

FORMAT RULES FOR THE FULL-LENGTH ARTICLES SUBMITTED TO PPM 2015

Author1 Name Surname¹, Author2 Name Surname^{2,a} and Author3 Name Surname³

1. Author_1's Institution, Department, City, Country
 2. Author_2's Institution, Department, City, Country
 3. Author_3's Institution, Department, City, Country
- a. *Corresponding author (Corresponding author's e-mail)*

ABSTRACT: Abstract should contain the general information about the paper and should contain no more than 200 words. The abstract should be in a single-column format.

1. PAPER FORMAT GUIDE

You can use the format of these instructions exactly as the format of your paper. The language of the papers is English.

Your paper must not exceed 5 pages in this format. It should contain abstract, introduction, results and discussion, conclusions and acknowledgement sections, but you are free to organize the sections depending on the type of the work you are presenting.

1.1. Paper Layout and Margins

The paper to be used is standard A4. The document must have margins 3 cm from top, 3 cm from left, 2.5 cm from right and 2.5 cm from bottom. The main body of the text is in double-column format. The column separation is 1.25 cm.

The title starts 3 cm from the top, centered on the page. If possible, it should not be more than 2 lines. There is an extra line between the article title and author name(s) which are written in full. The numeric superscripts at the end of each author's name refer to the affiliation of that author. Only one of the authors should be marked as the corresponding author and e-mail of this author should be given separately as shown in the title of this document. Leave an extra line between the author names and

affiliations. Leave 2 line spaces between the affiliations and the abstract.

1.2. Fonts

The font is Times New Roman and the font size per 12 points except the title (14 points), affiliations (10 points) and references (10 points). When used, please make sure that the special characters (symbols and others) appear properly in the text.

You should use bold font for the section headings. *To emphasize a point in the text, you should use italic font.*

The font color should be black all over since the articles will be printed in black and white form.

The equations in the paper should be written in an equation editor if possible and should be the same character size as the main document for ease of reading.

1.3. Line Spacing and Justification

The paragraphs should be set to single line spacing. You must use right and left justification in the body of the text. Do not indent the start of the paragraphs, but leave an extra space between them.

1.4. Tables and Figures

The tables and figures should be numbered Table 1, 2, 3 etc. followed by a

colon and the title and end with a period. All table and figure headings must be left indented. Table heading should precede a table whereas the figure heading should follow a figure.

There must be a reference for each table (Table 1) and figure (Figure 1) in the main text body.

Table 1: The format for table heading.

Make sure that the materials in tables and especially figures conform with the font size in the text and legible. If they do not fit into one column, you could use the complete width of the page for your tables or figures, provided that the double-column format is followed after each for the text.



Figure 1: The format for figure heading.

Please prepare your figures and tables considering that the proceedings book will be printed in black and white and allow for 20% reduction.

1.5. Citations

Citations to others work should be placed in square brackets stating the last name(s) of the author(s) and the publication year

[Doe, 2010]. If only two authors, use both last names separated by an 'and'. If more than two authors, give the first authors last name followed by *et al.* [Smith *et al.*, 1999].

In the References part of the article, list all cited work in alphabetical order using the first author's last name. If you have multiple entries for the same author, use the publication year as the second listing parameter. You can follow the reference format given in the 'References' Section of this document.

1.6. Footnotes

Add footnotes to your document where necessary, signified by a superscript and numbered as 1, 2, 3, etc. The font size for the foot notes is 10 points¹.

1.7. Page Numbers

Please DO NOT place page numbers in the text since all pages will be re-numbered when all articles are combined in the proceedings book volume.

Acknowledgements: The author(s) acknowledge the (help, grant, facilities, etc.) provided by (state the names and/or affiliations of those individuals or organisations who contributed to the work).

REFERENCES

Doe, J., 2010. Article Name, Journal Name, Volume (Number), Starting Page.
 Smith, H., Brown, T.W. and Haven, M., 1999. Article Name, Journal Name, Volume (Number), Starting Page.
 Smith, H., 2011. Article or Section Name, Book Name, Edition Number, Press Name, City and Country, Starting Page.

¹ Please note that the footnotes must be provided at the bottom of the page where they are referenced.