Separation of Paragraphs and Indentation

Paragraphs are separated by a single line space and with no indentation.

1.3. References

Place references in separate section at the end of the document – 9pt left aligned. Do not footnote references. Refer simply to the reference number, as [3] or [5]-[7]. Type references on a list in sequence in the order cited in the paper. There are examples of formats for different kind of citations in the end of this template.

2. Figures and tables

Figures and tables should be centred in the column and numbered consecutively throughout the text. Figures should have a caption underneath (see for example Figure 1) while the caption for tables should be above (see for example Table 1). Care should be taken to ensure the font size for captions is legible and that the letters and symbols are not too small.



Figure 1. Logo of iNEER. This is an example of a figure caption.

All figures and tables should be included in the electronic versions of the full paper. Leave one blank line above and below each Table or Figure.

Table 1. Writing instructions. This is an example of a table caption.

Points	Place of Text	Style, font, alignment
10	Figure and Table number	Caption, Times/Times New Roman, centered
10	Figure and Table Headings	Caption, Times/Times New Roman, centered
10	Figure and Table Captions	Caption, Times/Times New Roman, centered
>8	Body of figures and tables	
10	Abstract	Italics, Times/Times New Roman, italic, full justified
10	Index terms	Italics, Times/Times New Roman, italic, full justified
12	First Level Section Titles	Heading 2, Verdana, bold, aligned to the left
10	Main Text	Normal, Times/Times New Roman, full justified
10	Second Level Section Titles	Heading 3, Verdana, bold, italic, aligned to the left
10	Authors' names	Normal, Times/Times New Roman, bold, centered
16	Title	Heading 1, Verdana, bold, centered
10	Affiliations and e-mails	Italics, Times/Times New Roman, italic, centered
9	References	Times/Times New Roman, aligned to the left
9	Author brief CV	Normal, Times/Times New Roman, full justified

3. Headers and Footers

No headers are allowed.

Footer text should be 10 pt Times New Roman. The only text of the footer should say the text as shown in the footer of this instruction. Please copy and paste this information into your document exactly as shown on this page. [3] [4] [5]

4. Quality of the paper

It is important that your paper shows clear connection to engineering education and is useful to engineering educators.

All papers will be peer reviewed. The review form includes the following topics:

- Contents (e.g.: clarity of objectives; basis of theory; conclusions drawn; understanding of subject; etc.)
- Degree of Novelty or Originality (e.g.: presence of new ideas; innovative contributions; whether bulk of materials has been published elsewhere; etc.)
- Structure of Paper (e.g.: general layout; use and proper numbering of figures/diagrams; etc.)
- Quality of Text (e.g.: clarity of expression; consistency; readability; number of quotations and references; etc.)
- Reviewer's General Opinion and Comments (e.g.: correctness of text; applicability of the items included; quality of paper; scope covered; etc.).

Every paper contains an abstract, index terms and an introduction. This is usually followed by related theory/literature, methodology and results, conclusion and discussion, acknowledgements and references.

5. Authors

Short curriculum vitae of all the authors should be given. The principal author should be listed first, followed by the co-authors – 9pt. full justified. If there is more than one author, there should be a statement indicating which author will be presenting the paper.

The CV's at the end of these instructions serve as examples.

6. Conclusion

You are able to use this template so that you type over sections by using cut and paste into it, and/or use the given styles. To use the built-in styles, highlight a section that you want to designate with a certain style, then select the appropriate name on the style menu.

7. Acknowledgements

The acknowledgement for funding organizations etc. should be placed in a separate section at the end of the text.

References

[Format for citation for JOURNAL PAPERS:]

- [1] S. H. Bokhari, "Partitioning Problems in Parallel, Pipelined, and Distributed Computing", IEEE Transactions on Computers, Vol. 37, No. 1, pp. 34-45, January 1988.

[Format for citation for BOOKS:]

- [2] G. T. A. Kovacs, *Micromachined Transducers Sourcebook*, McGraw-Hill, New York, 1998, pp. 95-97.
- [3] W. Aung, et al. (ed.), *Engineering Education and Research – 2001: A Chronicle of Worldwide Innovations*, iNEER, Arlington, VA, 2002.

[Format for citation for CHAPTERS IN BOOKS:]

- [4] I. Verner, and D. Ahlgren, "Robot Contests Framework for International Cooperation in Engineering Education," *Innovations 2003: World Innovations in Engineering Education and Research*, W. Aung, et al. (eds.), iNEER, Arlington, VA, 2003, Chap. 24, pp. 237-245.

[Format for citation for papers in CONFERENCE PROCEEDINGS:]

- [5] H. Jerez, C. Abdullah, C. Christodoulou, J. V. Reenen and R. Jordan, "Wireless Enabling Education and Research Activities," *Proceedings of 2003 International Conference on Engineering Education*, ICEE-2003, Paper No. 3301, Valencia, Spain, 2003.
- [6] B. H. Byer, and E. Tam, "Addressing New Directions of Globalization, Environmental Management Systems and Sustainable Development in the Curriculum," *Proceedings of 12th Canadian Conf. on Engineering Education*, Victoria, B.C., 2001, pp. 313-317.

[Format for citing REPORTS:]

- [7] Chi-Fu Den, "Final Report of First Phase National Telecommunications Program (NTP)," NTP Office, National Science Council (NSC), Taiwan, September 2003.

[Format for citing INTERNET:]

- [8] S. H. Bokhari, "*Partitioning Problems in Parallel, Pipelined, and Distributed Computing*", IEEE Transactions on Computers, Vol. 37, No. 1, pp. 34-45, January 1988,
<http://ieeexplore.ieee.org/stamp/stamp.jsp?tp=&number=75137> , Last accessed 3 March 2013

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