

eWiC: Information for authors

Please read and follow these instructions carefully. Doing so will ensure that the publication of your paper is as rapid and efficient as possible. The Editor reserves the right to return manuscripts that are not prepared in accordance with these instructions.

1. Submission of manuscripts

Authors should submit their paper in either of the following two formats:

1. **PDF.** A **Word** version must also be sent. Please see section 'Construction of document' later in these instructions. Please include any additional figure, bibliography or style files.
2. **HTML.** Please send all text and figure files direct to the Editor at eWiC@hq.bcs.org.uk.

2. License agreement

The BCS does not ask authors or conference organizers to assign copyright to The BCS in order to publish in eWiC. However we do require a license to publish and confirmation that publication does not infringe the copyright of others.

3. Preparation of the manuscript

3.1. General Instructions

Papers must be written clearly in English.

The article should include the following information: title, author's name, address (full postal including department, university/institution/company, street, city, postcode, country), email address, abstract.

An abstract of approximately 150–200 words plus a list of between 3 and 10 keywords should also be included.

Headings should be numbered.

3.1.2 Tables, footnotes and figures

- Table legends should be provided. Tables should be clear and self-explanatory, without vertical rules. Any footnotes required should be indicated using superscripted symbols. Tables should be centred on the page.
- Footnotes to the main text are acceptable and should be identified by superscripted numbers. Footnotes should also appear on the page of citation.
- Figure legends should be provided. Figures should appear in the main text close to the figure's first mention. Figures should be centred on the page and should not extend beyond the page's margins.

3.2.2 References

The accuracy of the references is the author's responsibility. Only published articles or reports readily accessible in the general literature should be cited. The references should appear in the text in numerical order, as should the reference list. Where there are more than 10 contributing authors please list only the first author and use *et al.* The following format for references should be followed:

Journal article: Galton, A. (1992) Logic as a formal method. *Comp. J.*, **35**, 431–440.



(author name, year, title of paper, title of journal, volume number, page numbers)

Book: Hogger, C. (1990) *Essentials of Logic Programming*. Clarendon Press, Oxford.
(author name, year, title of book, publisher, publisher location)

Chapter: Harel, D. (1984) Dynamic logic. In Gabbay, D. and Guenther, F. (eds), *Handbook of Philosophical Logic*. D. Reidel, Dordrecht.
(author name, year, title of chapter, editors names, title of book, publisher, publisher location)

Conference:

Crochemore, M. and Verin, R. (1997) Direct construction of compact directed acyclic word graphs. *Proceedings of CPM 97*, Cambridge, MA, 12-14 August, pp.~192–211. Springer-Verlag, Berlin.

OR:

Crochemore, M. and Verin, R. (1997) Direct construction of compact directed acyclic word graphs. *Proceedings of CPM 97*, Cambridge, MA, 12–14 August, eWiC (<http://ewic.bcs.org>).

(author name, year, title of conference, place of conference, date of conference, page numbers in proceedings if applicable, publisher if applicable, publisher location if applicable, or website address if applicable)

Technical report:

ITU-T. Z.500 (1997) Framework on formal methods in conformance testing. International Telecommunications Union, Geneva, Switzerland.

(document number, year, document title, publisher, publisher location)

3.2. Construction of document

Authors should follow the instructions below.

3.2.1 Word/LaTeX files: Using the eWiC template

The eWiC Word template can be downloaded from the eWiC website at <http://ewic.bcs.org> under the section “Conference Organisers”. It can also be obtained from the editorial office at ewic@hq.bcs.org.uk.

Styles available on the template are:

Ewic-title
Ewic-name
Ewic-address
Ewic-email address
Ewic-abstract
Ewic-keywords
Ewic-body copy
Ewic-Heading 1
Ewic-Heading 2
Ewic-Heading 3
Ewic-Legends
Ewic-figure-table-numbers
Ewic-list
Ewic-quotation
Ewic-references title

Ewic-references

No other styles in the list should be used.

To use the template, the fonts Arial or Helvetica (standard fonts) should be installed on your machine.

Step 1

Copy `ewic.dot` template file into the folder in which you usually keep Microsoft Word templates. On a PC, this will usually be in `C:\ProgramFiles\Microsoft Office\Templates`. On a Mac this will be in `Applications\Microsoft Office\Templates`.

Step 2

1. Open the file to which you wish to apply the template.
2. Ensure that there are no extra paragraph returns between paragraphs of text.
3. Please check that the page numbers are inserted at the bottom of the page on the right hand side.
4. Alter page set up so that margins are: top 27 mm, bottom 27 mm, left 15 mm, right 15 mm.
5. Ensure header and footer are 16 mm from edge.
6. In Page set up, Layout, choose, Section Start - new page and Vertical Alignment - top. Press OK.
7. Choose View from top toolbar, then choose Header/Footer.
8. Then insert the title of the paper into the header area and centre; check that the font is the right one (Arial) and resize it (8pt).
Please make sure that the header of the manuscript 's first page is left blank. (Go to File in the toolbar, then Page Set Up, then Layout and then tick the box Different First Page; choose View, then Header/Footer and delete the header on your manuscript 's first page).
9. Then insert the title of the conference into the footer area and centre; check that the font is the right one (Arial) and resize it (8pt) as well.
10. Then close header/footer toolbar.
11. From the top toolbar go to Tools and choose templates and add ins.
12. Choose Attach, and then choose `ewic-template.dot` from the list of templates.
13. Click on automatically update styles and click open, then click OK.
14. The template is now added.

Step 3

1. From the top toolbar choose Format and then Styles and Formatting.
2. At the bottom of the window which appears choose Custom under Show. In Category click on User Defined Style. Click on all the boxes which refer to the eWiC style and unclick all the other boxes. In the Formatting toolbar, only the eWiC styles mentioned above should appear and nothing else.
3. Highlight all of the text.
4. In the Formatting toolbar (under the top toolbar), from the style list, choose `ewic-body copy`. This should make all the text in your document Arial 10 pt.
5. Put cursor on title line then from style list choose `ewic-TITLE`. This will apply the title style to your title.
6. Go through the rest of the document, putting the mouse cursor in the particular paragraph to be styled and then choose the appropriate style from the style toolbar. Regarding headings, please apply manually the appropriate heading numbers (1., 1.1, 1.1.1, etc).
7. Once all parts of the document have been styled, then ensure figures and tables are centred.
8. The document is now completed.

3.2.2 Constructing the document with no template



Please set up your document using the following dimensions:

Page size: 210×297 mm (A4)
Margins: Top: 27 mm
Bottom: 27 mm
Left: 15 mm
Right: 15 mm

Abstract: Right: indent 38 mm
Left indent 38 mm

Running head: Top of running head 16 mm from top the page
Content: Paper's title
EXCEPT THE FIRST PAGE OF THE MANUSCRIPT, LEFT BLANK.

Running footer: Bottom of running foot 16 mm from bottom of page
Content: Conference's title

Page numbers: Bottom of the page, right.

Style	Typeface	Type size	Alignment	Space before	Space after	Indents
Running heads	Arial/Helvetica, upper case	8pt	Centred			
Title	Arial/Helvetica, bold	24pt	Centred	12pt	12pt	
Author's name and address	Arial/Helvetica	9pt	Centred			
Author's email	Arial/Helvetica, italic	9pt	Centred		12pt	1.1cm from edge of text on left and right sides
Abstract	Arial/Helvetica, bold	9pt	Justified		12pt	1.1cm from edge of text on left and right sides
Keywords	Arial/Helvetica, italic	9pt	Justified			
BODY COPY	Arial/Helvetica	10pt	Justified			
A heading	Arial/Helvetica, bold upper case, numbered (1.)	10pt	Ranged left	12 pt		
B heading	Arial/Helvetica, bold, numbered (1.1)	10pt	Ranged left	12 pt		
C heading	Arial/Helvetica, italic, numbered (1.1.1)	10pt	Ranged left	12 pt		
Legends	Arial/Helvetica, bold, upper case for figure/table number. Lower case for legend e.g.: FIGURE 1: This is an example of a title TABLE 1: This is another example	9pt	Centred			
List	Arial/Helvetica, numbered or bulleted	10pt	Justified			4mm
Quotation	Arial/Helvetica	9pt	Justified			4mm + 4mm on the right hand side
References	Arial/Helvetica, in square brackets, e.g. [1] Arial/Helvetica, upper case for the references title e.g. REFERENCES	10pt 10pt	Justified justified	 12pt		

3.2.3. HTML files

The eWiC HTML template can be downloaded from the eWiC website at <http://ewic.bcs.org> under the section "Conference Organisers". The template is valid XHTML 1.0 Transitional.

The template uses a Cascading Style Sheet (CSS) which is valid CSS1. The values in the stylesheet should not be changed.

Fonts

Font faces, sizes and styles are controlled by the Cascading Style Sheet.

Author names should be enclosed within a `` tag.

The paper abstract should be enclosed within a `` tag.

Any paper references should be enclosed within a `` tag.

Examples are in the HTML template file.

Headings

The title of the paper should be within an `<h1>` (Heading 1) tag.

'A' Headings should be within an `<h2>` tag.

'B' Headings should be within an `<h3>` tag.

'C' Headings should be within an `<h4>` tag.

Hyperlinks

Hyperlinks to websites should open in a new browser window. An example of this is detailed below.

```
<a href="http://ewic.bcs.org/" target="_blank">Link Opens in New Window</a>
```

Images

Images should reside in an 'images' folder and should be in either JPEG or GIF format and include a suitable description tag.

Example: ``

Please note that image size or quality may be reduced by the BCS in some instances.

All mathematical formulas should be considered as artworks and supplied separately in an electronic format.

Use of JavaScript, Flash, Java Applets and other objects

Please do not use any of the above mentioned mechanisms for manipulating the view and interactivity of content without prior permission of the Editorial Office.

If you have any queries about your manuscript, please contact: Florence Leroy, Editorial Assistant, The British Computer Society, 1 Sanford Street, Swindon SN1 1HJ, UK, email: ewic@hq.bcs.org.uk.