

PREPARING ELECTRONIC MANUSCRIPTS FOR THE FOCAPO 2003 CONFERENCE PROCEEDINGS

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Abstract

This document offers detailed instructions for the preparation and submission of papers to the FOCAPO-2003 Conference. The initial version of this file was provided by the organizers of ENPROMER 2001.

Keywords

FOCAPO-2003, Paper format, Style template files, Word, .pdf files.

Introduction

The layout and style to be adopted in the preparation of your paper are described and illustrated through an example. ***Authors are requested to strictly adhere to these instructions.*** A document template automatically setting the prescribed layout and style is also provided (please consult <http://www.chem.cmu.edu/focapo>). If you are already familiar with Word, then the FOCAPO-2003 template should be of great help for you since it will change the layout so as to suit FOCAPO-2003 requirements. Nonetheless, the use of the document template is not mandatory.

Authors are expected to submit by June 15, 2002, their manuscript to focapo@andrew.cmu.edu. The final revised version is due on October 15, 2002. In both cases, please use Adobe Acrobat .pdf file format. The papers should be prepared if possible using Microsoft Word. LaTeX can be used provided the format is similar to the one of this template. The templates can be downloaded as described on the FOCAPO 2003 website <http://www.chem.cmu.edu/focapo>).

As an author, you are fully responsible for the quality and appearance of your contribution. We request that you observe carefully these instructions for preparing your manuscript. *In almost all situations, use of the built-in template styles will save you from the grim details of fonts, sizes, line spacings, indentation, etc.* Failure to produce a paper in proper format will involve: (1) a request for a

reformatting to meet the standards, or (2) the possibility that your contribution will not appear in the final Conference Proceedings.

Paper Length

Papers must be four page long, letter size 8.5" x 11", including figures and tables. The text should be written in English. The title, the author(s) name(s), affiliation and address, the abstract and the keywords should be written in single column. The main body of the paper should be written in two columns. The first page should contain the title, the list of authors' names, author affiliations and addresses as well as the abstract. The abstract should contain 100-200 words. The body of the paper should start with an **Introduction** section describing the objectives and relevance of the work as well as significant prior contributions, and end with a **Conclusions** section containing a clear and concise review of the main results.

Printing Area

Each letter size page must be formatted with left/right margins of 0.83", top margin of 0.75" and bottom margin of 0.5". The text should be justified so that the right margin is not ragged. Please make use of the maximum stipulated length (9.75"). Thus, approximately 57 lines can

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be written on a full-text page. Length of the text should never be less than 9.25". **No headers, borders or page numbers should be included.** Page numbering in the final manuscript should be allocated by the volume editor.

Layout, Typeface, and Font Sizes

Times New Roman or Times font should be adopted. If not strictly required, bold type and underlining should be avoided. A summary of the required font sizes and styles is given.

Title	14 pt
Footnote reference	9 pt
Footnote text	9 pt
Reference	9 pt
Elsewhere	10 pt

Font styles are as follows:

Title	BOLD capitals
Abstract heading	<i>italic</i> , mixed case
Keyword heading	<i>italic</i> , mixed case
Figure caption	<i>italic</i> , mixed case
Table caption	<i>italic</i> , mixed case
Main heading	bold , mixed case
Sub-heading	<i>italic</i> , mixed case
Elsewhere	normal

Authors and Affiliations.

Authors' names must include the first and middle names initials followed by the last name. They should be centered and separated by commas. A superscript set on each author's name should be used to indicate his/her affiliation. Names and addresses of their institutions should also be centered. The corresponding styles are *Author*, *Affiliation*, *Location*.

Abstracts and Keywords.

Start with *Abstract Heading* style and then include the abstract body (*Abstract Body* style) with a brief (100-200 words) description of the most relevant contributions of the paper. The content of the abstract should be written without changing line. For **Keywords**, continue with *Keywords Heading* style. Three keywords (*Keywords Body* style), capitalized and separated by commas, should be included.

Paper Body

The main text should be typed single spaced and justified. The first line of each paragraph should be indented 5 mm from the left margin. No line spacing should be left between paragraphs. The style for the first paragraph is *First Paragraph*. For all other paragraphs use *Normal* style.

Section Titles

Titles should only be assigned to sections and subsections. Section titles should be capitalized (i.e., nouns, verbs, and all other words except articles, prepositions, and conjunctions should be set with an initial capital), boldface and, with the exception of the paper title, left aligned. Use *Main Heading* style for section titles.

Subsection Titles

For the subsection title use *Subheading* style.

Tables and Illustrations

Please produce your figures electronically, and integrate figures and tables into your text file. Figures, tables and photographs should be placed as close to their first reference in the text as possible. Figures and Tables should be numbered using Arabic numerals. Tables should be presented in the form shown in Table 1.

Table 1. Font sizes and styles

Heading level	Example
Title (centered)	Authors' Instru...
Main heading	Introduction
Subheading	<i>Subsection titles</i>
Main Body	Text follows ...

Keep figures and tables within a single column, if possible. For larger objects Word requires that you create and format a new page-wide section that is identical in format to the first page-wide section (the one containing the title, author information, abstract, and keywords). Use *Normal* style for tables and *Figure* style for figures.

Tables and captions should be centered, with the caption located just above the table. Vertical lines should be avoided. Labels for every row and column and proper units for the data should be given.

In the same way, figures should be centered and numbered, with each one having its own legend. The legend should be centered right below the figure (see Figure 1). Labels for plot coordinate axes and proper units for the data should be given. Grids and details within the figures must be clearly readable and may not be written one on top of the other. The lettering in figures should have a height of 2 mm (10-point type). If you have to insert a page break before a figure, please ensure that the previous page has been completely filled. Finally, a couple of recommendations: (a) Remember that illustrations in the Proceedings will be black and white (halftones). (b) Avoid using shading. For captions use *Table Caption* and *Figure Caption* styles.

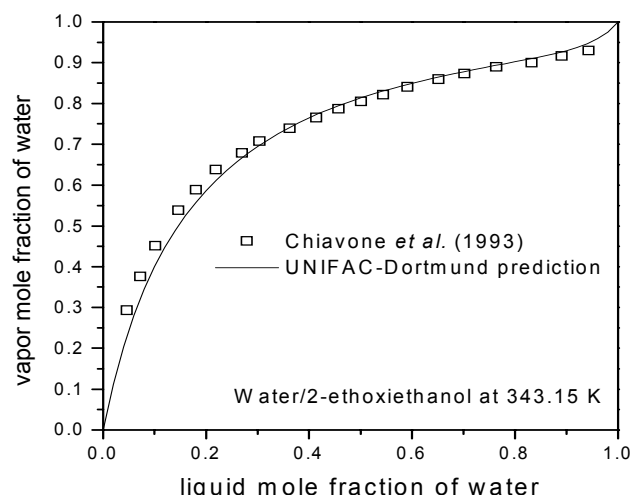


Figure 1. This is the figure caption

Equations, symbols and units

Equations should be left aligned on a separate line and numbered with an Arabic numeral placed within parentheses and right aligned. For example,

$$d_i + \ell_i - C_i' \leq M W_{ii'} \quad \forall i, i' \in I \quad (1)$$

In the text, Equation (1) should be referred to as Eq. (1), except at the beginning of a sentence where Equation (1) should be used. Use *Equation* style for equations.

Footnotes

The superscript numeral used to refer to a footnote should appear in the text either directly after the word (phrase or sentence) to which is related, following the punctuation sign (comma, semicolon, or period). The footnotes should appear at the bottom of the normal printing area, with a line 2 cm long set immediately above them.¹ This is done automatically if you use *Footnote Text* style.

Acknowledgments

This section should be placed at the end of the paper before the **References** section. This section should include acknowledgments of financial, institutional and personal support.

References

References (*Reference* style) should be listed in alphabetic order by surname at the end of the paper following the section title **References** right after the Acknowledgment section. Do not begin a new page with the Reference section unless it is absolutely necessary. The References section, with the exception of the title, should be typed in 9-point font. Each line of a reference, except the first, should be indented 0.5" from the left margin. All references included in the list should be cited in the text and vice versa. References are to be cited in the text by author's name (year), or (authors' names, year). For instance, Smith and Jones (1970), or (Ekeland et al., 1985). The expression et al. should be used when there are three or more authors. Two or more papers by the same authors published in different years should be chronologically arranged. Two or more papers by the same authors published in the same year should be distinguished by letters after the year.

Brooke, A., Kendrick, D., Meeraus, A. A. (1992). GAMS- A User's Guide (Release 2.25). *The Scientific Press*. San Francisco, CA.

Gooding, W. B., Pekny, J. F., McCroskey, P. S. (1994). Enumerative Approaches to Parallel Flowshop Scheduling via Problem Transformation. *Comput. Chem. Eng.*, 18, 909.

OSL. (1991). *OSL, Guide and Reference (release 2)*, IBM: Kingston, NY.

Zhang, X., Sargent, R. W. H. (1994). The Optimal Operation of Mixed Production Facilities - A General Formulation and some Approaches for the Solution. *In Proceedings of the 5th International Symposium on Process Systems Engineering*. Kyongju, Korea, 171.

¹ The footnote numeral is set flush left and the text follows with the usual word spacing. Second and subsequent lines are indented. Footnotes should end with a period.