

# Instructions to Authors: Afcon 2003

If your abstract has been accepted for Afcon 2003, you are expected to submit a camera-ready paper, for inclusion in the Proceedings, by **3 November 2003**. The paper must conform to the standard IFAC conference paper format, which can be found in great detail at:

<http://www.elsevier.com/homepage/saf/ifac/site/IPV%20overview.htm>

## Length

You must adhere to the paper lengths as follows:

Regular papers: 6 (six) pages

Plenary papers: 12 (twelve) pages

## Electronic Submission

We would prefer to receive papers in electronic format, which can be Word, Postscript or PDF format and should be formatted for direct printing as for camera-ready copy. Figures and tables should be embedded and not supplied separately. Large files should be compressed as zip archives before submission. Detailed instructions and guidelines for the preparation of PDF and Postscript files are available at the website above. Note in particular that for PDF files, all fonts should be embedded, to minimise the risk of compatibility problems. Papers which have an electronic file size greater than 1.5 MB may not be successfully received.

## Hard Copy Submission

For papers which are submitted in hard-copy form, completed papers should be sent by registered mail or courier service to the following address:

Mrs K van Wyk  
Electrical Engineering  
University of Cape Town  
Rondebosch 7701  
South Africa

Ph. +27 21 650 2811

Fax. +27 21 650 3465

The name of the author and page number must be written on the reverse of every sheet, using light blue pencil. Sheets must not be folded.

## Paper format and layout instructions

Papers should be prepared in double column format suitable for direct printing onto A4 paper (8.3in x 11.7in/210mm x 297mm) paper, justified if possible, using Times Roman 10pt typeface. Ensure that the typing area (centred) matches exactly that shown in the specimen pages on the website. Do not number pages on the front, as page numbers will be added separately for the Proceedings.

The first page should include: (a) title (maximum 10 words); (b) each author's name and affiliation, including present address; (c) abstract (50-100 words), giving a brief account of the most relevant aspects of the paper; (d) 5-10 keywords

Use single line spacing throughout. Do not indent the initial lines of paragraphs. Leave a line clear between paragraphs.

## Paper structure

Papers should be prepared in the following order:

**Introduction**, to explain the background work, the practical applications and the nature and purpose of the paper

**Body**, to contain the primary message, with clear lines of thought and validation of the techniques described

**Conclusion**

**Acknowledgements** (when appropriate)

**References**

**Appendices** (when appropriate).

Section headings should be centred, in capital letters and numbered consecutively, starting with the Introduction. Sub-section headings should be in capital and lower-case italic letters, numbered 1.1, 1.2, etc, and left justified, with second and subsequent lines indented.

All figures and equations should be numbered with Arabic numerals (1,2,...n)

## **Tables**

All tables should be numbered with Arabic numerals. Headings should be placed above tables, underlined and centred. Leave one line space between the heading and the table. Only horizontal lines should be used within a table, to distinguish the column headings from the body of the table.

## **Illustrations**

All photographs, schemas, graphs and diagrams are to be referred to as figures. Line drawings should be original and not photocopies. In the case of electronic files, good quality scans or true electronic output are required. Low-quality scans are not acceptable. Figures and tables must be embedded into the text and not supplied separately.

Lettering and symbols should be clearly defined either in the caption or in a legend provided as part of the figure. Figures should be placed at the top or bottom of a column wherever possible, as close as possible to the first reference to them in the paper. They should be restricted to single-column width unless this would make them illegible.

Do not use coloured photographs or figures.

The figure number and caption should be typed below the illustration, left justified, with subsequent lines indented.

## **General considerations**

Avoid hyphenation at the end of a line.

Symbols denoting vectors and matrices should be indicated in bold type. Scalar variable names should normally be expressed using italics.

Weights and measures should be expressed in SI units. All non-standard abbreviations or symbols must be defined when first mentioned, or a glossary provided.

Footnotes should be avoided if possible. Necessary footnotes should be denoted in the text by consecutive superscript numbers. The footnotes should be typed single spaced, and in smaller typesize, at the foot of the column in which they are mentioned, and separated from the main text by a line extending to just over halfway across the column (see sample pages). Leave a one-line space above and below this line.

## References

In the text the surname of the author and the year of publication of the reference should be given. Two or more references by the same authors published in the same year should be differentiated by letters a,b,c etc. For references with more than two authors, text citations should be shortened to the first name followed by et al.

Jones (1965, 1968a, b, 1971b) discovered that...  
Recent results (Brown and Carter, 1985; Green et al., 1986) indicate that...

Only essential references, which are directly referred to in the text, should be included in the reference list.

References must be listed in alphabetical order at the end of the paper. References to the same author(s) should be in chronological order.

Journal references should include: author's surname and initials; initials and surnames of remaining authors; year of publication (in brackets); article title (where provided); abbreviated journal title (in italics), volume number and page numbers.

References to books should include: author's surname and initials; initials and surnames of remaining authors; year of publication (in brackets); the book title (in italics; the name of the publisher and place of publication. References to multi-author works should include after the year of publication: the chapter title (where provided); "In:" followed by book title (in italics); initials and name(s) of editor(s) in brackets; volume number and pages; the name of the publisher and place of publication.

References should appear in the following form:

Abell, B.C. (1945). The examination of cell nuclei. *Biochemical Journal*, 35, 123-126.

Abell, B.C. (1956). Nucleic acid content of microsomes. *Nature*, 135, 7-9.

Abell, B.C., R.C. Tagg and M. Push (1954). Enzyme catalyzed cellular transaminations. In: *Advances in Enzymology* (A.F. Round, Ed.). Vol. 2, pp. 125-247. Academic Press, New York.

Baker, R.C. (1963a). *Microscopic Staining Techniques*. Butterworth, London.

Baker, R.C. (1963b). Methods of preparing thin-section slides. *Journal of the British Medical Association*, 34, 184-186.

Charlie, F.H. and M.B. Routh (1966). The chemical determination of toxins. *Journal of the American Chemical Society*, 66, 267-269.

Dog, P.R. (1958). In: *Chemical Carcinogenesis* (R.W. Brown, Ed.), Vol. 1, Chap. 7, pp.56-98. Chapman & Hall, London.

## Style files and sample pages

Sample pages illustrating the application of the above instructions are available in Word and PDF formats at the website above. For authors working in LaTeX, a class file is available. The class file takes care of the formatting details according to the above instructions, allowing authors to concentrate on the article's structure and content.