

VIRtual Journal

Submission Format

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Abstract

This document describes the format of submissions to VIRtual journal. The abstract should be written using 10-point Times New Roman (hereinafter designated as Times) or equivalent (e.g. Computer Modern) with justified right margin and both margins indented by 0,5cm with respect to body text. The Abstract should be delimited by two horizontal lines 1 1/2 point wide, set 12 points off text. The abstract should be separated from text above and below by 24 points (at least).

Keywords

A list of up to seven keywords, separated by commas. 10-point Times New Roman justified.

1. INTRODUCTION

This document describes the format of contributions submitted to the VIRtual Journal and/or the Portuguese Annual Computer Graphics Meetings (EPCG).

Articles submitted to VIRtual alone do not have a fixed page/size limit. Contributions to EPCG should not exceed **10 text pages**, including bibliography, figures, tables and appendices, formatted according to this document.

Contributions should be submitted in electronic format (preferably PDF or PostScript). Other formats cannot be accepted unless previously agreed with the editors.

2. MULTIMEDIA ATTACHMENTS

We encourage authors to submit multimedia attachments using the more common formats (JPEG, MPEG, VRML, etc.) to complement and enrich the textual submissions. For appendices larger than 10Mb, you should ask for the editor's agreement beforehand.

3. BODY TEXT AND MARGINS

Documents should be formatted to A4 page size, with a 1,9 cm left and right margins. Top and bottom margins should be 2,5 cm. Header and footnotes should be set off 1,25 cm from margins. **Do not number** pages. Contributions to EPCG should **not** use headers or footers.

Body text should be formatted as two columns 8,18 cm wide, spaced 0,84 cm apart. In the last page, both columns should have the same height, as show here.

4. TEXT FORMATTING GUIDELINES

Text format should follow the guidelines set forth in the following sections wrt organisation, layout and style. Table 1, shown in appendix summarises the styles used in this document.

4.1 Language

We accept contributions written in Portuguese or English language. Portuguese contributions **require an English abstract** for publication in VIRtual, in order to ensure widespread diffusion of results.

4.2 Normal Text

Normal text should be justified on both margins using 10-point *Times* font or equivalent and single-space lines.

Space between paragraphs should be 4 points.

A numbered list is made of normal text, where a number sets off each line:

1. Items in numbered lists should be indented by 0,63 cm.

Bulleted lists also use normal text, where each line is preceded by a special symbol:

- Text in a bulleted list is also indented by 0,63 cm.

Only in special cases should be used a different font, such as when presenting program source code, for which a sans-serif fixed-width font such as 10-point Courier or Courier New or equivalent is recommended.

4.3 Title and Author Information

After the paper Title (*Times* 18 point bold), there should appear author names (*Times* 12 point font), affiliations (10pt Helvetica) and *e-mail addresses is any* (Courier 10 pt) formatted to a maximum of three equi-spaced columns of the same width, at the top of the document's first page. If there are more than three co-authors, the layout should use multiple lines as shown in this example. Common affiliations should be centred across the page as illustrated by the last two authors in this example text.

4.4 Citations and References

Footnotes¹ should be set using 9-point *Times* left and right justified.

All bibliographic references should use the same style and appear alphabetically ordered by first author's surname. References combine the author's name and year of publication with brackets [Anderson92]. References to Internet documents should include their URL, if they are publicly accessible [Jorge00].

5. SECTIONS

Section headings should be set in Helvetica 10-point bold font in ALL CAPS, left justified. Sections at the end of a column with less 4 lines of text, should start in the next column.

5.1 Subsection Headings

Subsection headings should be set in Helvetica 10 point bold with all words Capitalised (Note: particles such as "a" and "the" should not be capitalised unless they are the first word.)

5.1.1 Subsubsection headings

Use *Helvetica italic* 10-point font. Only the first word should be capitalised.

6. FIGURES, TABLES, IMAGES AND CAPTIONS

Figures, tables and images should be placed as close as possible to the text that reverences them. These elements should not appear without being referred to in the body text or without a caption. Whenever possible, these should be as wide as a single column or appear centred within a column if narrower. *If necessary*, these elements can take the full two-column width, *without exceeding the document margins*.

Captions should use *Times* 9 point **boldface**, and should be numbered (e.g: "Table 1", "Figure 1") and centred immediately below their corresponding image, table or figure.

7. ACKNOWLEDGEMENTS

If there are acknowledgements, these should appear in the last section, immediately before the reverences.

8. REFERENCES

[Anderson92] R.E. Anderson. Social impacts of computing: Codes of professional ethics. *Social Science Computing Review*, 2 (Winter 1992), 453-469.

[Jorge00] Jorge, Joaquim A, Santos, Santos, Beatriz Sousa et. al. VIRTUAL Journal submission format, May 2000.
<<http://virtual.inesc.pt/style/template.pdf>>

9. APPENDIX

Table 1 describes stiles used in this document in Microsoft Word terms:

Style Name	Format
Normal	Font: Times New Roman 10 pt + Justified + Single line spacing + Space after 4 pt
Abstract	Normal
▪ Bullet	Normal + Hanging: Indent 0,63 + Bulleted
Captions	Normal + Bold + Centred + Space after 6 pt + Space before 6 pt
1. HEADING 1	Font: Helvetica 10 pt + Bold + Align left + All-caps + Space before 2 pt + Kern at 14 pt + Outline numbered
1.1 Heading 2	Heading 1 + Not All Caps
<i>1.1.1 Heading 3</i>	Heading 2 + Not Bold + Italic
1. List Number	Normal + Hanging: Indent 0,63 + Numbered
Paper-Title	Normal + Font: Times New Roman 18 pt + Centred + Space after 8 pt
References	Normal + Indent, hanging 0,63 cm

Table 1: Styles used in this document.

¹ Footnotes should appear below the column containing the reference.

Last page columns should be the same height