

VETOMAC 03 & ACSIM 2004

Guide to Presenters/Authors

Please note: All papers must reach us by 15th August 2004 to allow for refereeing, possible modification and for inclusion in the program and proceedings.

General Information

We aim to produce proceedings of high standard and uniform appearance. If you conform to these instructions, you will greatly assist us in achieving the desired result. Below you will find a timeline for deadlines to assist you in your planning

FIRST SUBMISSION OF FULL PAPER, with signed copyright transfer form and audio visual requirements form	15 th August 2004
ACCEPTANCE OF PAPER, after review	30 th September 2004
FINAL SUBMISSION OF FULL PAPER, with registration (the maximum number of pages is 8)	15th October 2004

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As presentations are received, they will be passed to the Technical Committee for refereeing and to Program Committee for scheduling. The date and time of your presentation will be confirmed prior to the Conference at our web site.

Conference staff who can help you

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Conference Co-Chair,	Dr Lin Ma	Phone: +61 7 3864 5340 Fax: +61 7 3864 4459 Email: chair@acsim.com

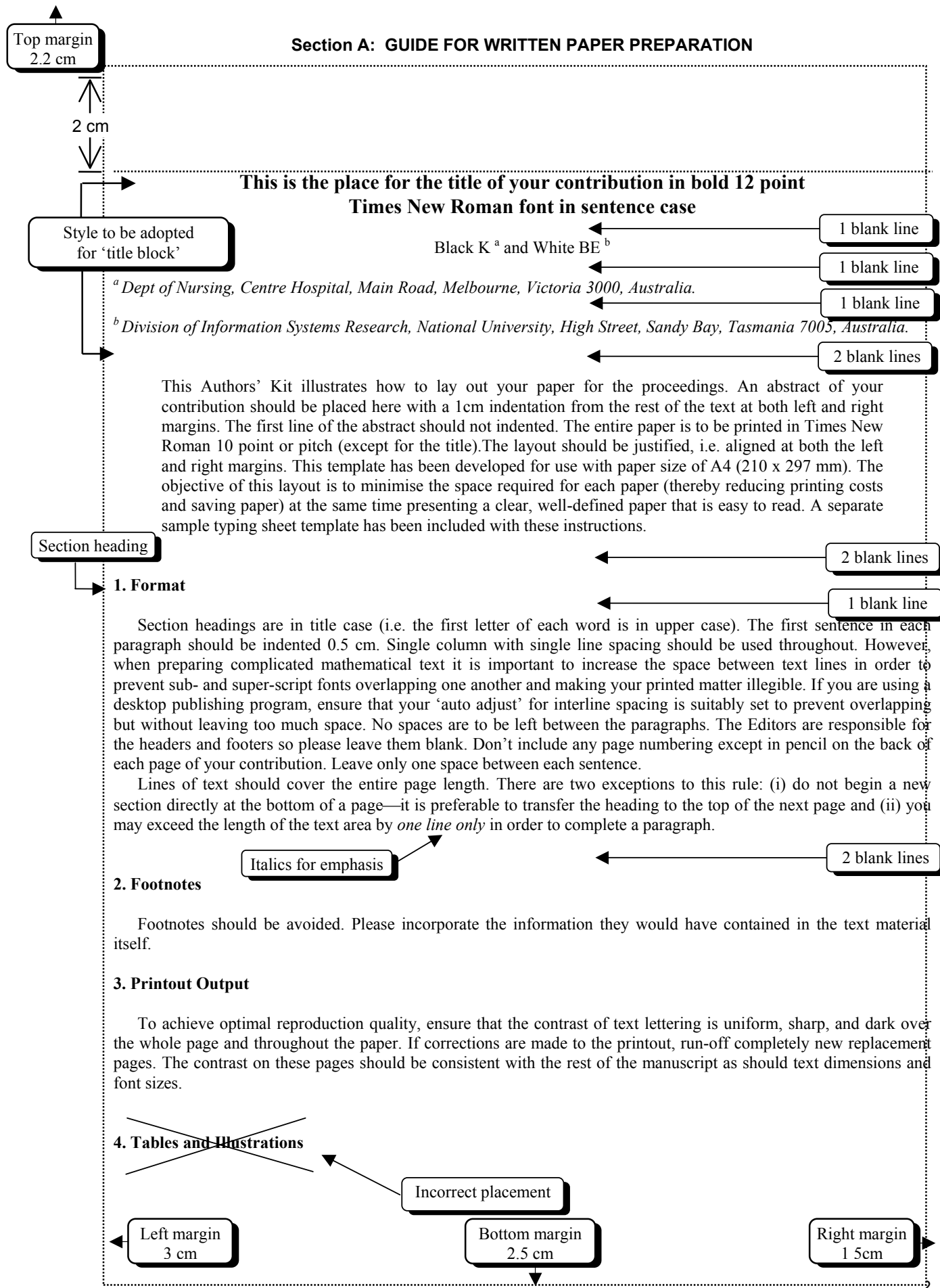
How to submit:

The paper should be submitted in MS WORD.
One electronic copy on a CD or on a floppy (WinZipped if necessary)
One hard copy.

To be sent to:

Prof Nalinaksh Vyas
Department of Mechanical Engineering
Indian Institute of Technology
Kanpur, INDIA – 208 016

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4. Tables and Illustrations

Tables and illustrations should be arranged throughout the text and it is preferable to include them on the same page as they are first discussed. They should have a self-contained caption and be positioned in flush-left alignment with the text margin.

Subsection heading

4.1 Tables

No space

Tables should be presented in the form shown in Table 1. If more than one table is to be used, their layouts should be consistent throughout. Label each table with a number at the top. Leave a 1 cm break between the text and the table.

Approx. 1 cm

Table 1

Clinical system use by staff (minutes)

Table numbering

	Nursing		Medical		Allied Health	
	am	pm	am	pm	am	pm
Pathology	6.5	0.5	45.0	30.5	2.0	0.5
Radiology	4.5	1.5	20.0	45.5	0.5	<10.0
Care Plans	50.5	33.0	00.0	00.0	3.0	0.5
Medication	20.5	20.5	10.0	15.5	3.0	4.5

Reprinted from: White BE, Staff Management, DEMO'94 Proceedings, 1994, p.555

Approx. 1 cm

A horizontal line should be placed below the table heading and at the end of the table above any notes. Vertical lines should be avoided. If subheadings are used within the table, these should be underlined.

If a table is too long to fit onto one page, the table number and headings should be repeated on the next page before the table is continued. Alternatively, the table can be spread over two consecutive pages (first an even numbered, then an odd-numbered one) turned by 90°, without repeating the headings.

4.2 Graphics

Graphics or line drawings should be prepared on computer. If this is not possible, they can be drawn in India ink on tracing paper with the aid of a stencil or should be glossy prints of the same. These should be attached to your manuscript page with a few spots of glue or the special non-shiny transparent sticky tape. (*For the treatment of photographs, see section 4.3.*) Two small illustrations may be placed alongside one another as shown in Figures 1 and 2 on the next page. All illustrations should be clearly displayed by leaving a 1 cm of space above and below them.

All notations and lettering should be no smaller than the 10-point Times New Roman font used for the text. The use of heavy, black, bold lettering should be avoided as this will look unpleasantly dark when printed.

The figure number and title (for example 'Figure 1. Figure title') should be presented at the bottom of the figure. The figure number and title should commence flush with the left margin and the title should be in sentence case.

If you are scanning images, they will look best when printed at exactly their original size. If this is not feasible, you can make the picture larger or smaller (for example 2X, 3X, 4X ... or 0.5X, 0.33X, 0.25X ...etc.), however if you scale the picture by an odd amount, it may be marred by horizontal and vertical *moiré* lines. As scanned images are often of poor quality, please also supply your original drawings. Do not mention magnifications in captions or figures but use bar scales where appropriate.

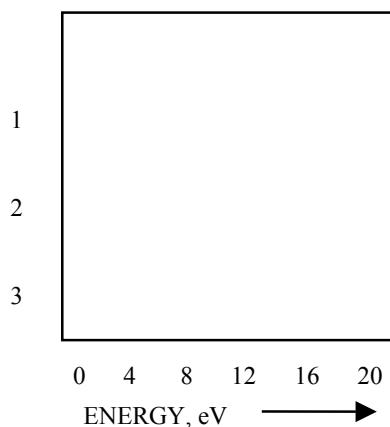


Figure 1. Lettering should be no smaller than 10-point Times New Roman font.

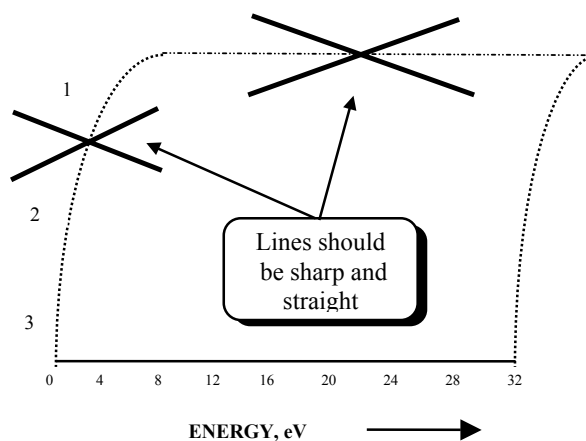


Figure 2. Lettering is too small.

4.3 Photographs

Photographs should not be mounted in the text but should be submitted loose, in their final size, i.e. as they will appear in the published volume. On the back of the photo, label in pencil your name, the title of your paper, the figure number and its upright position with an arrow. Leave a blank space on the paper where the photograph will ultimately appear. The height of the space should be the height of the photograph, plus an extra 2 cm so that it can be clearly displayed. For example, if the photograph is 4 cm high, a space of (4 cm + 2 cm) = 6 cm should be left blank. Figure 3 illustrates this rule.

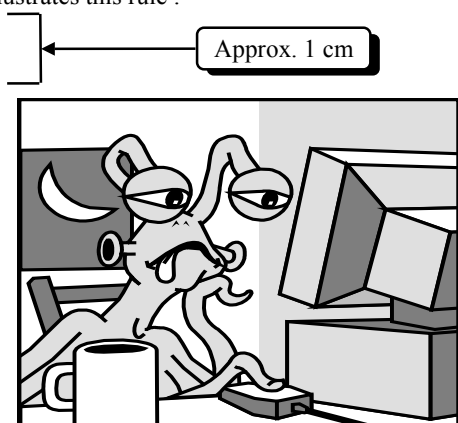
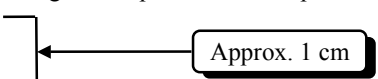
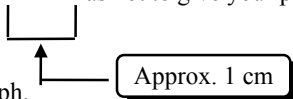


Figure 3. Space to be left open for a photograph.



In view of the predominant use of single-column format for these proceedings, contributors are encouraged to maximise the use of text space by wrapping text around photographs, tables and charts. An example is shown here. Word wraps will give contributors the advantage of having more words per page for text and will enhance page presentation.

When executing word wrapping, leave sufficient space between the text and the object (photograph, table, chart) so as not to give your page a cluttered appearance.



5. Equations

Equations should be indented 0.5 cm from the left margin and should be preceded and followed by one blank line.

$$p(d|f) = \frac{p(f|d)p(d)}{p(f|d)p(d) + p(f|-d)p(-d)}$$

Equation number → (1)

If the equations are numbered, make sure they are numbered consecutively. Place the numbers in parentheses flush with the right-hand margin of your text and level with the last line of the equation.

6. References

A list of references cited in your paper should appear at the end of your paper—do not begin on a new page. References should be prepared according to the following specification.

They must be identified by Arabic numbers in square parenthesis, for example [1] and numbered consecutively in the order in which they are first mentioned in the text. The reference list should be arranged in ascending numerical order with the names of the authors, the full title of the article cited and the name of the journal in which it is published. Titles of journals, books and proceedings should be in italics.

Layout Examples

Example of an Article:

- [1] Trofino J. (1993) Voice activated nursing documentation: On the cutting edge. *Nursing Management*, 24(7), 40-42.
- [2] Gray JJ, McIntire D & Doller HJ. (1993) Preferences for specific work schedules: foundation for an expert system scheduling program. *Computers in Nursing*, 11(3), 115-121.

Example of a Book:

- [1] Goodman PS, Sproull LS & Fenner DB. (1990) Technology and organizations. San Francisco, CA: Jossey-Bass Publications.

Example of Proceedings or Chapter in Book:

- [1] Milan J & Munt CE. (1992) A modern, fully integrated hospital information system. In KC Lun, P Degoulet, TE Piemme & O Reinhoff. (Eds) *Medinfo '92 Proceedings of the Seventh World Congress on Medical Informatics*, Geneva. pp.236-240. Amsterdam: Elsevier Science Publishers.

Acknowledgments

These should be written after the references. Do not number this heading.

Top margin
2.2 cm



2 cm



Begin all pages other than the first page directly underneath this line

First page only begin directly underneath this line

Left margin
3 cm

Bottom margin
2.5 cm

Right margin
1 cm

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