Sample of a STiLL Workshop Paper

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Abstract

In this sample layout of a STiLL printed proceedings paper, you will find information on how to prepare a printed paper. The Proceedings will be printed directly by means of photo-offset from the copies prepared by you and your fellow authors. You must use the same two-column style used in this sample paper, and you are requested to adhere to the style guidelines proposed in the following so as to maintain uniformity in the final Proceedings. The manuscript should be mailed to the workshop secretariat before April 1 in order to be included in the proceedings. This document is written using Microsoft Word 7.0.

1. Introduction

As the manuscript that you prepare will be photographed and printed as it is received, we encourage you to be as neat as possible.

Prepare up to four (4) pages of text and figures. Invited speakers can use up to eight (8) pages. Longer papers will not be printed. Always use black print in text and figures. All other colours will not be properly reproduced.

Number each page with a soft pencil on the back. Enclose the original together with a stapled copy and a supporting cardboard in an amply sized envelope and send it to the Workshop Secretariat. Remember not to fold or bend your originals in any way.

2. Guidelines

The paper will be printed in an A4 format. You must use a two-column, single space format, with the title and the author names centred across both columns on the first page. Top and bottom margins should be 2.5 cm and left and right margins 2.0 cm. All text should be written with the font Times Roman.

Table 1. Put the following settings in the page set-up

paper size	21.0 cm (width) 29.7 cm (height)
left & right margins	2.0 cm
top & bottom margins	2.5 cm

All text must be single spaced in the specified two-column format, see Table 2.

Paragraphs start at the left margin and should have a 3 pt space following. The manuscript should be written with font size 10. Major headings should have a larger font size, 12. Illustrations or figures may span both columns, in which case they should be placed on the top or bottom of the page.

Table 2. Column information

number of columns	2
column width	8 cm
space between columns	1 cm

2.1 Title Area

This section describes the title area.

2.1.1 Paper Title

The paper title must appear centred across the top of both columns in size 14.

2.1.2 Author Names

The author names should appear below the title, in size 12 italics.

2.1.3 Affiliations and e-mail addresses

Affiliations and e-mail addresses should appear below the author names in size 10.

2.2 Abstract

Each paper should contain an abstract of 100-150 words at the beginning of the paper, placed at the top of the left column. The abstract and the following text should be well separated (18 pt).

3. Headings

Headings should be numbered except Acknowledgements and References, see below. Major headings are bold, size 12, and centred (6 pt before and 3 pt after).

3.1 Sub-headings

Sub-headings appear in bold, size 10, left aligned on a separate line (3 pt before and 3 pt after).

3.1.1 Sub sub-headings

Sub sub-headings appear in italics, size 10, left aligned on a separate line (3 pt before and 3 pt after)..

4. References

You should number all references in the order used in the text and list them at the end of the paper. When referring to them in the text just use their number as in [1]. In [2] the volume number is 43 and in [3] the volume is 16 and 3 is the number within that volume. A reference to a book is given in [4].

4.1 Illustrations and graphs

Illustrations and graphs should fit the margins stated before, although they may span both columns. In that case they should be placed at the top or bottom of the page.

Caption and number all illustrations and graphs. Captions should be in italics. Table captions are placed above the tables and figure captions are placed below the figures. Use only black and white prints, and no copies whatsoever, only originals. Obviously, illustrations MUST be in placed in the camera-ready paper. USE ONLY BLACK PRINT for graphs.

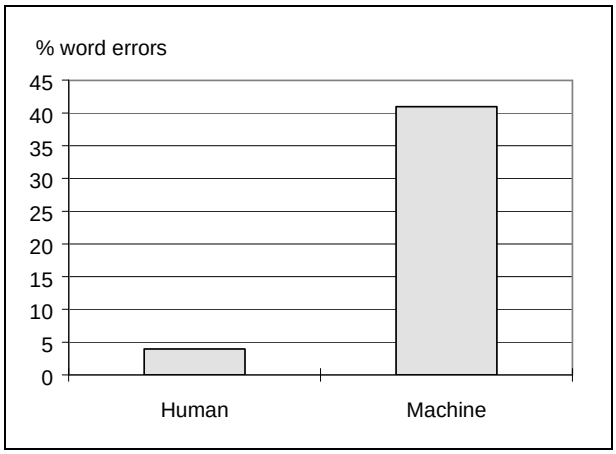

Figure 1. This is a figure comparing word recognition errors for humans and machines.

Acknowledgements

Acknowledgements come before references.

References

[1] Lindgren A and Strindberg A (1995). A Simple Guide for Writing Well-presented Papers Concerning Layout Matters, *Proc Eurospeech' 95*, Sep 1995, Madrid,1-2.

[2] Lindgren A (1995). Title of Paper, *Important Journal*, 43: 123-128.

[3] Lindgren A (1995). Title of Another Paper, *Less Important Journal*, 16/3: 123-128.

[4] Strindberg A (1998). *Important Book*, University Press, Paris, 1998.