

Word Paper Template for OPAL 2009

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Abstract

This is the MS Word template. It tells you how to format your OPAL 2009 paper. If you select the appropriate paragraph style for each paragraph and heading, formatting will be almost automatic. A real abstract should be 150-200 words.

Keywords: NIME, MS Word, formatting.

1. Introduction

This template includes all the information about formatting manuscripts for the 1st International Workshop on Dynamic Modeling of the Oral, Pharyngeal and Laryngeal Complex for Biomedical Applications (OPAL-09). Please follow these guidelines to give the final proceedings a uniform look. If you have any questions, please contact the Conference Management.

This template can be downloaded from the OPAL-09 web site:

www.magic.ubc.ca/artisynth/pmwiki.php?n=OPAL.Workshop2009

It is recommended that you print your paper before submission. Check that all the figures are high quality and easily viewed. Check the spelling and grammar before submission. Ensure that you have not exceeded the maximum page limits (8 pages).

Each paper should be written uniformly in English. Furthermore, your paper may be improved by having it proofread by someone other than the main author, especially if the main author is not a native English speaker.

The proceedings are the records of the conference. OPAL-09 hopes to give these workshop by-products a single, high-quality appearance. To do this, we ask that authors follow some simple guidelines. In essence, we ask you to make your paper look exactly like this document. The easiest way to do this is simply to download this template and replace the content with your own material.

2. Using this template

All the styles defined in this template have been set up as

Word styles. If you use the Word styles carefully, you should not have to think about formatting at all, unless you have requirements that are outside the standard definitions. You can access the styles from the Format/Styles and Formatting... menu item. Select a paragraph or heading you want to format and click on the desired style in the Styles and Formatting palette.

You will find that some styles are usually selected automatically (like "Normal" after "Heading 1"). You will also find that some formatting is done automatically; for example, Section headings will avoid a page break, and will sometimes move to the next page spontaneously as you type. This is correct behavior. Section numbering will be done automatically. Please do not leave blank lines between paragraphs: rather, let Word deal with the format.

3. Format Guidelines

Again, this template is designed to achieve consistent formatting. The intended formatting is described in this section.

3.1 Page Size

The proceedings will be printed on letter-size (paper (21.6×27.9 cm or. 8.5"×11")). All material on each page should fit within a rectangle of 17.78×22.86 cm (7"×9"), centered on the page, beginning 2.54 cm (1") from the top of the page and ending 2.54 cm (1") from the bottom. The right and left margins should be 1.9 cm (.75"). The text should be in two 8.4 cm (3.3") columns with a 1 cm (.4") gutter. When you print your document, *be sure to select Letter size paper for the printer.*

3.2 Normal or Body Text

Please use a 10-point Times New Roman font, or other Roman font with serifs, as close as possible in appearance to the Times New Roman in which these guidelines have been set. The goal is to have a 10-point text, as you see here. Please use sans-serif or non-proportional fonts only for special purposes, such as distinguishing source code text. If Times Roman is not available, try the font named Computer Modern Roman or Times. Paragraphs should be flush left. Right margins should be justified, not ragged. The first text paragraph after a heading is *not* indented. Use the style "Body Text First."

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Copyright remains with the author(s).

Subsequent paragraphs are indented. Use the style “Body Text.” Do not put a blank space, empty paragraph, or new line that would add space between paragraphs.

3.3 Title and Authors

The title (Times New Roman, 15-point bold, style name “Title”), authors' names (Times New Roman, 12-point, style name “Author”), affiliations (Times New Roman, 10-point, style name “Affiliation”) and email addresses (Courier New, 10-point, style name “Email”) run across the full width of the page. There are 18 points of white space above the title. Authors' names are centered. The lead author's name is listed first (left-most), and the co-authors' names after. If the addresses for all authors are the same, include the address only once, centered. If the authors have different addresses, put the addresses, evenly spaced, under each author's name. If several authors have similar email addresses, they may be listed together, e.g.: john.smith, peter.jones@uni.edu.

3.4 Abstract and Keywords

The abstract title should use style “Abstract Title.” The 150-200 word abstract is a paragraph of style “Abstract.” This is optionally followed by keywords, using style “Keywords.”

3.5 First Page Copyright Notice

Please insert the copyright notice as shown on the first page. It should be typeset in 8-pont Times Roman (or similar font), in a box the width of the column at the bottom of the column.

3.6 Subsequent Pages

For pages other than the first page, start at the top of the page, and continue in double-column format. The two columns on the last page should be as close to equal length as possible.

Table 1. Table captions should be placed above the table

Graphics	Top	In-between	Bottom
Tables	End	Last	First
Figures	Good	Similar	Very well

3.7 Citations and References

All bibliographical references should be listed at the end, inside an unnumbered section named “References” (heading style is “References Heading”). References themselves are numbered in the order of their first appearance in the text and fill the entire width of the column. All references listed should be cited in the text. References should be formatted in the IEEE style. Examples can be found in the References section of this document, and also on the web, for example here:

<http://www.lib.unimelb.edu.au/cite/ieee/>

When referring to a document, type the number of the reference in square brackets [1]. Better yet, use the Insert

/Reference/Cross-reference... dialog and insert a reference to the paragraph number of the desired paragraph (in the References section). This will update reference numbers if you add a reference.

Use the “References Unnumbered” style if you use another program to generate references and their numbers. (You, rather than MS Word, number the references.)

3.8 Page Numbering, Headers and Footers

Do not include headers, footers, or page numbers in your submission. These will be added when the publications are assembled.

4. Section Headings

Main section headings are paragraphs of style “Heading 1.” The heading of a section should be in Times New Roman 12-point bold, with initial letters capitalized, flush left with 6 points of white space above the section head and 4 points below. Sections and subsequent sub-sections should be numbered and flush left. (Note: In headings, a word like “the” or “a” is not capitalized unless it is the first word.)

4.1 Subsections

The subsection headings should be in Times New Roman 10-point bold with only the initial letters capitalized, flush left with 6 points of white space above and 3 points below. For a section and subsection head together (as in Section 5.1), use no additional space (using style “Heading 2 – No Space”) above the subsection. The subheading style is “Heading 2.”

By the way, the previous paragraph has a reference to another section. Note that “Section” in “Section 5.1” is capitalized. You can insert a reference using the Insert/Reference/Cross-reference... menu item.

4.1.1 Subsubsections

The heading for subsubsections should be in Times New Roman 10-point italic with initial letters capitalized and 6 points of white space above the subsubsection head and 3 points below. The style is “Heading 3.” Do not use deeper nesting (subsubsubsections)! Are you writing a paper or an outline?

5. More Numbered Text

5.1 Footnotes

Indicate footnotes with a number¹ in the text. Use 9-point type for footnotes. Place the footnotes at the bottom of the page on which they appear. Precede the footnote with a 0.5pt horizontal rule. MS Word will do this automatically with the Insert/Reference/Footnote... menu item.

¹ This is a footnote.

5.2 Figures/Captions

Place Tables/Figures/Images in text close to the reference (see Figure 1). It may extend across both columns to a maximum width of 7 inches (17.78cm).

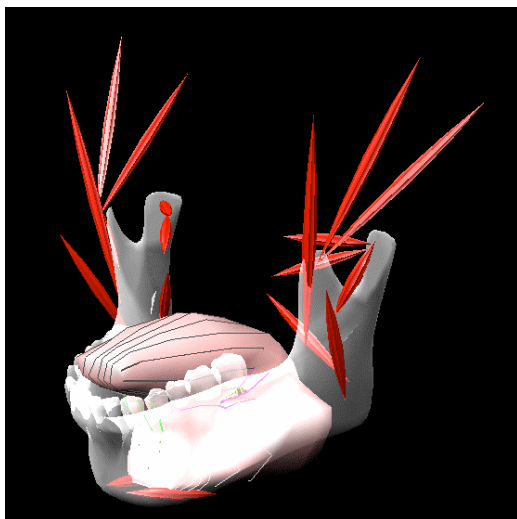


Figure 1. Figure captions should be placed below the figure.

Captions should be Times New Roman 9-point bold. They should be numbered, e.g. “Table 1” or “Figure 2.” Please note that the words for Table and Figure are spelled out. Figure captions should be centered beneath the image or picture, and Table captions should be centered above the table body (note how this is done in the examples).

The proceedings will *not* be printed in color, but color images will be included in on-line proceedings. Your figures should make sense either way.

5.3 Equations

Use the style named “Equations” for equations. Equations should be placed on separated lines and numbered. The number should be on the right side. The main font size in figures should agree with the font size of the main text in

the paper (10pt). Use standard notations and formatting for mathematical variables wherever possible.

$$E = mc^2 \quad (1)$$

6. Final Words

Embed all fonts, especially any unusual ones, when converting to PDF. Make sure you select Letter size as the output format with scaling turned off or set to 100%. Print your PDF file and check it.

Check grammar and spelling throughout the document. It may help to have a native English speaker proofread the document before submission.

Finally, be sure that the reader can grasp the importance of your work to the field.

7. Acknowledgments

This template is based on designs used by the ACM and in particular ISMIR 2006 as well as the NIME-09 template.

References

- [1] C. Roads, *Microsound*, Cambridge, Massachusetts: MIT Press, 2001.
- [2] J. Rovan and V. Hayward. “Typology of Tactile Sounds and their Synthesis in Gesture-Driven Computer Music Performance,” in *Trends in Gestural Control of Music*, M. M. Wanderley and M. Battier, Eds. Paris: IRCAM, 2000, pp. 389-405.
- [3] G. Essl and P. R. Cook, “Measurements and efficient simulations of bowed bars,” *J. Acoust. Soc. Am.*, vol. 108, no. 1, pp. 379-388, 2000.
- [4] R. Dannenberg, B. Brown, G. Zeglin, and R. Lupish. “McBlare: A Robotic Bagpipe Player,” in *Proc. of the Conf. on New Instruments for Musical Expression (NIME)*, 2005, pp. 80-84.
- [5] “The 2005 International Conference on New Interfaces for Musical Expression,” [Web site] 2005, [2008 Sep 20], Available: <http://www.nime.org/2005/>

Columns on the last page should be made as close as possible to equal length. Generally this is achieved by deleting this paragraph, leaving, the preceding blank paragraph, which is also a single column text.