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GUIDELINES FOR PRO-VE'2007 CAMERA READY MANUSCRIPTS

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This document presents the guidelines for the preparation of the camera-ready manuscripts for the proceedings of the PRO-VE'2007 Working Conference. Please note that this abstract should be kept rather short, no more than 120 words. Its purpose is to give a very general overview of the contents of the paper, without replacing the "Introduction", and to allow easy indexing in bibliographic databases.

1. INTRODUCTION

These guidelines are provided to assist you in the preparation of your camera-ready manuscript for PRO-VE'2007[i].

These rules should be followed in order to guarantee the consistency in the proceedings book.

The title should be in bold capital letters, 15 point Arial (or Helvetica), position flush right. The authors should be in upper and lower case, 11 point Times Roman, flush right. The full first, last name and affiliation of each author should be included. The affiliation and e-mail address should begin on a new line after the author(s) name(s), in 9 point Times Roman italic.

Leave 3 lines space between the paper title and author name. Leave 5 line spaces between author affiliation and start of the abstract. Your paper should begin with a brief Introduction.

2. PRINTING AREA

2.1 General

The total printing area on a page is 20 cm x 12 cm. <u>This is the maximum</u>. No text or figures should fall out of this text page area (except for the running header).

A4 standard pages shall be used.

All text should be fully justified.

These guidelines can be used as an example of a valid format.

Figure 1 illustrates the printing area and suggested margins.
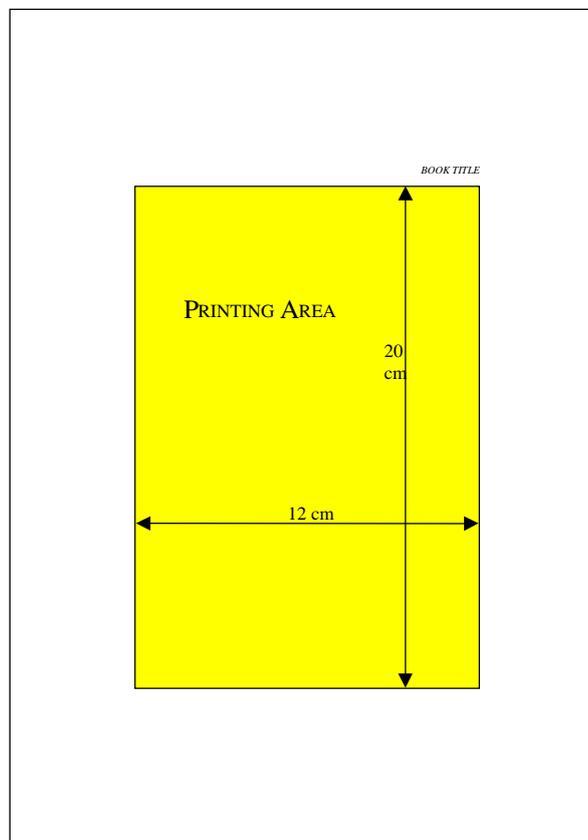
BOOK TITLE

PRINTING AREA

20 cm

12 cm

Figure 1 – Printing area illustration

2.2 Running Heads

The book title – TO BE DEFINED – should be used as running head on left-hand pages, in italic, and the paper title (or an abbreviated form in case of long titles), upper and lower case, on the right-hand pages (except the first page). Springer's preferred style is to combine page numbers with the running heads: on even-numbered pages, the page number would be flush left and the running head flush right; on odd-numbered pages, the page number would be flush right and the running head flush left.

3. GENERAL ASPECTS

3.1 Text

Text type should be 10-point Times Roman. Text should be single-spaced. First line of first paragraph in each section is flush left. First line of subsequent paragraphs in

same section is indented. It is not necessary to insert line breaks between paragraphs. End-notes should appear at the end of the paper before the references. End-notes should be 8 point Times Roman.

All text should be fully justified.

3.2 Abstract

A brief abstract (less than 120 words) should be included in italic, 8 point Times Roman. The abstract shall be fully justified but shifted to the right 3 cm in relation to the other text.

3.3 Subheads

Your paper may include various sections (chapters) and subsections. There should be two line spaces before each main subhead and one line space after each subhead.

First level subheads should be in capitals, 12 points bold, flush left. Second level subhead should be in upper and lower case, 10-point bold, flush left. The third level subhead should be in upper and lower case, 10-point italic, flush left.

Do not end headings with full stops. Do not start headings at the foot of a page or with only one line of text below; put the heading on the next page.

3.4 Figures and Tables

Figures (good quality) and tables shall appear printed directly in the text.

Figures
Figures should appear soon after their citation in the text. Figures are numbered sequentially as "Figure 1", "Figure 2", etc. (see Figure 1).

A caption should be provided for each figure. The caption should be typed into the manuscript, directly beneath the figure.

Tables
Indent table slightly from left margin, unless it is necessary to use the full width of the page. The table caption should be typed to the width of the table itself and typed above the table.

Table 1 – Sample table

Column 1	Column 2	Column 3	Column 4
Row1			
Row2			
Row 3			

Number the titles of the tables consecutively in the order of their first citation in the text. Be sure that each table caption is headed as "Table 1", "Table 2", etc.

3.5 Acknowledgments

Acknowledgments may appear before the list of references.

The author(s) is responsible for obtaining the necessary permissions to quote or reproduce material, including figures, from already published works and to reprint them from other publications. An appropriate credit line should be included.

4. REFERENCES

References should be typed at **8 point** at the end of the paper. References should appear in alphabetical order (cited by author's last name and year). A citation example is (Smith, 1989). All references listed must be cited, and all cited references must be included in the reference list. Examples:

1. Lakatta EG, Cohen JD, Fleg JL, Frohlich ED, Gradman AH. Hypertension in the elderly: age- and disease-related complications and therapeutic implications. Card Drugs Ther 1993; 7: 643-54.
2. Smith, Adam. "An Inquiry into the Nature and Causes of the Wealth of Nations". In Classics of Economics, Charles W. Needy, ed. Oak Park, IL: Moore Publishing, 1989.
3. Ward, Benjamin. What's Wrong with Economics. New York: Basic Books, 1972.

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[i] PRO-VE'2007 – 8th IFIP Working Conference on Virtual Enterprises, 2007.