

Research Paper Publication format for Shehernama – JMI Journal of Architecture

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Abstract - All papers must include an abstract and a set of index terms. The Abstract and Index Terms text must be 10 point Times New Roman, fully justified and contained within one paragraph. Begin the Abstract with the word Abstract - in Times New Roman italic. The entire Abstract should be in bold. Do not indent. Use a standard dash after the word "Abstract." Do not cite references or use abbreviations in the abstract. It should be approximately 125 - 175 words. A copy of this abstract will be copied and included in the conference program book so please follow these guidelines to ensure every presentation will have an abstract in the program book.

Index Terms - About four, alphabetical order, key words or phrases, separated by commas (e.g., Environment Rejuvenation, Remediation, Two-column format).

PAGE LAYOUT [HEADING]

These instructions serve as a template for Microsoft Word, and give you the basic guidelines for preparing publication-ready papers. Please carefully follow the instructions provided in these guidelines to ensure legibility and uniformity. The guidelines are designed to reduce the amount of white space and maximize the amount of text that can be placed on one page.

We suggest you just use this document as your guide and simply cut and paste your text over the material in this document. Please do not use footnotes, you can use end-notes instead, of size 8 points.

PAPER LENGTH [HEADING]

Papers should be between 3000-5000 words.

OVERALL FORMAT SPECIFICATIONS [HEADING]

All papers must use the following layout:

- 8 1/2" x 11" paper size
- Portrait Orientation
- Two-column format for the body of the document
- Top margin: 0.75"
- Bottom margin: 1.0"
- Left and right margins: 0.75"
- Spacing between columns: 0.20"
- Column width: 3.4"
- Indents - first paragraph of section - none
- Indents - all other paragraphs - .25"
- Header and Footers 0.5 inches

Set all these values using the "FILE" Menu. Select the Page Setup – Margins tab option and click on portrait orientation option. The above margin dimensions can then be inserted into the Page Setup Window. Now select the Paper tab and click on the paper size and select the letter paper size. Next select the Page Setup – Layout tab and set the Header and Footer to 0.5 inches. To set the column width, click anywhere in the document within the two column format, then Select the Columns for the Format menu. Click on the Equal Column Width and set the spacing. Make sure you also apply to "This Section."

When formatting your document, make consistent use of punctuation marks and spelling. Either American or British formatting is acceptable, but it must be consistent, not a mix. For example,

- Putting all commas and periods either inside (American) or outside (British) of quotation marks
- Use of single quotes, e.g. 'service center' (British) rather than "service center" (American).

- Spellings such as grey and disc (British) vs. gray and disk (American).

PAPER TITLE AND AUTHOR DATA [HEADING]

The title and author data is in one-column format, while the rest of the paper is in two-column format. To accomplish this, most word processors have a section break that is installed to separate the one and two-column format. There are two ways to setup this format: 1) Use this template as a guide, 2) make your own. If you wish to make your own, it is suggested that you open a new document and begin by inserting the title and author information in the standard one-column format. Please adhere to the following style guidelines:

- **Paper title:** This information should be placed at the top of the first page in 24 point, Times New Roman in Title case, and centered. This style is defined under the style menu of this document as "TITLE."
- Insert a 11 point blank line between the Title and the Author listing and between the Author listing.
- **Author listing:** 11 point, Times New Roman, centered. This style is defined under the style menu of this document as "Author." For Special and Panel Session, list all panelists as authors. Include only the author names in the author listing. Use the full first name for the authors. If an author is submitting more than one paper please provide the same name on both papers. Be consistent as the name you provide on the paper will be what is used to create the author index for the proceedings.
- **Author Affiliations:** 10 point, Times New Roman, centered under the author name. This style is defined under the style menu of this document as "Affiliations." Information for each author such as email, department or college, university, city, state and zip can be listed. If you list the email address make sure the Hyperlink is not attached. If the email address turns a color that means the hyperlink is active. Right click on the address and select Remove Hyperlink. There are 3 basic types of setups that will be encountered: One author, multiple authors from the same institution and multiple authors from multiple institutions. If the paper has one author use the affiliation layout as shown at the top of this document where all the author information is listed under the paper title. For multiple authors, from the same institution, list the common university, then list the email addresses at the end in the same order as the authors appear in the Author Listing. For multiple authors from multiple institutions list the author names under the title, then list the author emails under their names. Additional information for multiple authors can be added to the Author Information section at the end of the paper.

PAPER BODY FORMAT

I. Column Format Instructions [SUB-HEADINGS]

The title and author data is in one-column format, while the rest of the paper is in two-column format. To accomplish this, most word processors have a section break that is installed to separate the one and two-column format. For example, in *Word*, under the Insert menu select Breaks – Continuous.

After you enter the title and author information enter a few blank lines and then insert a Continuous section break. Now you must define this section to be in two-column format. To do this in *Word*, under the "Format" menu select "Columns." This option will open the Columns window. It has an input box for the number of columns. Enter 2 and then set the spacing to 0.2" and select equal column widths. If you have the margin widths set correctly, the width of the column should display as 3.40." If it does not, go to the "File" menu and select "Page Setup - Margins." This will open the "Page Setup" window that will allow you to set the top and bottom margins to 1" and the right and left margins to 0.75." Every word processor will have its own method of accomplishing the above setting, however, most follow the same format.

For "Work in Process" or "Panel Session" submissions, if the paper does not fill the entire page and covers more than 4 inches of the first column, please balance the paper within the two-columns. The easiest way to do this is to insert a section break at the end of the document.

II. Font and Spacing Instructions [SUB-HEADINGS]

Use the full justify option for your columns, and use two-columns in all pages. The two columns must always exhibit equal lengths and you should try to fill your last page as much as possible. To obtain such results, you are free to adjust the figure sizes provided this does not compromise their clarity. Use one line of space between text and section headings. Use one line of space between text and captions, equations, and tables. Use the spelling and grammar checkers. Do not use the "hyphenation" feature in *Word*. Please use the following font and alignment instructions:

- **Body text:** 10 point, Times New Roman, full justified, single space, no blank lines between the paragraphs. Indents - first paragraph of section - none (this style is defined under the style menu of this document as "First Paragraph"), Indent - all other paragraphs - .25" (this style is defined under the style menu of this document as "Body Text"). Follow the examples shown in this document.
- **Section Headings:** 10 point, Times New Roman, bold, centered, use SMALL CAPS, leave one blank line above and below. For example, "Page Layout" on page one of this document is a Section Heading (this style is defined under the style menu of this document as "Section Headings"). To convert the text to small caps, click on the "Home" tab, and select the pull down arrow in the "Font" submenu. This will open the "Font Window" where you can select the Small Cap option.
- **Section Sub-headings:** 10 point, Times New Roman, italic, left justified, leave one blank line above and below. For example, "Font and Spacing Instructions" on this

page is a Section Sub Heading (this style is defined under the style menu of this document as "Subheading").

- **Bullets:** 10 point, Times New Roman, left justify and indent the text 0.25." Insert a blank line after the bullet list but not before, follow the examples in this document (this style is defined under the style menu of this document as "Bullets").

III. Page Numbering/[SUB-HEADINGS]

The page number on your manuscript is centered at the bottom of the footer. The final page number will be modified by the conference before the file is saved into the proceedings

FIGURES AND TABLES

All figures and tables must fit either one or two-column width, 3.4" or 7" wide respectively. It is suggested that you use one-column whenever possible. If your table or figure will not fit into one-column, then insert a continuous section break before and after the table or figure, as described above and define it as one-column. To make the paper read easier you may want to position any table or figure that requires one-column either at the bottom of the page or the top of a new page.

Do not abbreviate "Table"; use Roman numerals to number tables. Use the following format guidelines for figures and tables:

- **Figure and table headings:** 8 point, Times New Roman UPPERCASE, centered. Place below the figure and above the Table, (this style is defined under the style menu of this document as "Figure Heading")
- Leave one blank line above and below each Table or Figure.
- **Figure and table captions:** 8 point, Times New Roman, SMALL CAPS, centered. Place below the figure or table headings (this style is defined under the style menu of this document as "Figure Caption")
- **Table text:** 8 point, Times New Roman, (this style is defined under the style menu of this document as "Table text")

Table I and Figure 1 below illustrates proper Table and Figure formatting. Avoid placing figures and tables before their first mention in the text. Please follow the following rules for inserting graphics as figures:

The manuscript's graphics should have resolutions of 600 dpi for monochrome, 300 dpi for grayscale, and 300 dpi for color.

- Graphics should be inserted into the manuscript file using the "Insert – Picture – From File" option in the "Insert" tab. This means you must save every graphics as a separate file. Do not use cut and paste to insert graphics.
- Do not link to a graphic. When inserting figures or tables be sure you insert the figure and not just a link to the figure. The best way to make sure you are doing this correctly is to save your paper, then open the file on a

different machine and make sure all your figures are correct. If you insert the link instead of the figure or table, a box with a big red x will appear in the location where the table or figure is supposed to be located.

TABLE I
POINT SIZES AND TYPE STYLES

Points	Place of Text	Type Styles
8	Table number	ROMAN NUMERALS
8	Table text	
8	Figure and Table Headings	UPPERCASE
8	Figure and Table Captions	SMALL CAPS
8	Footnote	
8	Reference list	
10	Footer	Bold
10	Abstract	Bold
10	Index Terms	
10	Section Titles	SMALL CAPS, BOLD
10	Main Text and Equations	
10	Subheadings	<i>Italic, Left justified</i>
11	Authors' names	
24	Title	Title Case



FIGURE 1
LOGO OF THE UNIVERSITY JAMIA MILLIA ISLAMIA

ACKNOWLEDGMENT

The preferred spelling of the word "acknowledgment" in American English is without an "e" after the "g." Use the singular heading even if you have many acknowledgments. Please put the sponsor acknowledgments in this section; do not use a footnote on the first pages.

IN TEXT REFERENCES

All material from any research resource must be accompanied by a bracketed in-text reference. This reference must correspond to its end-text full bibliographic information in the References section. Failure to properly reference all resource material used in a paper leaves the paper's author open to charges of plagiarism. Follow these specifications for **in-text references:**

In-text Citation to References: When citing a reference from your reference list, please use the following conventions. Put in parentheses the author(s) last names, the

year, and optionally the page number(s) separated by commas.

For one author, use the author's last name and year separated by a comma. For example: (Walters, 1994) or (Austin, 1996).

For two to five authors, use their last names separated by commas and with an ampersand "&" before the very last name in the list, then the year separated by a comma. For example: (Li & Crane, 1993) (Charniak, Riesbeck, McDermott & Meehan, 1994).

For more than five authors, use the first author's last name and "et al." For example: (Walters, et al., 1992).

For the date, use the year. If there are two references by the same author(s) for the same year, use letters after the year: (Walters, 1993b).

If there are specific page numbers for a citation, add them after the year (Walters, 1994, pp. 31-49).

If you include the author's name(s) in the text of a sentence in the paper, you may omit their names from the parentheses as follows: "Austin (1996) includes valuable references to" or "The examples given by Li and Crane (1993) on web addresses ...".

REFERENCES

All of the examples given above may be summarized by citing a few references in the form we would like you to use. Here are some examples that would be cited in the text as (Crosley, 1988), (Essinger, 1991, May 28, pp. 97-99), (Armstrong & Keevil, 1991, p. 103), and so forth.

Printed Book

Crosley, L.M. (1988). *The architects' guide to computer-aided-design*. Toronto: John Wiley & Sons.

Magazine Article

Essinger, J. (1991, May 28). Just another tool of your trade. *Accountancy* 108, pp. 91-125.

Journal Article

Armstrong, P. and Keevil, S. (1991). Magnetic resonance imaging-2: Clinical uses. *British Medical Journal* 303(2), 105-109.

Interview

Computer, Christopher C. (1996, January 10) Professor, Computer Science Department, University of California - Davis, 3:00 pm, Davis, California.

World Wide Web Address

Austin, A. (1996) Annotated List of World Wide Web Technical Writing and Computer-Aided Composition Resources [Online]. Available: <http://wwwcsif.cs.ucdavis.edu/~austina/cai.html>.

Burke, J. (1992, January/February). Children's research and methods: What media researchers are doing. *Journal of Advertising Research*, 32, RC2-RC3. [CDROM]. Available: UMI File: Business Periodicals Ondisk Item: 92-11501.

FTP

Blood, T. (1995, November 30). Re: Brain implants: the Chinese made it! [Online] In Newsgroup: bionet.neuroscience, Available FTP: <ftp.bio.indiana.edu>, Directory: /usenet/bionet/neuroscience, File: 9512.newsm, Date: Thu, 30 Nov 1995 20:39:35.

Watson, L, and Dallwitz, M.J. (1990, December). Grass genera of the world-interactive identification and information retrieval. Flora Online: An Electronic Publication of TAXACOM (22). [Online]. Available FTP: <huh.harvard.edu>, Directory: pub/newsletters/flora.online/issue22, File:022gra11.txt.

References

American Psychological Association (APA) (2001). *Publication Manual of the American Psychological Association*, (Fifth Edition). Washington, D.C.: American Psychological Association.

Li, X. and Crane, N.B. (1993). *Electronic style: A guide to citing electronic information*. Westport, CT: Mecklermedia.

AUTHOR INFORMATION

Use this section to list author information. For example:

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