

## INSTRUCTIONS FOR PRODUCING CAMERA-READY MANUSCRIPT USING MS-WORD FOR PUBLICATION IN CONFERENCE PROCEEDINGS

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This is where the abstract should be placed. It should consist of one paragraph giving a concise summary of the material in the article below. Replace the title, authors, and addresses with your own title, authors, and addresses. You may have as many authors and addresses as you like. It is preferable not to use footnotes in the abstract or the title; the acknowledgments of funding bodies etc. are to be placed in a separate section at the end of the text.

### 1. INTRODUCTION

You can delete our sample text and replace it with the text of your own contribution to the proceedings. However we recommend that you keep an initial version of this file for reference. Page numbers are included at the top of the page for your guidance. The final pagination of the volume will be done by the Publisher.

If you want to use some other form of word-processor to construct your output, and you are using the final hard copy version of these files as guidelines; then please follow the style given here for headings, table and figure captions, and the footnote and citation marks. The book trim size will be 11 by 8.5 inches; however you should submit your ms copy on standard A4 paper. The text area excluding page numbers should be 8.8 by 6.6 inches, except for opening page. The text should be set in 10 pt roman with a leading (interline spacing) of 13 pt. Type the title of the paper in 11 pt boldface, Arial and in upper case. The 1<sup>st</sup> section heading is in 11 pt boldface, Arial, uppercase. The 2<sup>nd</sup> section heading is in 11 pt boldface, Arial, upper and lowercase. If there is a 3<sup>rd</sup> section heading then it should be 11 pt italic, Arial, upper and lowercase. Authors' names are set in 9 pt and in upper case. Addresses are in 9 pt italics. The abstract,

figure and table captions should be in 8 pt. Footnotes are set in 8 pt.

It is also important to reproduce the spacing of the text and headings as shown here. All headings should be separated from the text preceding it by a vertical space of about 12 pt and by 6 pt from the subsequent text.

Paragraphs should have its first line indented by about 0.25 inch except where the paragraph is preceded by a heading and the abstract should be indented on both sides by 0.25 inch from the main body of the text.

### 2. HEADINGS

Please preserve the style of the headings, text font and line spacing in order to provide a uniform style for the proceedings volume.

### 3. MAJOR HEADINGS

Major headings should be capitalized and typeset in boldface.

#### 3.1. Sub-headings

Sub-headings should be typeset in boldface and capitalize the first letter of the first word only. Section number to be in boldface roman.

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\* Corresponding author.

### 3.1.1. Sub-subheadings

Typeset sub-subheadings in medium face italic and capitalize the first letter of the first word only. Section numbers to be in roman.

## 4. EQUATIONS

The equations are typeset in 10 pt size, centered. Equation numbers are right aligned. In MathType please set the font size to 10 pt by selecting the MathType menu “Size” > “Define”. When the “Define Sizes” dialog appears, set the value for “Full” as 10 pt.

Displayed equations should be numbered consecutively in the paper, with the number set flush right and enclosed in parentheses:

$$\mu(n,t) = \frac{\sum_{i=1}^{\infty} 1(d_i < t, N(d_i) = n)}{\int_{\sigma=0}^t 1(N(\sigma) = n) d\sigma}. \quad (1)$$

Equations should be referred to in abbreviated form, e.g., “Eq. (1)”. In multiple-line equations, the number should be given on the last line.

Displayed equations are to be centered on the page width. Standard English letters like  $x$  are to appear as  $x$  (italicized) in the text if they are used as mathematical symbols. Punctuation marks are used at the end of equations as if they appeared directly in the text.

## 5. LIST

Lists may be laid out with each item marked by a number:

1. Item one
2. Item two

3. Item three
4. Item four

Marked by a lowercase roman letter:

- (a) Item one
- (b) Item two
- (c) Item three

Marked by a bullet

- Item one
- Item two
- Item three

## 6. TABLES

The tables are designed to have a uniform style throughout the paper? It does not matter how you choose to place the inner lines of the table, but we would prefer the border lines to be of the style shown in Table 1. For the inner lines of the table, it looks better if they are kept to a minimum. The caption heading for a table should be placed at the top of the table. Large tables should be placed on a page by themselves.

**Table 1.** First five normalized natural frequencies of a clamped beam with internal hinge at 4 different locations.

	A = 0.56	B = 0.69	C = 0.75	D = 0.100
AB <sub>1</sub>	14.0640	18.5620	22.0817	18.90732
AC <sub>2</sub>	61.6728	44.7844	44.5884	60.17496
AD <sub>3</sub>	88.1380	118.1564	101.2240	120.33553
DB <sub>4</sub>	199.8594	173.1269	194.4907	188.75258
DA <sub>5</sub>	246.7889	255.9483	284.6633	262.24264

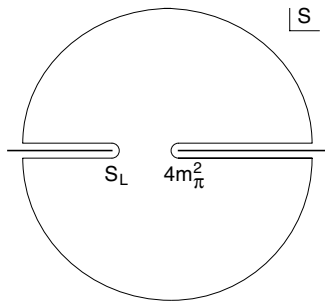
**Table 2.** This is the caption for the table. If the caption is less than one line then it is centered. Long captions are justified to the table width manually.

Schedule	Capacity	Level
Business plan	Financial planning <sup>a</sup>	Planning
Production planning	Resource requirement plan (RRP)	
Master production schedule (MPS)	Rough cut capacity plan (RCCP)	
Stock picking schedule	Inventory control	
Order priorities	Factory order control	Execution
Scheduling	Machine (work-centre) control	
Operation sequencing	Tool control	
	Preventive maintenance	

<sup>a</sup>Sample footnote A.

## 7. FIGURES/ILLUSTRATIONS

Authors are advised to prepare their figures in black and white. Please prepare the figures in high resolution (300 dpi) for half-tone illustrations or images. Half-tone pictures must be sharp enough for reproduction, otherwise they will be rejected.



**Fig. 1.** Short captions should be centered. Long captions (captions with more than 1 line) should be justified.

It is best to embed the figures in the text where they are first cited, e.g. see Fig. 1. Please ensure that all labels in the figures are legible irregardless of whether

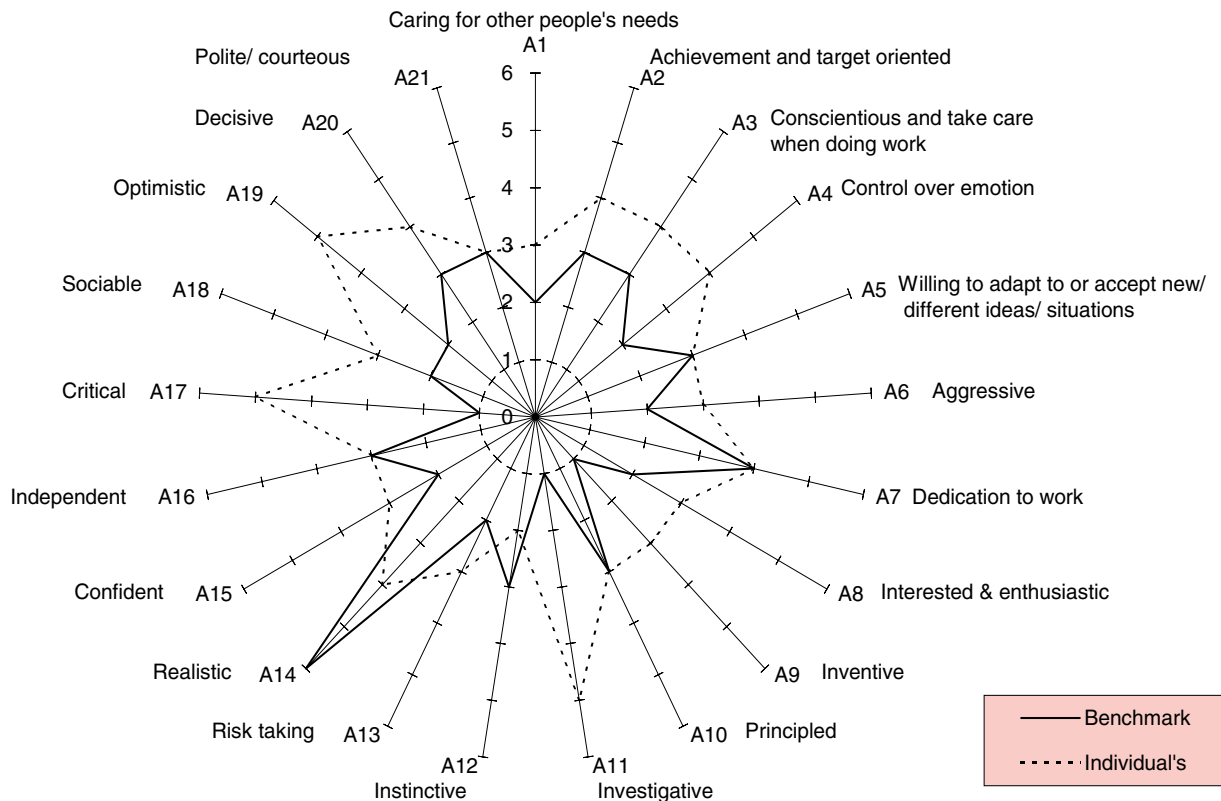
they are drawn electronically or manually.

Color images are allowed only when they are stated in the publishing agreement. Do not submit color images in your papers unless specifically instructed to do so.

If you prefer to submit glossy prints of figures, then it is very important to leave sufficient blank spaces in your manuscript to accommodate your figures. Send the hard copy of the figures on separate pages with clear instructions on where to match them to the respective blank spaces in the final hard copy text. Please ensure that each figure is correctly scaled (ensure legibility) to fit the space available. The caption heading for a figure should be placed below the figure. Large figures should be placed on a page by themselves.

## 8. FINAL MANUSCRIPT

The final hard copy that you submit must be absolutely clean and unfolded. It will be printed directly without any further editing. The feature “draw Text Border” at WSPC toolbar will produce a bounding box in the type area. Please use this command while you do paging but do not forget to delete it by selecting “remove Text



**Fig. 2.** If the caption is less than one line then it is centered. Long captions are justified manually.

Border” while you are doing the Final corrections. Use a printer that has a good resolution printout (600 dpi or higher). There should not be any corrections on the printed pages, nor should adhesive tape cover any lettering. Photocopies are not acceptable.

Your manuscript will not be reduced or enlarged when filmed so please ensure that indices and other small pieces of text are legible.

The submission must also include the soft copy of the manuscript as well as a PDF of the manuscript in its final form.

## 9. FOOTNOTES

Footnotes are denoted by a character superscript in the text,<sup>b</sup> and references are denoted by a number superscript.

### Acknowledgments

This is where one acknowledges funding bodies etc. Note that section numbers are not required for Acknowledgments and References.

### References

References must be submitted in the correct style for this volume. The references will be listed in alphabetical order at the end of the text, beginning on a separate sheet. Within the text, the references will appear as superscript numerals according to the sequence they appear in the text.<sup>4,5-9</sup> Authors must pay particular attention to the accuracy of references which should be checked before final submission of the finished manuscript. The following are some examples of references.

#### *Journal Article:*

Rogers WD, Watson HK. Radical styloid impingement after triscaphe arthrodesis. *J Hand Surg* 1989; **14A**: 297–301.

#### *Books:*

Taleisnik J. *The Wrist*. Churchill Livingstone, New York. 1985: 15–20.

#### *Chapters in Edited Book:*

Beckenbough RD, Linscheid RL. Arthroplasty in the hand and wrist. In: Green DP (ed.), *Operative Hand Surgery*, 2nd ed. Churchill Livingstone, New York. 1988: 167–214.

Washburn SL. Longevity in primates. In: Mc Gaugh JL, Klesler SB (eds.), *Aging: Biology and Behavior*. Academic Press, New York. 1981: 11–29.

With the listing at the end as follows:

1. Andrew JG, Sykes PJ. Duplicate thumbs: A survey of results in twenty patients. *J Hand Surg* 1988; **13B**: 50–53.
2. Bilhaut. Guérison d’un pouce bifide par un nouveau procede operatoire. *Congres Francais de Chirurgie* 1889; **4**: 576–580.
3. Dobyns JS, Lipscomb PR, Cooney WP. Management of thumb duplication. *Clin Orthop* 1985; **195**: 26–44.
4. Bilhaut. Guérison d’un pouce bifide par un nouveau procede operatoire. *Congres Francais de Chirurgie* 1889; **4**: 576–580.
5. Andrew JG, Sykes PJ. Duplicate thumbs: A survey of results in twenty patients. *J Hand Surg* 1988; **13B**: 50–53.
6. Bilhaut. Guérison d’un pouce bifide par un nouveau procede operatoire. *Congres Francais de Chirurgie* 1889; **4**: 576–580.
7. Dobyns JS, Lipscomb PR, Cooney WP. Management of thumb duplication. *Clin Orthop* 1985; **195**: 26–44.
8. Andrew JG, Sykes PJ. Duplicate thumbs: A survey of results in twenty patients. *J Hand Surg* 1988; **13B**: 50–53.
9. Bilhaut. Guérison d’un pouce bifide par un nouveau procede operatoire. *Congres Francais de Chirurgie* 1889; **4**: 576–580.

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<sup>b</sup> Just like this one.