**Word Template layout**

The following is a guide to using the conference paper word template:

TITLE

The main title of the paper shall be 18pt, Full Capital letters and centred.

****Author names and affiliations****

Names and affiliations should immediately follow the title. To avoid confusion, the family name must be written as the last part of each author name and the first name should be spelt out rather than abbreviated (e.g. John A.K. Smith). Author details must not show any professional title (e.g. Managing Director), any academic title (e.g. Dr.) or any membership of any professional organisation.

For multiple-authored articles, list the full names of all the authors, using identifiers to link an author with an affiliation where necessary (eg. John AK Smith1, Edward Jones2).

The full affiliations of all authors should then be listed. Affiliations should include: the name of the university or company; the name of the city; the name of the country and e-mail (e.g. 1 University of Sydney, Sydney, Australia, e-mail).

If an author's present address is different from the address at which the work was carried out, this should be given as a secondary affiliation (see affiliation 4).

Only the email address of the corresponding author is required and should be indicated with an \*.

Keywords: List a maximum of five keywords.

Abstract

This shall be informative and suitable for direct inclusion in abstracting services as a self-contained article. It shall not exceed 200 words. It shall summarise the general scope and also state the main results obtained, methods used, the value of the work and the conclusions drawn. No figure numbers, table numbers, references or displayed mathematical expressions to be included. The abstract shall be included in the submitted paper.

1. Introduction

This document is a guide to using the Manuscript Template. Before submitting your final paper, check that the format conforms to this guide. Specifically, check to make ensure that the correct referencing style has been used and the citations are in numerical order throughout the text. If your paper does not meet all of the requirements, your paper will be unsubmitted and you will be asked to correct it.

1. ****Language, spelling and grammar****

All papers must be written in UK English. If English is not your first language, you should ask an English-speaking colleague to proofread your paper. Papers that fail to meet basic standards of literacy are likely to be declined. Ensure that the paper is spell checked.

1. ****Paper Length****

The maximum length of the full paper will be eight A4 pages.

1. Page Formatting

An easy way to comply with the requirements stated in this Guide is to use the Manuscript Template and simply type your text into it. A PDF will then be created of the template for submission of the paper. Authors should not copy the format of other published papers.

* 1. Page Layout

The paper must be in double column format, 8.8cm wide with margin separation of .04cm, and single spacing. All paragraphs must be justified, i.e. both left-justified and right-justified.

* 1. Text Font of Entire Document

Standardised fonts such as Times, Times Roman, Times New Roman or Symbol are to be used with a font size no smaller than 10pt.

* 1. Section Headings

All section heading should be numbered and no more than 3 levels of headings should be used.

*4.3.1 First Level Headings:*

The first level section headings should be in bold font, 12pt (e.g. “**1 Introduction**”), with the paragraph starting on a new line.

*4.3.2 Second Level Headings:* The second level section headings should be in italic font 10pt (i.e. “*2.3 Section Headings*”). The paragraph should start on a new line.

1. Figures

Graphics may be full colour but please make sure that they are appropriate for print (black and white) and online (colour) publication. Lines graphs should be colour and use dotted or dashed lines, or shapes to distinguish them apart in print. Each figure should be explicitly referred to in numerical order and should be embedded within the text at the appropriate point. A maximum of four subfigures will be allowed per figure.

*a* *b*

Fig. 1 Sample graph with blue (dotted), green (solid) and red (dashed) lines ‘or’

Figure 1 Sample graph

a Subfigure 1

b Subfigure 2

* 1. Figure Captions

Figure captions must be below the figure, in 10pt font and should ideally consist of one sentence. If a figure has subfigures, all subfigures should also have a caption and should be identified by letters, e.g. *a*, *b*, *c,* as shown above.

1. Tables

Tables should be formatted as the example below with no column lines unless needed to clarify the content of the table. Row lines can be used to distinguish the column headings from the content of the table.

Table 1 Example table

|  |  |  |
| --- | --- | --- |
| Column heading | Column heading two | Column heading three |
|  | | |
| Row 1a | Row 1b | Row 1c |
| Row 2a | Row 2b | Row 2c |

* 1. Table Captions

Tables must be numbered and cited within the text in strict numerical order. Table captions must be above the table and in 10 pt font.

1. ****Mathematics and equations****

* Equations should fit into a two-column print format.
* Equations shall be single spaced.
* When writing mathematics, avoid confusion between characters that could be mistaken for one another, e.g. the letter 'l' and the number one.
* Vectors and matrices should be in bold italic and variables in italic.
* If your paper contains superscripts or subscripts, take special care to ensure that the positioning of the characters is unambiguous.
* Exponential expressions should be written using superscript notation, i.e. 5x103 not 5E03.
* A multiplication sign should be used, not a dot.

Refer to equations using round brackets, e.g. (1)

1. Page Numbers and Footers

Page numbers shall be placed in the ‘page footers’ on all pages. No other information is to be placed in the footer.

1. Conclusion

Submissions should always include the following sections: an abstract; an introduction; a conclusion and a references section. If any of the above sections are not included the paper will be unsubmitted and you will be asked to add the relevant section.

1. Acknowledgments

Acknowledgements should be placed after the conclusion and before the references section. Details of grants, financial aid and other special assistance should be noted.

Referencing Style

You should number your references sequentially throughout the text, and each reference should be individually numbered and enclosed in square brackets (e.g. [1]).

Please ensure that all references in the Reference list are cited in the text and vice versa. Failure to do so may cause delays in the production of your article.

Please ensure that all references in the Reference list are cited in the text and vice versa. Failure to do so may cause delays in the production of your article.

Please also ensure that you provide as much information as possible to allow the reader to locate the article concerned. This is particularly important for articles appearing in conferences, workshops and books that may not appear in journal databases.

Do not include references for papers that have been submitted and not accepted for publication. Papers that have been accepted for publication are allowed as long as all information is provided.

Please provide all author name(s) and initials, title of the paper, date published, title of the journal or book, volume number, editors (if any), and finally the page range. For books and conferences, the town of publication and publisher (in parentheses) should also be given.

1. If the number of authors on a reference is greater than three please list the first three authors followed by *et al*. Example References

Examples of reference citations are listed below:

* 1. **Journal articles**

[5] Smith, T., Jones, M.: 'The title of the paper', IET Syst. Biol., 2007, **1**, (2), pp. 1–7

[6] Borwn, L., Thomas, H., James, C., *et al*.:'The title of the paper, IET Communications, 2012, **6**, (5), pp 125-138

* 1. **Conference Paper**

[7] Jones, L., Brown, D.: 'The title of the conference paper'. Proc. Int. Conf. Systems Biology, Stockholm, Sweden, May 2006, pp. 1–7

* 1. **Book, book chapter and manual**

[8] Hodges, A., Smith, N.: 'The title of the book chapter', in Brown, S. (Ed.): 'Handbook of Systems Biology' (IEE Press, 2004, 1st edn.), pp. 1–7

[9] Harrison, E.A., and Abbott, C.: 'The title of the book' (XYZ Press, 2005, 2nd edn. 2006)

* 1. **Patent**

[11] Brown, F.: 'The title of the patent (if available)'. British Patent 123456, July 2004

* 1. **Report**

[10] IET., 'Report Title' (Publisher, 2013), pp. 1-5

[12] Smith, D., Hodges, J.: British Patent Application 98765, 1925

* 1. **Standard**

[14] BS1234: 'The title of the standard', 2006

* 1. **Thesis**

[13] Abbott, N.L.: 'The title of the thesis'. PhD thesis, XYZ University, 2005

* 1. **Websites**

[1] ‘Author Guide - IET Research Journals’, http://digital-library.theiet.org/journals/author-guide, accessed 27 November 2014

[2] ‘Research journal length policy’, http://digital-library.theiet.org/files/research\_journals\_length\_policy.pdf, accessed 27 November 2014

[3] ‘ORCID: Connecting research and researchers’, http://orcid.org/, accessed 3 December 2014

[4] ‘Fundref’, http://www.crossref.org/fundref/, accessed 4 December 2014

**II) Word template structure**

Main title of paper here

First Author1, Second Author2, Third Author3

1First Affiliation Address, City, Country Name  
2Second Affiliation, Address, City, Country Name  
3Third Affiliation, Address, City, Country Name  
4Current affiliation, Address, Country Name  
[\*corresponding.author@second.com](mailto:*corresponding.author@second.com)

**Keywords**: Enter only five keywords separated with a comma here

Abstract

Enter abstract text here.

1 Introduction

Enter introduction text here.

2. Methodology

Enter methodology here.

3 Results

Enter results here.

4 Conclusion

Enter conclusion here.

4 Acknowledgements

Enter acknowledgements here.

5 References

Enter references here.

III) PDF format requirement

All PDFs shall be set as follows:

**File names:** The PDF file names will be consecutively numbered in the order that the papers are to be published:

* ‘01.pdf’ consecutively to ‘99.pdf’  
  (for up to 99 files within the conference proceedings).
* ‘001.pdf’ consecutively to ‘999.pdf’  
  (for up to 1000 files within the conference proceedings).

**Version:** Adobe PDF Version 1.4 (Acrobat 5)

**Fonts:** All fonts shall be 'embedded subset'.

**Document Properties:**

**Title:** Full title of the paper.

**Authors:** All contributing author names to be included.

**Subject:** Full conference name and abbreviation.

**Keywords:** Keywords as set in the paper at Item 2, Keywords.

IV) IET Digital Library and Inspec Indexing requirements

Papers that will be submitted for publication on the IET Digital Library, and subsequent indexing in Inspec, IEEE Xplore and EI Compendex, must be submitted in the following format:

**All PDFs must** be in the format as specified as stated in Paragraph 3 above (PDF format requirement).

An **event programme** must be supplied. This will contain details of the event, title of the event, dates of the event, venue and programme details.