

# Instructions for Preparing Papers for the CMG Conference *Proceedings*

Prepared by the CMG Program Committee

*This article contains instructions for preparing camera-ready papers for the printed CMG Conference Proceedings. This section of the paper is used for the abstract and should be no more than 600 characters in length, centered, and italicized. The abstract margin settings should be set at 1.5" from the left and right sides of the page.*

The CMG Conference *Proceedings* will be printed directly (with no size reduction) from the camera-ready papers submitted by you. There will be no proof-reading, editing, or corrections made to your submissions. Therefore, it is important that you carefully follow the instructions given below in order to ensure high-quality publications. Papers not complying with the instructions may be rejected for inclusion. Note that this page has been prepared according to the desired format.

## **CAMERA-READY PAPERS**

### **Layout Specifications**

1. Printed papers in the Conference *Proceedings* should not exceed a **maximum of 12 pages**.
2. Prepare your paper on ordinary 8.5 x 11" (216 x 279 mm) pages
3. The general layout and appearance of the paper should be like the template of these instructions. You must provide the abstract, introduction, methods, results, discussion, conclusions, and references in separate sections. The abstract should contain the important keywords that describe your work.
4. You may choose a one-column format or the traditional two-column, single-space format. If choosing two columns, use a column width of 3.35", with a space of 0.3" between the columns. Fully justify the text in each of the columns.
5. Leave margins of .75" on all sides of your paper. **Do not number the pages of your paper.**
6. Print the title of the paper in bold, capital letters of size 14 points. Use regular characters of size 12 for the names and affiliations of authors, which should follow the title, and for the abstract. Use the full width of the paper for the title and author list, and center these lines.
7. There should be two lines space between the title, author/affiliations, and the abstract. Separate the abstract from the text by three lines.
8. Use regular characters of size 10 for the text of the paper.

### **Fonts**

Use a sans-serif font such as Arial (this document) or Helvetica instead of a serif font like Times Roman or Courier. This document may be electronically scanned and a sans-serif font will provide cleaner text recognition.

## **Figures**

Paste or insert figures where needed. Figures may span both columns if necessary. Each figure should have a number and a caption. Make sure that figure captions and labels are readable, with a point size not less than 8.

**Do not use poor quality photocopied illustrations, gray-scale, or color photographs.**

## **References**

An example of a reference is:

[NICK1993] K. Nickeas and P. Ridder, "Performance Engineering: A Virtual Reality," CMG Trans. **80**, 53-64 (1993). Occasionally the same person may be the author (or lead author) of multiple papers that you have referenced, all from the same year. In that case, the convention is to use [NICK1993a], [NICK1993b], etc. to identify the individual papers.

## **Acronyms**

Define all acronyms and abbreviations when they first appear in both the abstract and the main body of the paper. Please make sure all copyright and registered trademarks are acknowledged using footnotes or an acknowledgment section at the end of the paper.

## **Equations**

Number equations consecutively, and punctuate properly around equations that are parts of sentences.

## **Questions**

If you have any questions about preparing your printed paper for the *Proceedings* or for duplication on CD-ROM, please contact CMG HQ at 1-800-436-7264 or fax your concerns to 856-401-1708.