

# Author's Guide for Preparing a Paper for the Journal of Computer Science & Technology

**First Name Middle Initial Last Name**  
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**and**  
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## ABSTRACT

The abstract should summarize the content of the paper. Try to keep the abstract below 200 words. Do not make references nor display equations in the abstract. The journal will be printed by photo-offset from the same-sized copy prepared by you. Your manuscript should be printed on A4 paper (21.0 cm x 29.7 cm).

It is imperative that the margins and style described below be adhered to carefully. This will enable us to keep uniformity in the final printed copies of the Journal. Please keep in mind that the manuscript you prepare will be photographed and printed as it is received. Readability of copy is of paramount importance.

**Keywords:** Author's Guide, Manuscript, Camera-Ready Format, Instructions for Authors, Paper Specifications.

## 1. IMPORTANT INFORMATION

There is a limit of 7 pages for each paper in the Journal. Each submission should be a .pdf or .ps file attached to an e-mail to our e-mail address. The e-mail text should contain the paper title and authors.

## 2. PREPARATION OF MANUSCRIPTS

### General Appearance

The text must be in English. The submitted typeset scripts of each contribution must be in their final form and of good appearance since they will be printed directly without any editing. It is essential that the "camera-ready copies" be absolutely clean and unfolded.

Your paper must be printed in actual size in two columns. Columns should be balanced in the last page. The document you are reading is printed in the format that should be used in your paper.

### Specifications

To ensure uniformity of appearance for the Journal, your paper should conform to the following specifications. If your paper deviates significantly from these specifications, the printer may not be able to include your paper in the Journal.

- 1) The Top, bottom, left, and right margins should be 2.5 cm.
- 2) The distance between the two columns of text should be 1 cm.

## 3. RECOMMENDED POINT SIZES

We recommend a font of 9 points or greater. This document is set in 9-point Times. If absolutely necessary, we suggest the use of condensed line spacing rather than smaller point sizes. Some technical formatting programs print mathematical formulas in italic type, with subscripts and superscripts in a slightly smaller font size. This is acceptable.

## 4. HEADINGS

Major headings are to be column centered in a bold font or in capitals without underline. They may be numbered, if so desired. "4. HEADINGS" at the top of this paragraph is a major heading.

### Subheadings

Subheadings should be in a bold font or underlined lower case with initial capitals. They should start at the left-hand margin on a separate line.

**Sub-subheadings:** Sub-subheadings are to be in a bold font or underlined type. They should be indented and run in at the beginning of the paragraph. The top of this paragraph illustrates a sub-subheading.

**Title:** The title should be centered across the top of the first page and should be in a distinctive point size or font (e.g. 14 bold, as the title of this document).

**Authors' Names and Addresses:** The authors' names and addresses should be centered below the title. The particular point sizes and fonts are not critical and are left to the discretion of the authors.

**Keywords:** From 5 to 7 keywords should follow the abstract (as a subheading of the Abstract).

**Illustrations:** All halftone illustrations (pictures) should be clear black and white prints. Do not supply photocopies. These illustrations should be in place in the article (preferably printed as part of the text rather than pasted up). If you are using photographs and are able to have halftones made at a print shop, use a 100-line or 110-line screen. If you must use photos, they must be pasted onto your manuscript. Use rubber cement to affix the halftones or photos in place. Black and white, clear, glossy-finish photos are preferable to color. Supply the best quality photographs and illustrations possible.

Penciled lines and very fine lines do not reproduce well. Do not use tape on your pages.

## 5. FORMULAE

All equations must be typed or written neatly in black. They should be numbered consecutively throughout the text.

Equation numbers should be enclosed in parentheses and flushed right. Equations should be referred to as Eq. (X) in the text where X is the equation number. In multiple-line equations, the number should be given on the last line.

## 6. PAGE NUMBERING

Please do NOT number your pages

## 7. FOOTNOTES

Should be typed in singled-line spacing at the bottom of the page and column where it is cited. Footnotes

should be rare.

### **8. CONCLUSIONS**

The better you look, the better we all look. Thanks for your cooperation and contribution.

### **9. REFERENCES**

List and number all bibliographical references at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [1]. Where appropriate, include the name(s) of editors of referenced

books.

The following is an example of the recommended style for references.

[1] C.W. Churchman, *The Design of Inquiring Systems*, New York: Basic Books Inc. Pub., 1971.

[2] J. Ivari, "A Paradigmatic Analysis of Contemporary Schools of IS Development", *European Journal of Information Systems*, Vol. 1, No. 4, 1991, pp. 249-272.