

BSN 2007 Proceedings– Instructions for Authors

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Abstract— Instructions for preparing papers for BSN 2007 Proceedings Series are presented. They are intended to guide the authors in preparing the electronic version of their paper. Only papers prepared according to these instructions will be published in the paper and online version of Proceedings. Provide an abstract of your paper no longer than 300 words.

Keywords— Enter up to five keywords and separate them by commas

I. INTRODUCTION

These are the instructions for preparing papers for the BSN 2007 Proceedings Series. English is the official language. Please, do not forget to prove the spelling with your spell checker. Set the language to English. Read the instructions in this sample paper carefully before typing.

The papers should be submitted in their final form. The publisher will perform no further adjustments. In the Proceedings the papers will be reproduced directly from the files submitted by the authors. The authors must upload their paper in PDF format through the conference management system.

Detailed instructions for preparing the papers are listed in chapter II. WRITING THE PAPER. When you write the paper, you can either follow the descriptive rules presented in subchapter A. *Descriptive rules*, or install the macros prepared by the publisher, as described in subchapter B. *Using macros*.

II. WRITING THE PAPER

A. Descriptive rules

Paper Size: Specify a custom paper size (210 x 277 mm) in Page Setup in your Word Processor. Only this paper size can be accepted.

Length: The maximum document size for papers is six pages. Abstracts only will not be published.

Margins: Leave 25 mm margin at the top, 40 mm at the bottom, 19 mm on the left and 14 mm at the right sides. The page layout should be “two opposing pages”.

Page Layout: Type the paper in two columns 85,5 mm wide with a space of 6 mm between the columns. Each column should be left and right justified.

Fonts: Use Roman typeface (e.g. Times, Times New Roman) and single line spacing throughout the paper.

Title: The title should be no longer than two lines. Avoid unusual abbreviations. Center the title (14 point bold). Authors’ names and affiliations (Institution/Department, City, Country) shall span the entire page. Leave one blank line (8 point) after the title, one blank line (10 point) after the authors’ names, and affiliations. Leave one blank line (20 point) between authors info and the beginning of the paper.

Abstract: Provide an abstract of the paper (9 point bold) no longer than 300 words.

Style: Use separate sections for introduction, materials and methods, results, discussion, conclusions, acknowledgements (when appropriate), and references.

Headings: Enumerate Chapter Headings by roman numbers (I., II., etc.) For Chapter Headings use ALL CAPS. First letter of Chapter Heading is font size 12, regular and other letters are font 8 regular style. Leave one blank line (20 point) before and one blank line (10 point) after each Chapter Heading. *Subchapter Headings* are in font 10, italic. Enumerate Subchapter Headings by capital letters (A., B., etc.) Leave one blank line (15 point) before and one blank line (7,5 point) after each Subchapter Heading.

Body Text: Use Roman typeface (10 point regular) throughout. Only if you want to emphasize special parts of the text use Italics. Start a new paragraph by indenting it from the left margin by 4 mm (and not by inserting a blank line). Font sizes and styles to be used in the paper are summarized in Table 1.

Tables: Insert tables where appropriate (as close as possible to where they are mentioned in the text). Prefer positioning them at the top or at the bottom of the column. If necessary, span them over both columns. Enumerate them consecutively using Arabic numbers (e.g. Table 1, Table 2,...) and provide a caption for each table. Use font 10 for table captions. Place captions above the tables. Use font 8 for table legends and data. Leave one blank line before (15 point) and one after (5 point) the captions. Please keep in mind the distinction between tables and figures: tables only contain alphanumerical characters and no graphical elements.

Table 1 Font Sizes and Styles

Item	Font Size	Font Style
Title	14	Bold
Author	12	Regular
Authors' info	9	Regular
Abstract	9	Bold
Keywords	9	Bold
Body text	10	Regular
Chapter Heading, 1 st letter	12	Regular
Chapter Heading, other letters	8	Regular
Subchapter Heading	10	Italic
Table Caption	8	Regular
Table legend	8	Bold
Table data	8	Regular
Figure Captions	8	Regular
Acknowledgment	8	Regular
References	8	Regular
Author's address	8	Regular

Figures: Insert figures where appropriate (as close as possible to where they are mentioned in the text). Prefer positioning them at the top or at the bottom of the column. If necessary, span them over both columns. Enumerate them consecutively using Arabic numbers (e.g. Fig. 1, Fig. 2,...) and provide a caption for each figure. Use font 10 for figure captions. Place captions beneath figures. Leave one blank line before (15 point) and one after (5 point) the captions. Please keep in mind the distinction between tables and figures: tables only contain alphanumerical characters and no graphical elements. Do not use characters smaller than 8 points within figures. Figures are going to be reproduced in color in the electronic versions of the Proceedings, but when choosing the graph color, keep in mind that they will be reproduced in print too, not using color print. Figure 1 is intended to illustrate the positioning of a figure and shows the logo of the BSN 2007.

Equations: For inserting equations, use the Equation Editor. Enumerate the equations using Arabic numbers in brackets on the right hand side of the equation.

Itemizing: In case you need to itemize parts of your text, use either bullets or numbers, as shown bellow:

- First item
 - Second item
1. Numbered first item
 2. Numbered second item

References: Number references in their text citation order by an Arabic number in square brackets. List these in numerical order at the end of your paper under the heading 'REFERENCES' as in the last part of this sample paper.

B. Using macros

Macro security: Change in MS Word the basic setting "macro security" like described as follows:

Menu bar: "Tools → Macro → Security → Middle or Medium"

After that, close Word.

Starting the work on the article: Highlight the file *bsn2007-macros.dot* in the Windows Explorer and click on it to create a new Word document based on the template. A message stating that the file you are using contains Macros will appear on the screen. Click on "Enable Macros". Then activate the menu bar "bsn2007" by clicking on View → Toolbars → bsn2007.

Page setup: The page setup in this template is set to custom size of paper, i.e. 21 x 27.7 cm. There is no need to change it!

Document structure: The first part contains a column with the paper title, the author(s) names, initials and authors' affiliation information. The title should be no longer than two lines. Avoid unusual abbreviations. Authors' names and affiliations (Institution/Department, City, Country) shall span the entire page. The second part includes two columns and starts with Abstract and Keywords. For formatting any of these items, you may use macros from the menu bar [article head]. Click on the [article head] button and choose the appropriate format from the falling menu.

Heading styles: Templates for paragraphs are defined with attributes of paragraphs (justification, distances in front and after a paragraph etc.) and Font. If you use a macro for formatting the headings of the paragraphs from the menu bar - Heading1 [H1], the first letter will be written in capital letters and formatted two points larger than the other letters in the heading. Please write the text and then click button [H1] on the menu bar once again. If second level heading - Heading2 [H2], follows Heading1 use macro [heading2_heading1] from the menu bar to format the heading. This macro prevents double distances between Heading1 and Heading2.

Macros for characters: With macros [characters template] you can format individual characters or words within a paragraph in font style: bold, italic, symbol, initial etc.

Table 2 Table caption

Table legend
Table data

Importing Tables: This template enables you to format tables within one column. In order to insert a table please

use the macro [table] from the menu bar and click on [create table complete].

You will be asked for the number of lines and columns in your table. Please write these data into the Input box. The table will be inserted in the document and completely formatted.

The first letters in the caption of Table and Figure will be formatted two points larger as described for Heading1. You have to use the macro [initial_10] from the menu offered by clicking on the button [characters template] menu.

To align the table to the column width, click the button [table] on the menu bar, and then choose [table column width] from the offered menu.

Importing figures: In order to insert a figure, click the button [figure] on the menu bar, and then choose [insert figure complete] from the offered menu. Select in the window the figure you want to import and click on “insert”.

The figure caption is formatted with the macros and the [figurelegend] and [counter figure] from the menu bar.

Equation: Equations are formatted with the macro [equation].

$$A + B = C \quad (1)$$

In order to insert the equation number click the button [Equation] on the menu bar and then choose [equation-counter equation] from the offered menu. For more advanced equations, please use the Equation editor.

$$X = A \times e^{xt} + 2lkt \quad (2)$$



Fig. 1 BSN 2007 logo

Enumeration: There are two different kinds of formatting for enumerations:

- itemize
 - Macro: [item-itemize]
1. enumerate
 2. Macro: [item-enumerate]

Acknowledgment: For formatting the headlines without numbering (Acknowledgment and References) use the style “heading1_withoutNr“ from the menu bar.

References: For automatically numbering of your references use the style: [reference_Item] from the menu bar. The Internet addresses should be formatted with [reference_available].

III. CONCLUSIONS

Send your papers only in electronic form. Papers *must be uploaded* before the deadline. After a paper is accepted for oral or poster presentation, one of the authors must complete a registration form and pay the appropriate fees before the paper can be published in the Proceedings. Please pay attention to the registration deadline.

ACKNOWLEDGMENT

Format the Acknowledgment and References headlines without numbering.

REFERENCES

The list of References should only include papers that are cited in the text and that have been published or accepted for publication. Citations in the text should be identified by numbers in square brackets and the list of references at the end of the paper should be numbered according to the order of appearance in the text. Examples of citations for Journal articles [1], books [2], the Digital Object Identifier (DOI) of the cited literature (which should be added at the end of the reference in question if available) [3], Proceedings papers [4] and electronic publications [5].

Cited papers which have been accepted for publication should be included in the list of references with the name of the journal and marked as “in press”. The author is responsible for the accuracy of the references. Journal titles should be abbreviated according to Engineering Index Inc. References with correct punctuation.

1. Smith J, Jones M Jr, Houghton L et al. (1999) Future of health insurance. N Engl J Med 965:325–329
2. South J, Blass B (2001) The future of modern genomics. Blackwell, London
3. Smith J, Jones M Jr, Houghton L et al (1999) Future of health insurance. N Engl J Med 965:325–329 DOI 10.1007/s002149800025
4. Lock I, Jerov M, Scovith S (2003) Future of modeling and simulation, IFMBE Proc. vol. 4, World Congress on Med. Phys. & Biomed. Eng., Sydney, Australia, 2003, pp 789–792
5. IFMBE at <http://www.ifmbe.org>

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