

Paper Submission Guidelines

The official language of the conference is English. Authors must submit their manuscripts electronically to the address below. Do not send hard copies of your paper. Receipt of electronic submissions will be confirmed by email.

Email: <http://jamesmarini.com/cibconference/>

The author(s)' name(s) and address(es) must not appear in the body of the paper. Any self-reference should be in the third person, such as when reference is made to a published article by the author(s). Papers are not to exceed 4,000 words. Each copy must include the abstract, a list of 3-6 keywords, and a separate cover page. The cover page must include the title of the paper, full name(s) of the author(s), address(es) — including telephone number, fax number, and email address(es) — to which correspondence should be sent. All submissions should be in Microsoft Word (.doc) format, for publication on 8.5 inch by 11 inch (216 mm by 280 mm) paper. See the section below for more details.

At least one of the authors of the accepted paper must register for the conference and present the paper.

Preparing Your Final Manuscript

Your final manuscript should be prepared according to the following guidelines:

A. Margins:

Left: 1.25 inches (32 mm)
Right: 1.25 inches (32 mm)
Top: 1 inch (25 mm)
Bottom: 1 inch (25 mm)

B. Look and Feel:

Typescripts must be typed with single spacing on one column. Use of the “Times New Roman” typeface, size 12; do not indent when starting a new paragraph; leave one line between paragraphs.

C. Paper Layout:

The following items should appear at the beginning of the paper, left-aligned:

- The title of the paper: size 18, boldface.
- The names of the authors: size 12.
- The addresses of the authors (including email): size 12.
- An abstract of 100 to 200 words preceded by “Abstract”: size 12, boldface.

- Three to six keywords preceded by “Keywords”: size 12, boldface.

D. Structure of the paper:

Authors are requested to restrict the use of headings to three levels where possible. The headings should be presented as given below and as shown on this document.

I. Main headings

They should be typed using size 14 font and in boldface, left justified with a space of two lines above and one line below. They should be numbered using Arabic numerals.

Subheadings

They should be typed using size 12 and bold, left justified, with a space of one line above and one line below.

Sub-sub-headings. They should be typed as for sub headings, without numbering, but the text following them should run on after a period (full stop).

E. Footnotes:

Footnotes should be avoided if possible. Consecutive numbers should denote necessary footnotes in the text. The footnotes should be typed single spaced, and in a smaller type size, at the foot of the page on which they are mentioned, and separated from the main text by a line extending halfway across the page. Leave a two-line space above the footnote line.

F. Illustrations:

Although original line drawings on good quality paper are permitted, glossy photographs (bromides) are preferred (not Xerox copies). Illustrations should be pasted into position on the typed pages as close as possible to the first reference to them. Photographs may also be pasted into their respective places and care should be taken that they are still an adequate size to be viewed by the reader after reduction to the final page size.

Please note that all illustration material must be supplied as digital images in black and white, as colored lines and photographs will not reproduce to give an adequate reproduction in the final printed form. Images must be sharp with well-contrasted components.

G. Tables:

Tables should be centered and typed within the type area.

H. Equations:

The equation number should be typed in parentheses, right-aligned; omit dots leading to the numbers.

Where mathematical expressions appear in the text requiring more space either above or below the line (e.g. where a square root sign or a superscript number appears), then the line containing such characters should be 1 “space” below the preceding line and above the following line. Simple expressions should be left in the text, written on one line, using the solidus (i.e. a/x) instead of a two-line form wherever possible to avoid awkward line spacing.

Subscripts and superscripts should be clearly typed as such, and the typescript should be scrutinized carefully to ensure that there is no ambiguity in the way in which they appear; typists should not align with the rest of the text any numbers and letters, which are intended to be subscripts or superscripts.

I. References:

References should follow the Harvard system. In the text the surname of the author and the year of publication of the reference are given. Two or more references by the same authors published in the same year are differentiated by letters a, b, c, etc. For references with more than two authors, text citations should be shortened to the first name followed by “et al.”

Jones (1965, 1968 a, b, 1971 b) discovered that ...

Recent results (Brown and Carter, 1985; Green et al., 1986) indicate that ...

References should be listed in alphabetical order at the end of the paper. References by the same author(s) should be in chronological order.

Journal references should include: author’s surname and initial; initials and surnames of remaining authors; year of publication in brackets; article title (where provided); abbreviated journal title, volume number and page numbers.

References to books should include: author’s surname and initial; initials and surnames of remaining authors; year of publication in brackets; the book title; the name of the publisher and place of publication. References to multi-author works should include after the date of publication: the chapter volume number and pages; the name of the publisher and place of publication.

The references should appear in the following form:

Abell, B.C. (1945). The Examination of Cell Nuclei. *Biochem. J.*, 35, 1223-126.
Abell, B.C. (1956). Nucleic Acid Content of Microsystems. *Nature*, 135, 7-9.