Template ITRO Paper

Firstauthor A.B.\*1, Secondauthor C.\*\*2 and Thirdauthor D.E.\*3

\* First-Third Institution/Department, City, Country

\*\*Second Institution/Department, City, Country

1first.author@first-third.edu

2second.author@second.com

3third.author@first-third.edu

Abstract. The authors must follow the instructions given in the document for the papers to be published. Insert an abstract of 150-200 words, giving a brief account of the most relevant aspects of the paper such as: literature review, problem under investigation, hypothesis/es, methods used, study results, and future implications of the study. Avoid using abbreviations, footnotes, references, or mathematical equations in abstract section. It is recommended to use up to 5 keywords.

*Key words and phrases*: Camera ready paper, ITRO conference, guideline.

Introduction

This document is a template. An electronic copy can be downloaded from the conference website. For questions on paper guidelines, please contact the conference publications committee as indicated on the conference website. Information about final paper submission is available from the conference website. The paper should consist of a title, author's name(s), affiliation, abstract, keywords, introduction, main text with section titles and subheadings (if any), conclusion, acknowledgment (if any), references and optional appendices. The length of the paper is limited to six pages including illustrations. The authors' affiliations should appear immediately following their names.

In order to ensure high quality of the papers, the authors are requested to follow instructions given in this sample paper. The template, saved as Word Document for the PC, provides authors with most of the formatting specifications needed for preparing electronic versions of their papers. The various components of your paper (title, text, heads, etc.) are already defined on the style sheet, as illustrated by the portions given in this document. All margins, line spaces, and text fonts are prescribed; please do not alter them.

Page Layout

An easy way to comply with the conference paper formatting requirements is to use this document as a template and simply type your text into it.

Page Layout

Your paper must use a page size corresponding to A4 which is 210 mm (8.27") wide and 297 mm (11.69") long. The margins must be set as follows:

* Top = Bottom = 25 mm (0.98")
* Left = Right = 20 mm (0.79")

Page Style

Paragraphs should not be indented (except for the abstract and keywords section). All paragraphs must be justified, i.e. both left-justified and right-justified.

Paragraph spacing within a section should be 6 pt. Spacing between text and headings is described in the subsection 3.4.1.

Do not add page numbers.

Do not add page breaks.

 Text Font of Entire Document

| Table 1. Font Sizes for Papers |
| --- |
| Font size | Appearance |
| Regular | Bold | Italic |
| 8 | Tables, first letters in table captions, figure captions, footnotes | Table names |  |
| 9 | Abstract, key words and phrases, references | Abstract heading | Keywords and phrases heading |
| 10 | Section titles (uppercase), | Acknowledgements heading, References heading | Subheading, acknowledgements |
| 11 | Authors’ affiliations, main text, equations, first letters in section titlesa |  |  |
| 12 | Authors’ names |  |  |
| 24 | Paper title |  |  |

The entire document should be in Times New Roman font (except for e-mail addresses). Other font types may be used if needed for special purposes. Recommended font sizes are shown in Table 1.

Title and Author Details

Title must be in 24pt Regular font. Author name must be in 12pt Regular font. Author affiliation must be in 11pt Italic. Email address must be in 9pt Courier Regular font.

All title and author details must be in single-column format and must be centered. Every word in a title must be capitalized except for short minor words such as “a”, “an”, “and”, “as”, “at”, “by”, “for”, “from”, “if”, “in”, “into”, “on”, “or”, “of”, “the”, “to”, “with”.

Author details must not show any professional title (e.g. Managing Director), any academic title (e.g. Dr) or any membership of any professional organization.

To avoid confusion, the surname should be followed by the initials of the first name (e.g. Smith J.). Place a period after each initial in the first name

Each affiliation must include, at the very least, the name of the company and the name of the country where the author is based. Email address is compulsory for the corresponding author.

Abstract and keywords

Abstract and key words should be indented 1.5 cm (0.59") from the left margin and 1.5 cm (0.59") from the right margin.

Section Headings

No more than 3 levels of headings should be used.  Headings must be numbered using Arabic numerals.

1. Level-1 Heading: A level-1 heading must be in Small Caps, centered and numbered using uppercase Roman. (Hed1ITRO)
2. Level-2 Heading: A level-2 heading must be left aligned, italic. (Hed2ITRO)
3. Level-3 Heading: A level-3 heading must be left aligned, italic. (Hed3ITRO)

All headings must be in 10pt font. Every word in a heading must be capitalized except for short minor words as listed in Section 3.2.

Settings for Headings Spacing

In the Paragraph dialog box you can set the spacing between the heading and the previous text, and between the heading and the following text. Spacing Before should be 8pt, and Spacing After should be 6pt.

The easiest way to set these spaces is to use the Hed1ITRO, Hed2ITRO and Hed3ITRO styles from this document.

Figures and Tables

Figures and tables should appear at the first possible place after they are referenced in the text and thus also in the order they are referenced in the text.

Figure captions should be below the figures; table captions should appear above the tables. Insert figures and tables after they are cited in the text. Use the abbreviation “Fig. 1”, even at the beginning of a sentence.

Use words rather than symbols or abbreviations when writing Figure axis labels to avoid confusing the reader. If including units in the label, present them within parentheses. Do not label axes only with units. In the example, write “Magnetization (A/m)” or “Magnetization {A[m(1)]}”, not just “A/m”. Do not label axes with a ratio of quantities and units. For example, write “Temperature (K)”, not “Temperature/K”.

|  |
| --- |
| 1 |
| **Figure 1. Magnetization as a function of applied field** |

We suggest that you use a table to insert a graphic because this method is somewhat more stable than directly inserting a picture and adding caption (the table should be without borders, have one column and two rows - enter a graphic in the upper cell, enter a figure caption in the lower cell).

We also suggest you to add a table title by adding a new line at the top of the table. That row should consist of one cell, set that cell to be without left, right and top borders and enter a title (as we did in Table 1.).

Footnotes

Number footnotes separately in superscripts. Place the actual footnote at the bottom of the page in which it was cited[[1]](#footnote-1)♦. Do not put footnotes in the reference list. Use letters for table footnotes.

Equations

Number equations consecutively. Be sure that the symbols in your equation have been defined before or immediately following the equation. To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents. Italicize Roman symbols for quantities and variables, but not Greek symbols. Use a long dash rather than a hyphen for a minus sign. Equation numbers, within parentheses, are to position flush right, as in (1).

You can use the following tables (without borders) to enter the equation.

|  |  |  |
| --- | --- | --- |
|  | $$e^{iπ}+1=0$$ | (1) |

|  |  |  |
| --- | --- | --- |
|  | $$Type equation here.$$ | (2) |

If necessary, punctuate equations, like this: $α=φ-γ$, with commas, periods or other symbols when they are part of a sentence.

Reference Style

The references should be in APA format, follow the author-date method of in-text citation. This means that the author's surname and the year of publication for the source should appear in the text, for example, (Young, 1989), and a complete reference should appear in the reference list at the end of the paper. A reference list should be ordered alphabetically by author's surname.

There are several ways to incorporate outside sources in the paper using in-text references:

• Introduce the author in the sentence before a direct quotation. Example: According to Jones (2012), the importance of good writing is “understood by all students at the university” (p. 15).

• Summarize the content of a study, report, theory, etc., and follow that with a full citation. Example: While all students know the importance of good writing, a recent study showed that 40% of papers written at the university contained 25 or more major errors in grammar, punctuation, and research documentation (Smith & Johnson, 2015).

• Paraphrase an author’s viewpoint, idea, or statement. Example: Winston (2014) believes that it is the responsibility of all students to learn proper writing technique and the rules of citing/referencing research in order to succeed in classes at the university (p. 18).

Here are some examples of addressing multiple authors in citations within the paper:

• When including two author names in the text of the sentence, connect the names with “and” instead of “&” which is only used in the citation and in the entry on the references page. Example: A recent study by Smith and Johnson (2015) reveals the high number of writing errors found in student papers at the university.

• For sources with three to five authors, list all of the author’s names in the first citation for that source. For all subsequent citations for that source, list the first author’s name followed by et al. Example of the first citation: (Adams, Brown, Wilson, & Rose, 2016, p. 4). Example of all later citations for this same source: (Adams et al., 2016, p. 11).

• For sources with six or more authors, list only the first author’s name followed by et al in the first and every citation for that source in the paper. Example citation of a source with eight authors: (Green et al., 2012, p. 6). Example of a sentence that introduces the authors before the quotation for a source with eight authors: The research conducted by Green et al. (2012) argued that “students who seek help with their writing assignments perform much higher than students who turn in papers that were not reviewed by a tutor” (p. 36).

\*When using information from a website that gives no author, use a shortened version of the page title of an author name in the citation within the paper. Example reference page entry:

How tutors can assist today’s university students. (2015, October 25). Retrieved from http://www.tutoringreallyworks.com/recentstudy/survey

# Helpful Hints

Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title or heads unless they are unavoidable.

Units

Use either SI (MKS) or CGS as primary units. (SI units are encouraged.) An exception would be the use of English units as identifiers in trade, such as “3.5-inch disk drive”.

Avoid combining SI and CGS units, such as current in amperes and magnetic field in oersteds. This often leads to confusion because equations do not balance dimensionally. If you must use mixed units, clearly state the units for each quantity that you use in an equation.

Do not mix complete spellings and abbreviations of units: “Wb/m2” or “webers per square meter”. Spell out units when they appear in text: “. . . a few henries”, not “. . . a few H”.

Use a zero before decimal points: “0.25”, not “.25”. Use “cm3”, not “cc”.

Some Common Mistakes

* The word “data” is plural, not singular.
* The subscript for the permeability of vacuum ε0, and other common scientific constants, is zero with subscript formatting, not a lowercase letter “o”.
* In American English, commas, semi-/colons, periods, question and exclamation marks are located within quotation marks only when a complete thought or name is cited, such as a title or full quotation. When quotation marks are used, instead of a bold or italic typeface, to highlight a word or phrase, punctuation should appear outside of the quotation marks. A parenthetical phrase or statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.)
* A graph within a graph is an “inset”, not an “insert”. The word alternatively is preferred to the word “alternately” (unless you really mean something that alternates).
* Do not use the word “essentially” to mean “approximately” or “effectively”.
* In your paper title, if the words “that uses” can accurately replace the word “using”, capitalize the “u”; if not, keep using lower-cased.
* Be aware of the different meanings of the homophones “affect” and “effect”, “complement” and “compliment”, “discreet” and “discrete”, “principal” and “principle”.
* Do not confuse “imply” and “infer”.
* The prefix “non” is not a word; it should be joined to the word it modifies, usually without a hyphen.
* There is no period after the “et” in the Latin abbreviation “et al.”.
* The abbreviation “i.e.” means “that is”, and the abbreviation “e.g.” means “for example”.

An excellent style manual for science writers is Young (1989).

If your native language is not English, try to get a native English‑speaking colleague, or somebody fluent in English to proofread your paper. Use grammar existent in text editor.

Other Recommendations

Do not number Acknowledgments and References. Write compound words with a hyphen: “zero-field-cooled magnetization.”

Conclusion

Be brief and state the most important conclusions from your paper as well as further implications for the field. Discuss benefits or shortcomings of your work and suggest future areas for research. Do not use equations, figures, or references here.

# **Acknowledgements (If any)**

*These and the Reference headings are in bold but have no numbers.*

*Titles and text of sections references and acknowledgements should be formatted with 10 – point font, yet text in acknowledgements section should be in italic font. Include the names of the funding agencies or organizations, grant numbers - number of project, and any relevant details about the funding.*

*I would like to express my sincere gratitude to the members of the research team who contributed to the successful completion of this study.*

*I am deeply thankful to [Funding Agency/Organization] for their financial support, without which this research would not have been possible. Their investment in our work has made a significant impact and has contributed to advancements in the field.*

**References**

Castle, R. (in press). Shadowing a police officer: How to be unobtrusive while solving cases in spectacular fashion. *Professional Writers’ Journal*.

Eason, G., Noble, B., & Sneddon, I. N. (1955). On certain integrals of Lipschitz-Hankel type involving products of Bessel functions, *Phil. Trans. Roy. Soc. London, vol. A247*, pp. 529–551.

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture, 8(3)*, 207–217. <https://doi.org/10.1037/ppm0000185>

Jacobs, I. S. & Bean, C. P. (1963). Fine particles, thin films and exchange anisotropy, *Magnetism, vol. III*, G. T. Rado & H. Suhl, Eds. New York: Academic, pp. 271–350

Kesharwani, P. (Ed.). (2020). *Nanotechnology based approaches for tuberculosis treatment*. Academic Press.

Leemans, S. J. J. & Artem, P. (2019). Proofs with stochastic-aware conformance checking: An entropy-based approach [Unpublished manuscript]. Faculty of Science and Technology, Queensland University of Technology. <https://eprints.qut.edu.au/129860/>

Maxwell, J. C. (1892). *Treatise on Electricity and Magnetism* (3rd ed., vol. 2), Oxford: Clarendon, pp.68–73

Roberts, N. (2020, June 10). *Trayvon Martin’s mother, Sybrina Fulton, qualifies to run for elected office*. BET News. https://www.bet.com/news/national/2020/06/10/trayvon-martin-mother-sybrina-fulton-qualifies-for-office-florid.html

Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin Books.

Svendsen, S., & Løber, L. (2020). *The big picture/Academic writing: The one-hour guide* (3rd digital ed.). Hans Reitzel Forlag. <https://thebigpicture-academicwriting.digi.hansreitzel.dk/>

Torino, G. C., Rivera, D. P., Capodilupo, C. M., Nadal, K. L., & Sue, D. W. (Eds.). (2019). *Microaggression theory: Influence and implications*. John Wiley & Sons. https://doi.org/10.1002/9781119466642

Yorozu, Y., Hirano, M., Oka, K., & Tagawa, Y. (1987). Electron spectroscopy studies on magneto-optical media and plastic substrate interface, *IEEE Transl. J. Magn. Japan, vol. 2*, pp. 740–741.

Young, M. (1989). *The Technical Writer's Handbook*. Mill Valley, CA: University Science Books.

1. ♦ Like this [↑](#footnote-ref-1)