Abstract
These instructions explain how to prepare your paper for the Conference Proceedings so that its appearance is clear and consistent with the other papers in this publication. They include guidance on layout, illustrations, text style and references. They are presented exactly as your paper should appear. It is highly advised to use this template to prepare your paper in Microsoft Word and in several subsequent revisions modified for full electronic publishing. Please send any comments or questions by e-mail to: info@figes.com.tr. Please make sure that figures and graphics in your paper will be compatible for both.

Keywords:
Conference, FEA, system modelling

1 INTRODUCTION
The goal of this template is to achieve uniformity in the papers appearing in the Proceedings. The typography, layout and style used in these instructions are exactly the same, as you should use when preparing your paper. The template explains how to prepare an electronic publishing version as well as a paper copy version. The papers will be printed ‘as is’. No final corrections will be made by the publisher.


Please mind that for this Proceedings, submission of an electronic copy in pdf and word format as well as one printed copy are required! Use Adobe Acrobat/Distiller version 7 to create your pdf file. Use a PC, not a Macintosh or a Unix workstation.

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Your paper is limited to 20 printed pages. In exceptional cases, the Editorial Committee may accept papers with more printed pages. In such a case, you must send a request to marketing@figes.com.tr with justification. You will be informed immediately.

The official language of the Conference is English. If English is not your mother tongue, make sure that the English is checked by a competent editor. Please spell-check your manuscript. Poor English will be a reason for rejection of the paper.

2 IDENTIFYING YOUR PAPER
2.1 Paper title and authors
The paper title and authors should be exactly in the format as indicated in this template in order to maintain uniformity throughout the Proceedings. Electronic publishing requires that you include the title and authors section into the paper yourself.

Affiliations of authors should be indicated by superscript numbers as in the example. Do not use academic titles (Prof. Dr. etc.)

2.2 Page numbers
Do not print page numbers in the pdf file.

The publisher will add cover pages, the table of content etc. Consecutive page numbers will be added by the publisher.

Conference reference footnote. Insert the following footnote in italics on the first page of your paper, as shown on this first page:

4th International Conference and Exhibition on Design and Production of MACHINES and DIES/MOLDS, Cesme, TURKEY, 21-23/6/2007

3 SETTING UP YOUR PAPER
3.1 Text area
Your manuscript must fit within the required margins. Set your margins for the pages at 20 mm (0.79 in) for the top margin and 18 mm (0.71 in) for bottom, 22 mm (0.86 in) for left, and 12 mm (0.47 in) for right. The first page and all uneven pages should have a right hand layout: right margin 12 mm (0.47 in) and left margin 22 mm (0.86 in). The even pages should have a left hand layout: left margin 12 mm (0.47 in) and right margin 22 mm (0.86 in). Centring of text sections refers to those margins.
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.

\[ x^2 + y^2 = 41 \]  

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) (\mathbf{u}); bold italic for variable vectors (\mathbf{u}) and capital bold italic (\textbf{U}) for variable matrices. Use \textit{ith}, \textit{jth}, \textit{n}th, not \textit{i}^{\text{th}}, \textit{j}^{\text{th}}, \textit{n}^{\text{th}}. The order of brackets should be \textbf{[[[]]]}, 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.

(a)                                    (b)

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.

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:

<table>
<thead>
<tr>
<th>HEADING 1</th>
<th>Heading 2</th>
<th>Heading 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Font</td>
<td>Arial or Helvetica 9 point</td>
<td>Arial or Helvetica 9 point</td>
</tr>
<tr>
<td>Style</td>
<td>BOLD ALL CAPS</td>
<td>Bold</td>
</tr>
<tr>
<td>Numbering</td>
<td>1, 2, 3, ...</td>
<td>1.1, 1.2, 1.3, ...</td>
</tr>
<tr>
<td>Align</td>
<td>left</td>
<td>left</td>
</tr>
<tr>
<td>Spacing</td>
<td>Single-spaced, 9 points before, 3 points after</td>
<td>Single-spaced, 3 points before, 3 points after</td>
</tr>
</tbody>
</table>

Table 1: Example of table centred across two columns.