

# Paper title uses the title style

**Author Name(s)** (do not put prefixes, titles, or job description such as *Dr., CEO, lab manager, etc.*); **Professional Affiliation; City, State/Country: Author Style**

## Abstract

Please include a brief abstract of this paper. Avoid using figures or equations in the abstract.

## Overall Document Guidelines: Head

Clear document of any fonts other than Times, Arial, and Symbol. The paper should be formatted using the tags provided in the template, i.e., title, author, head, subhead, tertiary Head, body copy, eq./fig., references, etc. in a 2 column format on A4 size paper.

Set the left and right margins to 2 cm (0.79"), and the top and bottom margins to 2.5 cm (0.98"). Set the document to a 2-column format with column widths set at 8.15 cm (3.21") and the gutter—the space between columns—at 0.7 cm (0.28").

Papers should be a maximum of 6-8 pages (including figures); longer papers will be returned for revision. Please do not place folios or page numbers in your paper. That information is inserted when we assemble the book.

## Graphics and Equations

Graphics and equations should fit within one column (8.15 cm. or 3.21" wide), but full width (19 cm) figures are also acceptable. Equations, figures and figure captions each have their own style tags. Number equations using parentheses flushed right as shown below.

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## Helpful Hints and Style Tags: Subhead

For a complete listing of the style tags for use in this template refer to Table 1. These are the style tags for conference proceedings; if you use the wrong template/style tags your paper will be sent back to you to be reformatted. All of these forms and templates related to the publication of conference papers are available at [1]

[www.imaging.org/conferences/guidelines.cfm](http://www.imaging.org/conferences/guidelines.cfm).

Select the specific conference and download the Authors Kit. The template may vary from one conference to another.

The template is set up for MS Word, but you may recreate it in other text programs, including LaTeX. After keying the text into a word file, apply the style tags. Please check the paper carefully to confirm that the styles have been applied correctly, then print it out and double check to ensure that the paper appears as intended.

**Style Tag Table: Table head**

1. Title	18 pt Times Bold, flush left; line spacing exactly at 22 pt; 11 pt. after
2. Byline: Author/Affiliation	8 pt. Arial Bold Italic, flush left; line spacing exactly at 11 pt; 22 pt. after
3. Head	11 pt. Arial Bold, flush left; line spacing exactly at 11 pt; Spacing at 11 pt before.
4. Subhead	10 pt. Arial Bold Italic, flush left; line spacing exactly at 11 pt. Spacing at 11 pt before.
5. Tertiary head	10 pt. Times Bold Italic, flush left; line spacing exactly at 11 pt. Spacing at 11 pt before.
6. Abstract	9 pt. Times Italic, justified; indent first line by 0.63 cm (.25"); line spacing exactly at 11 pt. No spacing before or after
7.0. Body text	9 pt Times, justified; indent first line by 0.63 cm (.25"), line spacing exactly at 11 pt;. Non-justified body text may be used if justification is inappropriate.
8.0 Equation	Equation flush left, equation number flush right. Base font of equation Times 9 pt.
8.1 Figure	Flush left line spacing at least 22 pt. Bold the word "figure" the figure number.
8.2 Figure caption	7 pt. Arial Italic, flush left; line spacing at exactly 11 pt; spacing at 11 pt after.
9. Table head	8 pt. Arial Bold, flush left; line spacing exactly at 11 pt; Spacing at 11 pt before.
10. Table text	9 pt Arial; line spacing exactly at 11 pt; no space before or after (must be put in manually if needed)
11. References	8 pt Times, flush left; line spacing exactly at 11 pt; no space before or after; hanging indent at 0.63 cm (.25"). Square brackets [ ] should be used to offset reference numbers.

12. Author Bio text	8 pt. Times Italic, justified; indent first line .25"; line spacing exactly at 10 pt; 10 pt after.
13.1 List, bullet	9 pt Times, hanging indent at 0.25". No space before or after each item. Add a hard return at the end of the bullet list.
13.2 List, numbered	9 pt Times, hanging indent at 0.25". No space before or after each item. Add a hard return at the end of the list.

## Submitting Your Paper

### Submit the Following:

1. Submissions Form with information about how the paper was prepared.
2. An MS Word, WordPerfect, RTF or postscript file.
3. Two (2) hardcopies (so that we may resolve any questions, usually concerning equations or figures).
4. Transfer of copyright form.
5. Audio/Visual presentation support form.

### Document Specs: Table Head

Paper Size	A4.
Left/right margin	2 cm (0.79")
Top/bottom margin	2.5 cm (0.98")
Columns	2 at 8.15 cm. (3.21") wide. Spacing between columns: 0.7 cm (0.28")

Please contact IS&T with any questions or requests for assistance in helping prepare the paper. We look forward to having your paper presented at the conference and published in the conference proceedings.



Figure 1. IS&T logo (note the use of bold and italics)

## Reference Preparation

Note that for references a tab should be placed between the reference number and information; a hanging tab is set to .15 inches. Samples for references styles are shown below. Reference [1] style should be used for books, Reference [2] style should be used for Journals, and Reference [3] style should be used for Proceedings.

After your references, apply the template tag "Title". This tag will align your 2 columns to an equal depth.

## References

- [1] John Doe, Recent Progress in Digital Halftoning II (IS&T, Springfield, VA, 1999) pg. 173.
- [2] M. Smith, "Digital Imaging J. Imaging. Sci. and Technol., 42, 112 (1998).
- [3] X.E. Jones, An Inexpensive Micro-Goniophotometry You Can Build, Proc. PICS, pg. 179. (1998).

## Author Biography

*Please submit a brief biographical sketch of no more than 75 words. Include relevant professional and educational information as shown in the example below.*

*Jane Doe received her BS in physics from the University of Nevada (1977) and her PhD in applied physics from Columbia University (1983). Since then she has worked in the Research and Technology Division at Xerox in Webster, NY. Her work has focused on the development of toner adhesion and transport issues. She is on the Board of IS&T and a member of APS and SPIE*