

CISM Courses and Lectures: Instructions for the Preparation of Manuscripts with Microsoft Word

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Abstract. This document specifies the formatting requirements for final manuscripts that are to be published in the series *CISM Courses and Lectures*. It also explains how template and style files can be used. Specific instructions for the editor(s) of the volume are also included.

1 Overview of Manuscript Preparation and Delivery

CISM Lecture Notes are published by SpringerWienNewYork. The preparation of the manuscript is completely based on electronic tools. No paper has to be produced by the authors. The default word/text processing system to use for preparing the manuscript is *LaTeX 2e*. The use of *Microsoft Word* is not encouraged (especially when mathematical formulae are present in the papers). Anyhow, detailed template files and instructions have been developed and tested for both *LaTeX* and *Word*.

When the electronic manuscript is ready, please transform it in *PDF* format. Remember to *include all the fonts* in your PDF file and use only *Type 1* or *TrueType* fonts. Please avoid Type 3 fonts, that are resolution-dependent. If your paper exceeds 4 Megabytes, please split it into two or more files and smaller than 4 Mb. Authors should send their contributions to the editor(s) of the volume.

Editors should collect all the papers and prepare a two-page preface and a table of contents, both according to the template files available via the CISM Web site. Please remember that each contribution should start on a right (recto) page, right pages are odd page numbers, and the first contribution should start on page 1. Transform the preface and the table of contents in PDF format as well. When the whole manuscript is ready, editor(s) should use the CISM ftp server for sending the PDF files to CISM. Please contact Mrs. Monica Del Pin (M.DelPin@cism.it) who will provide you a user-name, a password and the precise URL to use. Editors can alternatively send the whole material stored on a CD. CISM printing office will send to the editor(s) a draft version of the cover and of the first pages of the volume, to be checked and approved for printing.

For further questions about the use of the template and style files, problems related to PDF files, etc., you can send an e-mail to the Cism printing office at ciscud31@netuno.it.

The template files were first developed for the CISM sponsored conference UM97¹ (Jameson, Paris and Tasso, 1997), further refined for the UM99 conference (Kay, 1999). Authors who have access to the printed proceedings of UM97 or UM99 (CISM volumes no. 383 and 407 respectively) can see how the resulting volume is to look. Alternatively, individual UM97 and UM99 papers can be downloaded from the on-line proceedings (<http://um.org/>).

1.1 Using the Template and Style Files

In addition to the instructions that you are now reading, template files for *Microsoft Word* are available via the CISM Web site.

Probably all authors will be able to prepare their manuscripts using one of the template files. If you can do so, the basic strategy is to copy the template file and replace the text in it with the text for your own manuscript, using the examples of formatting given in the template files. In this case, you won't have to pay attention to the parts of the instructions below that are enclosed in square brackets (" [...]"), since these refer to numerical parameters that are set correctly by the style files.

1.2 Following the Instructions

Some contributed volumes include individual papers that deviate visibly from the prescribed style. In a coherent, well-edited volume, this sort of deviation is not acceptable. In the interests of all authors and readers, the editor(s) will check each final manuscript. In order to do this, each author should send a preliminary copy of his/her manuscript to the editor(s). If a manuscript deviates noticeably from the prescribed style, the authors will be asked by e-mail or fax to make the necessary adjustments and to resend their manuscript on short notice. If you anticipate any difficulties with this arrangement, please contact the editor soon.

2 Basic Properties of the Style

Margins. [All text and graphics must fit into a rectangle of 135 by 190 mm (5.32 in. x 7.48 in.).]

Font. Use Times (New) Roman as the basic font if at all possible. If this font is not available, use the most similar font that you can get.

Paragraphs. [Don't leave extra space between paragraphs, except where necessary to avoid white space at the bottom of the page. Indent the first line of each paragraph by 5 mm (0.2 in.)—unless it comes right after a section heading.]

Page numbers and running heads. These elements will be added to each page by the publisher, so please don't add them yourselves—except perhaps temporarily for your own convenience during manuscript preparation. Please, use short running heads.

¹ We thank Anthony Jameson from the Department of Computer Science, University of Saarbrücken, Germany, for his effort in preparing the original version of the template files.

3 Formatting the Beginning of the Manuscript

Title, authors, and institutes. [Imitate the example given at the beginning of this document, using font sizes of 14 points, 10 points, and 9 points, respectively.]

Note that each author's address includes only the institution, the town, the two-letter abbreviation of the state (if the address is in the U. S.), and the country.

Note also that acknowledgements to colleagues and funding agencies come in a footnote to the authors' names, not in a separate section of the text.

As is usual in English, the major words in the title are to be capitalized. Specifically:

Do not capitalize:

- conjunctions (*and, or, but*);
- articles (*the, a, an*);
- prepositions of fewer than four letters (like *of* and *for*).

Do capitalize all other words, including:

- words of the above types if they come at the beginning of a heading or after a colon or a dash;
- other short words, wherever they come (like *Is* and *Not*);
- prepositions with four or more letters (like *During* and *With*);
- words that occur as the second part of a hyphenated compound (as in *Real-Time*).

Abstract. [The font size is 9 point, with 11-point interline spacing. The extra indentation is 1.0 cm (0.39 in.) on the left and on the right.] The length of the abstract should not exceed 150 words.

4 Formatting the Main Text

4.1 Section Headings

Three levels of headings are provided. On the first two levels, capitalize all major words, as for the title of the whole paper.

First-level headings. [These are numbered and set in 14-point bold type. Leave 14 points before the heading and 8 points after the heading.]

Second-level headings. [These are numbered and set in 10-point bold type. Leave 14 points before the heading and 4 points after the heading.]

Third-level headings. The heading at the beginning of this paragraph is an example of this type of heading. [These headings are set in 10-point bold type, with 14 points left before the heading.] There is no numbering and no extra capitalization of major words. The heading ends with punctuation. The subsequent text continues on the same line. The style for this heading applies to the

entire paragraph that it introduces. The bold type for the words of the heading itself must be specified explicitly.

Adjusting vertical spacing between consecutive headings. When one heading is followed immediately by another one—as with the headings 4 and 4.1 above—the spacing between them is made too large by Word. (This problem is left uncorrected in this one case in the Word template for illustrative purposes.) The reason is that Word inserts extra space both *after* the first heading and *before* the second one. In each such case that occurs in your manuscript, mark the *second* heading and use the “Format, Paragraph” dialog box to set the space *before* it to 0 points. (This remedy also applies when a heading comes immediately after another element that adds extra space, such as a figure caption.)

4.2 Other Formatting Elements

Footnotes. [Signal each footnote with a 9-point raised number in the text. Print each footnote in 9-point type with 11-point interline spacing at the bottom of the page. Precede the first footnote on a page with a horizontal rule of 2 cm (0.8 in.).]

Figures. [Figures are numbered sequentially.] Figures must be clear and very neat, so we recommend a resolution of 600 dpi at least. Center each figure horizontally, and place the caption after the figure, as is illustrated in Figure 1. [Format the caption in 9-point type with 11-point interline spacing.] (Note that there is *no* extra capitalization of words in figure or table captions; and that each caption ends with a period.) Capitalize the words *Figure* (and *Table*) in all in-text references that include numbers (e.g., “see Figure 2”). [Leave about 8 mm (0.32 in.) between a figure (or its caption) and any nearby text or other figure.]

* CISM

Figure 1. A simplified version of the CISM logo.

Tables. [Tables are numbered sequentially.] Format each table caption like a figure caption, but place it before the table (cfr Table 1 below).

Table 1. Average page lengths for manuscripts.

Category	Number of pages
Papers	10/lecture hour (average)

Lists. Two types of list are supported by the template and style files:

1. Numbered lists
2. Bulleted lists (see, e.g., the examples in Section 3)

To get the right vertical spacing before and after a list, use the style “Numbered List First” for the first element of a numbered list; “Numbered List Last” for the last element; and “Numbered List” for any elements in between—and similarly for bulleted lists.

5 References to Literature

The general method used is that of giving the name(s) of the author(s) and the year, using parentheses, such as:

1. Walker (1993) investigated ...
2. Charniak and Goldman (1991) were among the first ...
3. Fagin et al. (1995, chap. 11) proved ...
4. In two influential articles, Rich (1979, 1989) discussed ...
5. A recent study (Russell et al., 1995) suggests ...
6. ... the variable of cognitive load (see, e.g., Kashihara et al., 1995).
7. It is often claimed (see Clark, 1985, p. 223, and Miller, 1997, for arguments) that ...

6 Further Advices

6.1 General Remarks

Realizing the CISM style with Word is more difficult than with *LaTeX* for two main reasons:

1. There are various versions of Word for various platforms, and they differ in subtle ways.
2. Although many previous books have used the *LaTeX* version of the Springer LNCS style, much less support has been developed for Word users of this style. The template files provided here were developed from scratch.

6.2 Making Sure to Use Predefined Styles

The template file redefines a number of standard styles (such as “Heading 1” and “Text with indentation”) and introduces several new ones (such as “Small print”). Please ensure that each part of your text uses the appropriate style (as is illustrated by the example text in the template file).

In particular, no part of the text should be simply in “Normal” style.

If you define your own styles, please make sure that they are “based on” one of the styles in the template (other than “Normal”; for example “Text without indentation” for normal-size print).

6.3 System-Specific Deviations

Because of the different Word versions that exist on various platforms, the Word template is provided as an RTF file that should be usable within any system. But any particular Word version may yield results that deviate from the intended style. So please compare the output of your system with the appearance of the PDF version of the instructions and note any deviations. You can probably fix such deviations by adjusting the definitions of the style elements (such as section headings) so as to make these elements conform to the instructions.

6.4 Spacing Between Letters

The relatively wide default interletter spacing of Word has been reduced in this template file with two goals in mind:

1. to allow Word authors to fit as much text into their manuscripts as *LaTeX* authors can;
2. to make the Word manuscripts more attractive and essentially indistinguishable from the *LaTeX* ones.

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