

INSTRUCTIONS FOR THE PREPARATION OF A FINAL IBC TECHNICAL PAPER

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ABSTRACT

This set of instructions (and specimen paper) is in the style required by the IBC for its conference papers. As such, it demonstrates the layout of the pages and the use of headings of first, second and third order. These are defined by using the 'Style' definition feature available with most word-processing packages. Information is given here on the presentation of text, tables and figures. Also included is the preferred style for references to be used in the body text and in the list of references.

To ensure uniformity of appearance, it is essential that these instructions are followed. The easiest way of achieving this is to use one of the template files that accompany these instructions.

The Abstract should be approximately 150 words in length.

INTRODUCTION

This paper contains the instructions required for the preparation of final papers prior to their submission to the IBC Office. In order to provide a worked example, each section complies with the instructions it lays out.

For the main part, the styles used are specified within the features of MS Word. Thus, if the author uses the electronic template provided, much of the work will already have been done.

PAGE LAYOUT

The page layout used in this specimen paper (and its electronic equivalent) specifies A4 page size and already includes the correct borders for top, bottom, left and right margins. (NB. Please do **not** submit your paper in Letter 8.5 x 11 format, as this causes considerable difficulties in reformatting to the correct A4 format.) At the top of the first page, a single column presentation, indented left and right by 1.5 cm, is specified for the Title, Author, Affiliation and Abstract. The rest of the first page and each of the subsequent pages are specified in the single-column format without indentation. The margins are as specified in Table 1. As the final proceedings will be reduced to A5 size, the preferred typeface is **Arial at a font size of 12 point**.

The text within a paragraph should not normally be indented: it should be ‘justified’ and the line spacing should be set to ‘single’. There should be a half-line height space between consecutive paragraphs (i.e. 6-pt gap). For the electronic version of this paper, these features have been set within the ‘Format - Paragraph’ facilities of MS Word and can be accessed by defining the body text to have the ‘Style’ called ‘Normal’.

Your paper should be **8 to 12 A4 pages** in length - including text, illustrations and references.

Page 1 Layout

The paper title should be typed at the top margin of the first page in **Arial 14-pt, Capitals and Bold and must not be underlined**. The ‘title’ line is to be followed by one and a half blank lines (18-pt gap).

Under the title, type the name of the author(s), initials and surname only, in capitals and small letters. Decorations, degrees and professional qualifications should not be included. The ‘name’ line is followed by one and a half blank lines (18-pt gap).

Under the name(s), type the affiliation(s) and country of the author(s). Do not include company addresses, university departments, towns etc. The ‘affiliation’ line is followed by two and a half blank lines (28-pt gap).

Where multiple authors have separate affiliations, the link between author and company should be achieved by the use of superscript:-

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As already illustrated, you are required to provide an abstract of about 150 words in length at the beginning of your paper. The heading ABSTRACT should be in capitals and bold, it should be at approximately 4.0 cm from the top margin and it should be followed by a half-line height space (6-pt gap).

The Title, Author, Affiliation and Abstract, are indented left and right by 1.5 cm with the Justification set to ‘Centre’.

In the electronic example of this paper, the MS Word ‘Styles’ called ‘Title’, ‘Name’, ‘Affiliation’ and ‘Abstract’ have been defined and used. These specify the appropriate styles and the spaces between each element, such that their position relative to the top of the page is correct.

One and a half blank lines (18-pt) should follow the abstract before the start of the main text. The main text should be typed in single- column, non-indented. Throughout the main text, do not indent: the text for headings and paragraphs should always start at the left-hand margin.

The title INTRODUCTION coincides with the start of the main text presentation. It is preceded by no additional lines of space (other than those following the abstract) and

Margin	Size (cm)
Top	2.0
Bottom	2.0
Left	2.0
Right	2.0

Table 1 – Size of Margins

followed by a half-line height space (6-pt gap). Otherwise, it is in the same style as a first order heading. In order to create the appropriate vertical spacing, the 'Style' 'Introduction' has been specified.

FIRST ORDER HEADINGS

The above is a First Order Heading. It should commence at the left-hand margin of the page, it must be in 'Upper Case' bold letters and be preceded by one blank line and followed by a half-line height space (12-pt and 6-pt respectively). The pre-defined Style '1st Order Heading' is used.

Second Order Heading

A Second Order Heading, as above, is in bold and has the first letter of each word in capitals and the rest in small letters. It should begin at the left-hand page margin and be preceded by one blank line and followed by a half-line height space (12-pt and 6-pt respectively). It uses 'Title Case' and the pre-defined Style '2nd Order Heading'

Third order heading

A Third Order and subsequent Order Headings for IBC would be as shown here. It uses capitals and small letters in what is known as 'Sentence Case' and should be in bold. As with other headings, it should be preceded by one blank line but the text should continue on the next line. For this, the Style '3rd Order Heading' is used.

STYLE OF REFERENCES

References should be presented in the text as 'Meares (1)', 'Tanton and Stone (2)' and, for more than two authors, 'Feige et al (3)'. If one work is cited more than once in the text it should, at every subsequent mention, be referred to only by the number given at the first mention.

A numerical list of references should be given at the end of the paper using the 'Normal' Style. This provides single line spacing within each reference and a half-line height space between references. The format is:

- name of author(s)
- the year of publication
- the title of the paper or name of the book
- the abbreviated name of the journal (underlined)
- the volume number (underlined)
- followed by the page numbers

An example of such a listing is given at the end of this paper.

NB. It is known to be possible to use the 'End Note' feature of MS Word for References such that the numbering sequence of References is automated. This has **not** been recommended here because of some residual difficulties with this feature on some platforms.

TABLES

Tables should be self-contained and numbered consecutively. For a full page width table, they should appear in the text immediately after the paragraph containing the first reference to the table. For a half-page width table, it improves the page layout if it appears aligned to the right hand margin, with the text wrapped around it, to the left: see for example Table 2.

Column 1	Column 2 (units)
Entry 1	Number 1
Entry 2	Number 2

Table 2 - An example table with a long title such that it overlaps onto a second and third title line

To achieve the required page-related position, it is necessary in MS Word to create the table and its caption within a 'Text Box'. Set the Text Box 'Line Colour' to 'No Line' and anchor the frame to the page, allowing text wrapping around the box. The caption should be headed by the word 'Table' followed by a number and then a hyphen followed by the title of the table. The caption for the Table should normally be '**centred**' and in **Arial 12-pt**: the Style 'Caption' has been defined for this.

Each column in the table should be clearly headed and incorporate the appropriate symbols and units in which the quantities are measured. Please avoid the use of dotted or dashed lines to divide the cells of the table as these can be printer dependent and are liable to be interpreted as graphics by some packages.

FIGURES, PHOTOGRAPHS AND GRAPHS

Poor quality figures, photographs and graphs are the biggest problem we face when producing the Conference Proceedings so we ask that authors take particular care in their preparation. In all cases, the figure or diagram should be pasted into the text as a **visible picture**.

In addition, we also request that you supply all figures, photographs and graphs as **separate files**. These should be at a minimum of 300 dpi (at final output size) and should preferably be TIF files although we can accept PSD (Photoshop), AI (Illustrator), JPEG (low compression values), PDF (Acrobat) and EPS formats. **Figures which we do not consider to be of high enough quality will not be published.** However, we will do our best to work with authors to ensure their figures are of suitable quality for publication.

If possible, figures should be placed on the page that contains the first reference to that figure. For a half-page width figure, it should appear in the text immediately alongside the paragraph containing the first reference to it, aligned to the right-hand margin. For a full-page width figure, it improves the page layout if it appears at the top or bottom of the relevant page.

If you have a large number of figures and/or diagrams, particularly if many are full-page width, you may find that their presence in the text destroys the flow of the paper. Under such circumstances you should consider the alternative of assembling all the figures at the end of the paper. Even so, you should endeavour to place several figures per page (at the end of the paper), subject to the requirements of legibility.

The caption should be headed by the word ‘Figure’ followed by a number and then a hyphen followed by the title of the figure. The caption for the figure should normally be ‘**centred**’ and in **Arial 12-pt**: the Style ‘Caption’ should be used for this.

Figures

One of the most common problems with figures is the use a font size that is too small to label axes, distances or blocks and lines that are too narrow. This frequently occurs when poorly prepared MS PowerPoint lecture slides are just reduced in scale for the printed paper.

In order to ensure easy legibility of your figure labels, you should use a font size that will result in the final printed font being **no smaller than 11 point Arial**.

It is also essential that lines in drawings are not so thin that they are hard to replicate. You should use a line width specification in your drawing package such that, when pasted into your paper and scaled as necessary, the final line width is no less than 1.0 pt.

Each figure must be accompanied by a caption, which should be typed and must not be wider than the figure to which it refers. Figure 1 shows the style of presentation to be used.

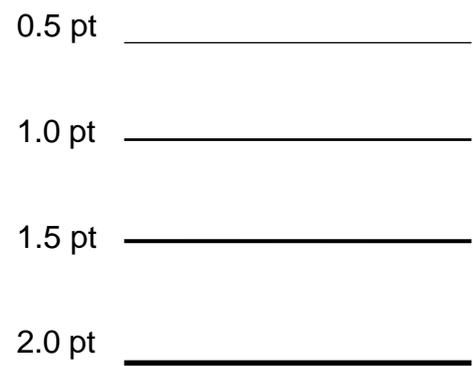


Figure 1 - Example of line widths

Photographs

Scanned versions of line diagrams or black and white photographs may be included in your paper but must be of **high contrast ratio**. Please check the quality of any such photographs in the printed version you submit and ensure that these are of a suitably high quality.

Please be aware that coloured diagrams and photographs frequently do not convert sensibly to black and white presentation. Again, it is the author’s responsibility to check the presentation of these in the printed version.



Figure 2 – An ideal location for the new laboratory

Graphs

The ordinates and abscissa should be labelled with the following information: symbol, dash, description of symbol and, in parenthesis, the units (if applicable). An example of graphical presentation is given in Figure 3.

Where the drawing for a graph is being created in a mathematical package (e.g. Mathcad) or an engineering package, it is recommended that the drawing should be output as a TIF file, and imported into Word as a picture.

UNITS

Unless there is a good reason for doing otherwise, the SI international system of units should be used throughout the paper.

ABBREVIATIONS

Abbreviations of words should be avoided, bearing in mind the linguistic difficulties for readers whose mother tongue is not English. For the same reason, one should avoid using words, which although in common use, are not normally found in a dictionary.

If, however, a particular phrase is going to be used frequently throughout a paper, it is acceptable to define an abbreviation at the first occurrence of the phrase and then use the abbreviation thereafter. The style should be as given in the following example:-

.... International Standards Organisation (ISO) where the ISO

COPYRIGHT

Authors are reminded that it is their responsibility to **obtain, in advance, any copyright clearance that may be required** for the publication of their paper by IBC. A Copyright Agreement will be provided prior to publication which must be completed and returned along with the paper to confirm that material contained in your paper is released for publication.

Any acknowledgement regarding copyright must be made at the conclusion of the text under the section entitled 'Acknowledgements'.

MISCELLANEOUS

Proprietary Articles

It is important that neither the technical paper nor the presentation should be turned into an opportunity to advertise one's products: that is not the aim of IBC. However, it is recognised that important and valuable debates may result from a presenter's freedom to indicate why certain technical decisions were taken by an organisation in the development of a product. Thus, presenters may discuss the principles and

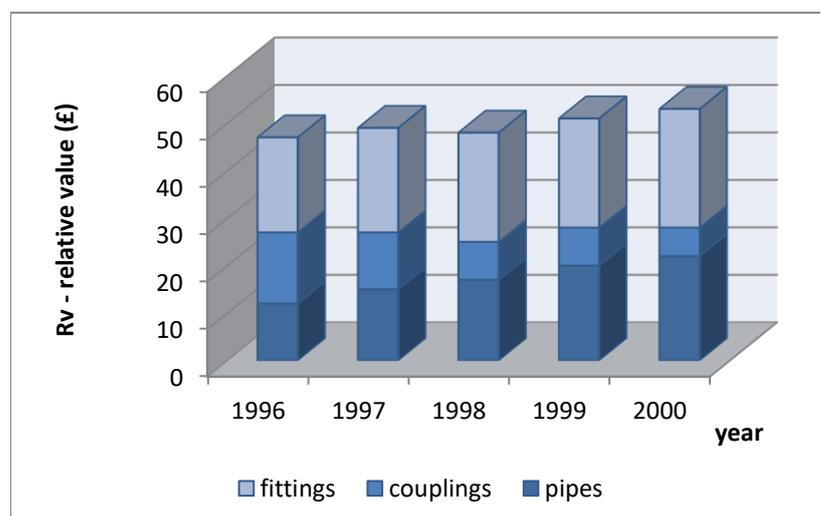


Figure 3 – Value comparisons over the last five years

technical background to their manufacturing decisions, as long as this is done with due care and only to the extent necessary to support their paper.

Where the specific identity of a product is not relevant to the arguments being presented, proprietary names should not be included.

Standard of Written English

The assessors will review the papers based upon the **technical content**. However, papers suffering from excessive spelling mistakes and poor English may be returned to the author because of the difficulty of assessing them. Authors whose mother tongue is not English may find it useful to have their paper proof-checked by a native English speaking colleague.

Please read through your paper and check for spelling mistakes.

PAGE NUMBERS, HEADERS AND FOOTERS

These should **not** be added to the paper.

INSTRUCTIONS ON THE USE OF THE IBC TEMPLATE FILE

Included in this file is a template prepared in MS Word.

Either type into the template the text of your paper or import a file containing the text previously prepared. Where necessary, identify and specify the different 'Styles' for Title, Name, Affiliation, Abstract, Introduction, 1st, 2nd, and 3rd Order Headings. Finally, import any tables and figures.

SUBMISSION OF COMPLETED PAPER

On completion of the paper, an electronic copy of the paper, MS Word & PDF, should be submitted by email.

Papers often require amending after they have been assessed and if the alterations are minor (that is, a few typographical errors or correction to the title layout on the first page), the IBC Office can carry out the alterations on your behalf. Any major rewrites will have to be carried out by the author him/herself.

CONCLUSIONS

This paper has given the necessary instructions to authors preparing contributions to IBC.

REFERENCES

1. Meares, D. J. 1995. Instructions for the preparation of a final IBC typescript. IBC Instruction Set. September, 1995 to 2010.
2. Tanton, N. E. and Stone, M. A., 1988. HDTV displays: subjective effects of scanning standards and domestic picture sizes. Proceedings of 1988 International Broadcasting Convention. pp. 204 to 211.
3. Feige, F., Kirby, D. and Wüstenhagen, U., 1994. ISO/MPEG subjective tests on multichannel audio coding systems. Part 2: Practical realisation and test results.

Proceedings of the International Broadcasting Convention. September, 1994. pp. 132 to 139.

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The results shown in Figure 3 are reproduced with permission of J. Soap and Sons.