

7<sup>th</sup> WORLD MULTICONFERENCE ON SYSTEMICS, CYBERNETICS AND INFORMATICS (SCI 2003)

July 27-30, 2003 ~ Sheraton World Resort ~ Orlando, Florida, U.S.A.

**SUBMISSION CHECKLIST**

*(for authors of papers accepted before or on February 19<sup>th</sup>, 2003)*

**Authors contributing to SCI 2003 should send, no later than April 9<sup>th</sup>, the following items:**

***Submission by postal mail:***

- 1) Two printed copies of the final camera-ready copy of your paper, according to the "Author Guide for Preparing a Proceedings Paper", in order to include it in the hard copy (paper) version of the Proceedings. **Please write lightly, using a soft pencil, at the upper right-hand corners in the back of all your paper's pages:**
  - **your registration ID number**, which was provided to you in the page title "SCI 2003 - Your Registration Acknowledgement", at the end of your online registration, and
  - **the paper ID number** you were informed about in the acceptance notification e-mail and you indicated during the online registration process.
- 2) The Copyright Transfer Form adequately filled and signed.
- 3) A Speaker's Biographical Sketch according to the format (this will be given to the chairman of the author's session in order to support him/her when presenting the author).

Use a traceable express mail service. Protect your package with cardboard and mail it to the following address:

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***Submission via conference web site:*** <http://www.iis.org/sci2003>

- 4) The Conference Registration Form. Remember **that registration of at least one author per paper and the payment (or the signed commitment of on-site payment) of the conference fees are a necessary condition for the paper to be included in the Conference Proceedings and/or in the Conference Program.** Only one paper will be published and included in the conference program for presentation, for each registration fee. For registering click on the "Online Registration" link, included in the conference web site.
- 5) Electronic version of the paper in one of the following file formats: Acrobat PDF or PostScript, in order to include it in the CD-ROM version of the Proceedings. If web site submission is impossible, send the electronic version of your paper, as an attachment to an e-mail, to one of the following addresses: [sciconfer@cantv.net](mailto:sciconfer@cantv.net) ; [nacallao@telcel.net.ve](mailto:nacallao@telcel.net.ve) ; [nallaos@telcel.net.ve](mailto:nallaos@telcel.net.ve). We are providing you with three addresses to give you alternatives in the case you get a delivery failure message.

**Failure to submit all five items shown above by the deadline will result in not being able to include your paper in the Conference Proceedings and, consequently, not to schedule your paper presentation in the Conference Program**

**AUDIOVISUAL EQUIPMENT**

The only audiovisual equipment provided for most meetings will be an overhead projector and a screen. Video projection or any other equipment, if needed, will have to be supplied by the presenter.

# Author Guide for Preparing a Proceedings Paper for SCI 2003

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## ABSTRACT

The abstract should summarize the content of the paper. Try to keep the abstract below 200 words. Do not have references or displayed equations in the abstract. The conference Proceedings will be printed by photo-offset from the same-sized copy prepared by you. Your article should be printed on 8.5" x 11" (21.6 cm x 27.9 cm) paper, using a high quality laser printer. If you use A4 paper (21.0 cm x 29.7 cm), we will make a letter photocopy of it before sending it to the printing shop. Consequently, this may lower the printing quality of your paper. It is imperative that the margins and style described below be adhered to carefully. This will enable us to maintain uniformity in the final printed copies of the Proceedings. Please keep in mind that the paper you prepare will be photographed and printed as it is received.

**Keywords:** Author Guide, Article, Camera-Ready Format and Paper Specifications.

## 1. IMPORTANT INFORMATION

There is a limit of 6 pages for each article in the Proceedings. At most 2 additional pages can be included, as long as you pay the fee of US\$ 75.00 per extra page. Be sure to fill out and send with your camera-ready paper, your IIS Copyright Transfer form and your Speaker's Biographical Sketch. Remember that **registration of at least one author per paper and the payment (or the signed commitment of on-site payment) of the conference fees are a necessary condition for the paper to be included in the Conference Proceedings.**

The deadline for receipt of your camera-ready paper is April 9 (for papers accepted before or on February 19) or May 21 (for papers accepted after February 19). The address is:

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## 2. PREPARATION OF PAPERS

### General Appearance

The text must be in English. The submitted typeset scripts of each contribution must be in their final form and of good appearance because they will be printed directly without any

editing. It is essential that the "camera-ready copies" be absolutely clean and unfolded. The copy should be evenly printed on a high quality (300 dots/inch or higher) laser printer. There should not be corrections made on the printed pages. Your paper must be printed actual size (exactly how it is to appear in the Proceedings) in two columns. The document you are reading is printed in the format that should be used in your paper.

### Specifications

As part of the printing process your document will be photographed. To ensure that this can be done with one camera setting for all papers and to ensure uniformity of appearance for the Proceedings, your paper should conform to the following specifications. If your paper deviates significantly from these specifications, the printer may not be able to include your paper in the Proceedings.

- 1) On the first page, the distance from the top edge of the paper to the top of the first line of type (the title) should be 0.79" (2.0 cm)
- 2) On the second and subsequent pages, the distance from the top edge of the paper to the top of the first line of type should be 0.59" (1.5 cm)
- 3) The left and right margins should be 0.75" (1.9 cm.) If you are using A4 paper, set the right margin to 0.51" (1.3 cm)
- 4) The width of each column should be 3.23" (8.2 cm)
- 5) The distance between the two columns of text should be 0.54" (1.4 cm)
- 6) The distance from the top edge of the paper to the bottom of the last line of type on the page should be no more than 10" (25.4 cm)

## 3. RECOMMENDED POINT SIZES

We recommend a font of 9 points or greater. This document is set in 9-point Times New Roman. If absolutely necessary, we suggest the use of condensed line spacing rather than smaller point sizes. Some technical formatting software print mathematical formulas in italic type, with subscripts and superscripts in a slightly smaller font size. This is acceptable.

## 4. HEADINGS

Major headings are to be column centered in a bold font and in capitals without underline. They may be numbered, if so desired. "**4. HEADINGS**" at the top of this paragraph is a

major heading.

### **Subheadings**

Subheadings should be in a bold font and in lower case with initial capitals. They should start at the left-hand margin on a separate line.

**Sub-subheadings:** Sub-subheadings are to be in a bold font. They should be indented and run in at the beginning of the paragraph. The top of this paragraph illustrates a sub-subheading.

**Title:** The title should be centered across the top of the first page and should be in a distinctive point size or font. It should be in a bold font and in lower case with initial capitals.

**Authors' Names and Addresses:** The authors' names and addresses should be centered below the title. These lines should be in at least 11-point type, but the particular point sizes and fonts are not critical and are left to the discretion of the authors.

**Keywords:** From 5 to 7 keywords should follow the abstract (as a subheading of the Abstract).

**Illustrations or pictures:** All halftone illustrations or pictures should be clear black and white prints. These should be in place in the article, printed as part of the text. Supply the best quality illustrations or pictures possible.

## **5. FORMULAE**

All equations must be typed or written neatly in black. They should be numbered consecutively throughout the text. Equation numbers should be enclosed in parentheses and flushed right. Equations should be referred to as Eq. (X) in the text where X is the equation number. In multiple-line equations, the number should be given on the last line.

## **6. PAGE NUMBERING**

Number your pages lightly, using a soft pencil, at the upper right-hand corners in the back of them (for example, 1/6, 2/6 and so forth). Please do NOT write on the fronts of the pages, or on the lower halves of the backs of the pages.

## **7. FOOTNOTES**

Should be typed in singled-line spacing at the bottom of the page and column where it is cited. Footnotes should be rare.

## **8. CONCLUSIONS**

The better you look, the better we all look. Thanks for your cooperation and contribution. We look forward to seeing you at **SCI 2003** in Orlando, Florida.

## **9. REFERENCES**

List and number all bibliographical references at the end of

your paper. When referenced in the text, enclose the citation number in square brackets, for example [1]. Where appropriate, include the name(s) of editors of referenced books.

The following is an example of the recommended style for references.

- [1] C.W. Churchman, **The Design of Inquiring Systems**, New York: Basic Books Inc. Pub., 1971.
- [2] J. Ivari, "A Paradigmatic Analysis of Contemporary Schools of IS Development", **European Journal of Information Systems**, Vol. 1, No. 4, 1991, pp. 249-272.

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(Articles with seven author or more, use additional form)

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July 27-30, 2003 ~ Sheraton World Resort ~ Orlando, Florida, U.S.A.

### HOTEL INFORMATION

SCI 2003 participants have a special group rate at the *Sheraton World Resort*. To get the special rate (about US\$ 99, for one, two, three or four persons in the same room) you should make your reservation, as soon as possible, directly with the *Sheraton World Resort* informing them that you are a member of the group with the **package** name **INTERNATIONAL INSTITUTE OF INFORMATICS AND SYSTEMICS (IIS)**, the organizer and sponsor of the SCI 2003 Conference. We blocked a fixed number of rooms, so we would like you to make your reservation as soon as possible in order to guarantee yourself a room and to help us to decide whether to block more rooms if necessary.



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Since we are having more submitted and accepted papers than our initial estimation, we need to block more rooms than we originally estimated. To do so we need you to make your reservation as soon as possible. This will guarantee your staying at the conference hotel and will allow us to block more rooms on time.

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