

## Preparation of the Electronic Paper for the Proceedings of the

### 24<sup>th</sup> European Frequency and Time Forum 13-16 April 2010

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## INTRODUCTION

The proceedings for the **24<sup>th</sup> European Frequency and Time Forum** - will be available to all participants at the workshop. The following instructions provide guidelines for preparing the required electronic format. **Each submission should resemble these instruction sheets in format and style when completed.** Please read all instructions thoroughly to avoid errors that could result in your paper(s) being omitted from publication.

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Publication of a paper in the proceedings of the 24<sup>th</sup> European Frequency and Time Forum is contingent upon the receipt of the electronic version of the paper **in PDF format by April 16<sup>th</sup> 2010.**

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## PAPER PREPARATION

Each paper is limited to a **maximum of 8 (eight) single-sided pages**. Prepare your paper using the following guidelines:

**Margins:** In order to achieve a paper-format independent print area of 17x23.4 cm (6.7x9.21 inches), please adjust your word processor to the following margins shown in Table 1.

Table 1. Recommended margins for the paper

Paper format:	US LETTER		A4	
Unit:	Inch	cm	inch	cm
Margin LEFT	0.90	2.29	0.79	2.00
Margin RIGHT	0.90	2.29	0.79	2.00
Margin TOP	1.00	2.54	1.00	2.54
Margin BOTTOM	0.79	2.00	1.48	3.76
PRINT Area Width	6.70	17.02	6.69	17.00
PRINT Area Height	9.21	23.39	9.21	23.40

**Text:** The text shall be organised in a **single column**, left and right justified. Use single spacing in the body of the text and double spacing between sections.

**Font:** Text: Times New Roman  
Variable: Times New Roman italic  
Symbol: True Type Symbol font

**Size:** Paper title: 12 pt bold (**(TITLE)**)  
Author(s): 10 pt bold (**(Author)**)  
Affiliation(s): 10 pt bold italic (**(Affiliation)**)  
Normal text: 10 pt (regular text)  
Text in tables: 9 pt  
Symbols: 12 pt ( $\Omega \cong \phi$ )  
Sub/super-script: 7 pt ( $x^y$ )

**Tabs:** Set the first three levels of tabs at 1 cm (0.39”), 2 cm (0.79”) and 3 cm (1.18”). Set a right tab stop at 17 cm (6.69”) for “flush-right” adjustment of equation numbers. Set a centre tab at 8.5 cm (3.55”).

**Headings:** Chapter headings should be left aligned, double-spaced (one blank line before and after the heading) and printed in bold “**ALL CAPS**”. Sub-headings should be left aligned and double-spaced in bold text with the main words capitalised (“**Title Case**”). Sub-sub-heads are left aligned in italic font with the main words capitalised (“*Title Case*”).

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The paper title, author(s) name(s), affiliation, complete mailing address and email should be centred at the top of the first page using the font as indicated above. If there are several authors, the complete affiliation should be given for each of them using superscript<sup>(1)</sup> in the authors<sup>(2)</sup> list<sup>(3)</sup> to refer to them.

### Equations

Should be centred and number equations consecutively with equation numbers in parentheses flush with the right margin. To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents. Italicise Roman and Greek symbols for quantities and variables. Use a long dash rather than a hyphen for a minus sign. Use parentheses to avoid ambiguities in denominators. Punctuate equations with commas or periods when they are part of a sentence. Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Use “(1)” not “Eq. (1)” nor “equation (1)” except at the beginning of a sentence, then use “Equation (1) is....”. An example for an equation is:

$$T_s = \frac{T_b}{1 + (\lambda T_b / \alpha) \ln \varepsilon} \quad (1)$$

## Figures and Tables

Position figures and tables at the top and bottom of pages. Figure captions should be below the figures; table captions should be above the tables. Avoid placing figures and tables before first mentioned in the text. Use the abbreviation “Fig.1,” even at the beginning of a sentence. All images must be embedded into your document. The type of graphics you include will affect the quality and size of your electronic paper.

An example for an image embedded in the document is given in Fig. 1. (Courtesy EUMETSAT)

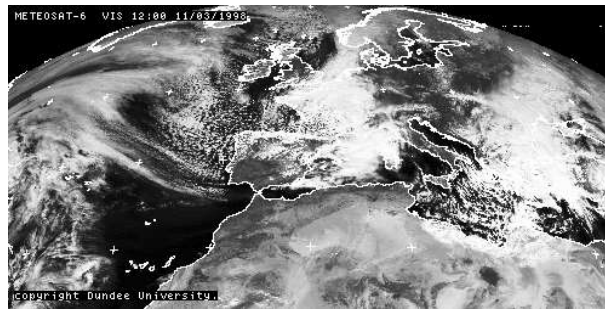


Fig. 1. Meteosat Visible channel showing clouds over Europe

## Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in text, even after they have been defined in the abstract. Abbreviations such as TTC, TM, TC, ac and dc do not have to be defined. Do not use abbreviations in the title unless they are unavoidable.

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Number citations consecutively in square brackets [1]. The sentence punctuation follows the brackets [2]. Refer simply to the reference number, as in [3]. Do not use “Ref.[3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] was the first....” The title of the book or the name of the journal shall be typed in italic.

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## Sample References

- [1] G. Eason, B. Noble, and I.N. Sneddon, “On certain integrals of Lipschitz-Hankel type involving products of Bessel functions,” *Phil. Trans.. Roy. Soc. London*, vol. A247, pp. 529-551, April 1955.
- [2] J. Clerk Maxwell, *A Treatise on Electricity and Magnetism*, 3<sup>rd</sup> ed., vol. 2. Oxford: Clarendon, pp. 68-73, 1892.
- [3] I.S. Jacobs and C.P. Bean, “Fine Particles, Thin Films and Exchange Anisotropy,” in *Magnetism*, vol. III. G.T. Rado and H. Suhl, Eds. New York: Academic, pp. 271-350, 1963.
- [4] K. Elissa, “Title of paper,” unpublished.
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- [6] Y. Yorozu, M. Hirano, K. Oka, and Y. Tagawa, “Electron spectroscopy studies on magneto-optical media and plastic substrate interface,” *IEEE Transl. J. Magn. Japan*, vol. 2, pp. 740-741, August 1987.