



### Title area

Put the title directly under the top margin. The title should be in **Arial 12 point bold** centred. Use capitals as indicated in the title of this example. The first word of the title and all major words must start with a capital. The authors section should be in Arial 9 point normal.

### Abstract

Your abstract should not exceed 200 words. It should provide a brief summary of the contents of your paper. Begin typing your abstract 40 mm (1.58 in) from the top margin. It should be **centred** across the page, **indented 12 mm** (0.47 in) from the left and right page margins and **justified**. The heading **Abstract** should be typed in **Arial 9 point bold** font. The body of the abstract should be in Arial 9 point normal.

### Keywords

Leave one carriage return between the abstract and the keywords

The heading **Keywords** should be in **Arial 9 point bold**. The three keywords should be in Arial 9 point normal, separated with commas.

Select keywords that can be used to identify the subject of your paper

### Paper body

Begin typing your paper **105 mm (4.1 in) from the top** margin. Use a two-column format, and set the spacing between the columns at 12 mm (0.47 in), so that column width is 82 mm (3.23 in).

### 3.2 Font and line spacing

Preferably, papers are prepared on PC/MSWindows computers. **Arial 9 point** font must be used. **The general rule is: DO NOT USE OTHER FONTS. Also not in figures as well as in Tables.**

(Papers prepared on other computers on which Arial is not available, must use **Helvetica (or Geneva) 9 point** or a similar 9 point san serif font.)

**The usage of wrong fonts will be a reason for rejection.** These instructions are printed in **Arial 9 point**.

The line spacing should be set at **single spacing** 'at least 10 points'. Leave 3 points after each paragraph. **Justify the text on both the left and the right margins.**

### 3.3 Headings and heading spacing

We recommend using no more than three levels of headings, indicated in these instructions as Heading 1, Heading 2 and Heading 3. The styles for these headings are included in the Word template on the website and are summarized in Table 1 below.

**Avoid loose Headings to appear at the bottom of a page.**

### HEADING 1

To denote the major sections of your paper, use Heading 1. These sections should be numbered. For example, Heading 1 is used for the following section headings in these Instructions: **INTRODUCTION, TEXT, SUMMARY**, etc.

The style for Heading 1 is **ARIAL 9 POINT BOLD ALL CAPS** with a 5 mm (0.2 in) hanging indent to accommodate the number and 3 point spacing after the heading. In addition, leave one carriage return (in Normal style) before the heading. Begin typing the text in the line beneath the heading.

### Heading 2

To denote logical subsections of major sections, if any, use Heading 2. Number the subsections accordingly. In these instructions, for example, the subsections of Section 3 are numbered 3.1, 3.2, 3.3, etc.

The style for Heading 2 is **Arial 9 point bold** with a 7.5 mm (0.3 in) hanging indent to accommodate the number and 3 point spacing before and after the heading. Begin typing the text in the line beneath the heading.

### Heading 3

To denote further divisions of a subsection, if relevant, use Heading 3. These divisions are not numbered. The style for Heading 3 is *Arial 9 point italic* justified to the left margin, with 3 point spacing before and after the heading. Begin typing the text in the line beneath the heading. The heading of this section (*Heading 3*) is an example of the Heading 3 style.

## 4 TEXT

### 4.1 Terminology and Symbols

Authors should use the generally accepted terminology and symbols, for example: ISO 3002 Parts I-V. We also recommend that authors use SI units.

### 4.2 Style

The following list summarizes several important points of style to keep in mind when preparing your paper for the Conference Proceedings:

- Use **bold** for emphasis, but keep its use to a minimum. Avoid using underlining in your paper.
- Use a consistent spelling style throughout the paper (US or UK).
- Use single quotes.
- Use %, not percent.
- Do not use ampersands (&) except as part of the official name of an organization or company.
- Keep hyphenation to a minimum. Do not hyphenate 'coordinate' or 'non' words, such as 'nonlinear'.
- Do not end headings with full stops.
- Do not start headings at the foot of a column or with only one line of text below; put the heading on the next column or page.
- Leave one character space after all punctuation.

### 4.3 Mathematic text and equations

Equations should be justified to the left margin and numbered at the right margin. Leave 6 points before and 6 points after the equation, as indicated in the Equation style on the Word template.

$$x^2 + y^2 = 41 \tag{1}$$

For equation font sizes, use 9 point for full size, 7 point for subscript and superscript, and 5 point for sub-subscript and sub-superscript.

Use italics for variables (*u*); bold for vectors (no arrows) (**u**); bold italic for variable vectors (***u***) and capital bold italic (***U***) for variable matrices. Use *i*th, *j*th, *n*th, not  $i^{\text{th}}$ ,  $j^{\text{th}}$ ,  $n^{\text{th}}$ . The order of brackets should be  $\{[()]\}$ , except where brackets have special significance.

### 4.4 Lists

Single space list items with no extra space between the lines. Mark each item with a solid bullet '•' or with an Arabic numeral followed by a full stop, e.g., 1. 2. 3. and so on. Be consistent in marking list items.

Refer to Section 4.1 for an example of a bulleted list. Following is an example of a numbered list:

1. For complete or near complete sentences, begin with a capital letter and end with a full stop.
2. For short phrases, start with lower case letters and end with semicolons.
3. Do not capitalize or punctuate single items.
4. Use a colon to introduce the list.

## 5 FIGURES AND TABLES

### 5.1 General appearance

Make sure that all figures, tables, graphs and line drawings are clear and sharp and of the highest quality.

**Lines should be thick enough to allow proper reproduction.**

Diagrams, graphics and photographs should be either in **gray scale or in colour** of excellent quality with good contrast. **Use RGB.**

When preparing figures and tables, make sure that all lettering inside the figure is no smaller than the specified size of the paper text, i.e., **9 point**.

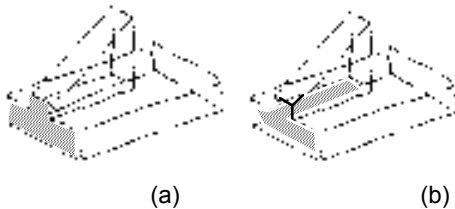


Figure 1: Example of picture scanned into the paper.

**Take care that figures copied from other sources do not contain asian fonts! Use arial font type only.**

### 5.2 Numbering, captions and positioning

Number figures and tables consecutively, e.g., Figure 1, Figure 2, Figure 3; Table 1, Table 2, Table 3. Use (a), (b), (c) to distinguish individual subjects in a composite figure. See Figures 1 and 2 for examples of figure and caption placement. Refer to Table 1 for an example of a table centred across two columns.

Each figure and each table must have a caption. Captions should be centred at the foot of the figure and typed in the same 9 point font used in the paper. Begin the caption with a capital letter and end with a full stop. Always refer to figures as 'Figure' and not Fig. Leave 6 point spacing between the figure and the caption. Place the figure or table on the text page as close to the relevant citation as

possible, ideally at the top or at the bottom of a column. If a figure or table is too large to fit into one column, it can be centred across both columns at the top or the bottom of the page. Make sure that it does not extend into the page margins. **Do not wrap the text around the figures.**

## 6 PAPER SUBMISSION

An electronic copy of the paper in **pdf and word format** must be sent to [marketing@figes.com.tr](mailto:marketing@figes.com.tr).

**The deadline for the electronic submission will be the 22th of August 2008. Please keep to this deadline. Otherwise, their papers will not be placed in the proceedings.**

## 7 SUMMARY

This paper summarized the instructions for preparing an electronic publishing paper.

## 8 ACKNOWLEDGMENTS

We extend our sincere thanks to all who contributed to preparing the instructions

## 9 REFERENCES

List the references at the end of the paper, in the **order of citation**.

Cite the references in the body of the paper using the number in square brackets [1]. All references listed must be cited, and all cited references must be included in the reference list.

The reference list should be set in the same typeface as the body of the text. Use a hanging indent of 7.5 mm (0.3 in) to accommodate the numbers. Each citation should be followed by a full stop. Use the style 'References' on the Word template.

The format for references is as follows:

Last name, initial, year of publication, full paper title, journal name, volume, first and last page. Use only common abbreviations in journal names.

Here are some examples of a reference list:

- [1] Krause, F.-L., Kimura, F., Kjellberg, T., Lu, S.C.-Y., 1993, Product Modelling, Annals of the CIRP, 42/2:695-706.
- [2] Samet, H., 1990, Applications of Spatial Data Structure, Addison-Wesley, Reading, MA

	<b>HEADING 1</b>	<b>Heading 2</b>	<i>Heading 3</i>
Font	Arial or Helvetica 9 point	Arial or Helvetica 9 point	Arial or Helvetica 9 point
Style	<b>BOLD ALL CAPS</b>	<b>Bold</b>	<i>Italic</i>
Numbering	1, 2, 3, ....	1.1, 1.2, 1.3, ...	None
Align	left	left	left
Spacing	Single-spaced, 9 points before, 3 points after	Single-spaced, 3 points before, 3 points after	Single-spaced, 3 points before, 3 points after

Table 1: Example of table centred across two columns.