



Instructions for Writing Your Technical Paper

For your Technical Paper to be published in the Congress Proceedings CD it must adhere to FISITA's Technical Paper Template and have the correct margins, font, layout etc. Please follow these instructions closely, and check your paper carefully before uploading it. **No proof-reading or changes will be made by the congress organisers prior to publication.** If your paper is not prepared using the correct layout and format, it may not be included in the Congress Proceedings CD.

- Template:** Use the Technical Paper Template to
Format your Technical Paper
- Language:** English only.
- Length:** Suggested length: 6-8 pages. Maximum length: 10 pages.
- Margins:** 2.5 cm top, bottom, left, right. The text width and text height are determined by the page settings of the Template.
- Justification:** Left.
- Font Sizes:** Normal (Text): Times New Roman 12 point, single column
Heading = Title (first level), Times New Roman 14 point, bold, capital letters
Subheading (second level): Times New Roman 12 point, capital letters
Sub-Subheading (third level): Times New Roman 12 point, title case, underlined
Sub-Sub-heading (fourth level): Times New Roman 12 point, title case
Caption: Times New Roman 10 point
References: Times New Roman, 12 point
- Images:** All illustrations, photos, graphics, tables etc. must be embedded into the text.
Separate graphic files are not accepted! Line art must be professionally drawn and photos must be high quality with adequate contrast. Each should be labelled with a title and a number e.g. Figure 1: Title (Use 10 point text). Please refer to the corresponding graphic in the text of the paper, " .. as seen in figure 1".
- Format:** Acrobat PDF (version 8 and above or freeware such as cute.pdf or pdfill.)

Layout

Your Paper Number: F2010-X-NNN (*see your acceptance email from us*)

TITLE (*must be in CAPITAL LETTERS, TIMES NEW ROMAN, 14 POINT, BOLD*)

Author Name/s (*Last Name, First Name. Use asterisk (*) after name to indicate presenting author*)

Author Affiliations (*Organisation, Country. Use index (1) to show different affiliations of authors.*)

KEYWORDS – keyword, keyword, keyword, keyword, keyword (*Give five (5) keywords that describe the content of the technical paper. Use 12 point text.*)

ABSTRACT (*include the text of your Final Abstract*)

TECHNICAL PAPER (*full text of your Technical Paper, including any illustrations / diagrams*)

REFERENCES (*each reference should be indicated at the appropriate point in the text by an Arabic numeral in brackets e.g. (1). At the end of the paper, under the heading "References", detailed listings should be given as follows :)*)

- (1) Name of Author/s, “Title of Paper / Article / Book etc”, Publisher, Volume / Issue Number, Page Numbers, Year of Publication (*Use 12 point text.*)

IMPORTANT: Use the template to ensure the correct layout of your Technical Paper

Creating the PDF of Your Final Paper

1. Please make your PDF in Adobe Acrobat (version 8 and above). As an alternative, you can use freeware to create pdf files without limitations, see www.cutepdf.com or www.pdfill.com. DO NOT apply any security settings (i.e. allow printing, changing, selecting text etc.)
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Click on **File > Document Info > General** and enter your information as follows:
 - **Title** – give the full title of your paper
 - **Author** – give the names of each author, followed by their affiliation & country, like this:

Last Name, First Name, Organisation, Country
3. **Filename:** Give your Technical Paper the filename **F2010XNNN-Paper**, where F2010XNNN is your individual paper number (see your acceptance email for this number).