

INSTRUCTIONS FOR TYPING MANUSCRIPTS FOR IAMOT CONFERENCE PROCEEDINGS

FIRST AUTHOR

Type names in uppercase Times Roman. Use the footnote to indicate the present or permanent address of the author where there are two addresses.

University/Company Department, University/Company Name, Address, City, State ZIP/Postcode, Country, E-mail address

SECOND AUTHOR

*Group, Laboratory, Address
City, State ZIP/Postcode, Country
E-mail address*

The abstract should summarize the context, contents and conclusions of the paper in no more than 500 words. It should not contain any references or displayed equations. Type the abstract in Times Roman and indent the text. Type similarly the keywords below.

Keywords: List four to six keywords which characterize the article.

General Appearance

Contributions to the *IAMOT Proceedings* will be produced from the final version of uploaded authors' paper. The title should be produced using a point size of 12pt.

The Paper Title

The title of the paper should be in bold capital letters. Font Times Roman, point size of 12pt.

The Main Text

Contributions are to be in English. The length of the papers should not exceed 20 pages. Authors are encouraged to have the grammar of their contributions checked. American or British English should be used. Abbreviations are allowed but should be spelt out in full when first used. Margins are Top: 1.5", Bottom: 1", Right: 1" and Left: 1". Text will be lower case Times Roman, point size of 12pt single-spaced lines.

Major Headings

Major headings or section headings should be typeset in upper & lowercase and in boldface using the same point size as the title of the paper. They should also be centralized.

First Author & Second Author

Sub-headings

Sub-headings should be typed in boldface with only the first letter of the first word in capital.

Sub-subheadings

Sub-subheadings should be in medium roman and italicized.

Spacing

Leave two blank lines before and one blank line after major and subheadings, and leave one blank line before but no blank line after sub-subheadings.

Lists of items

Lists should be laid out in lowercase roman numerals:

(i) item one

(ii) item two

(a) Lists within lists should be numbered in lowercase Roman letters

(b) second item

Illustrations and Photographs

Figures and pictures are to be inserted in the text nearest their first reference. (before or immediately after). Please insure the legibility of the figures and drawings. Since the proceedings are meant to be distributed on CD, colors may be used.

Figures are to be numbered sequentially using Arabic numerals. The caption must be placed below the figure, typed preferably in 8 pt Times Roman. Use double spacing between a caption and the text that follows immediately.

Tables

Tables are to be numbered sequentially using Arabic numerals, and have the caption placed above, typed preferably in 8 pt Times Roman and centered.

Footnotes

Footnotes should be numbered sequentially in superscript lowercase Roman letters, and typed in Times Roman at the bottom of the page.

Acknowledgements

This section should come before the References. Funding information may also be included here.

Appendix A

Appendices should be used only when absolutely necessary. They should come before the References and after the Acknowledgements. If there is more than one appendix, number them alphabetically. Number displayed equations occurring in the Appendix in this way, e.g. (A.1), (A.2), etc.

References

A complete list of references cited, arranged in alphabetical order according to the surname of the first author, should be provided. References by the same author will follow a chronological sequence, i.e., (Loren *et al.*, 1983) precedes (Loren *et al.*, 1999). Article titles and journal names should be stated in full. Typeset reference in 11 pt Times Roman, single-spaced. Page range for book sources is optional.

Examples

Book

Brown, SD and RW Lent (eds.) (2000). *Handbook of Counseling Psychology*. New York: Wiley.

Book Chapter

Coleman, PC (1999). Identity management in later life. In *Psychological Problems of Ageing: Assessment, Treatment and Care*, RT Woods (ed.), pp. 49–72. New York: Wiley.

Book in a Series

Loren, R, J Li and DB Benson (1999). Deterministic flow-chart interpretations. In *Introduction to String Field Theory*, Advanced Series in Mathematical Physics, Vol. 3, pp. 401–413. New York: Springer-Verlag.

Journals Article

Boey, KM (1998). Social network and the subjective well-being of the elderly in Hong Kong. *Asia Pacific Journal of Social Work*, 8(2), 5–15.

Online Journals Article

Tang, TC (2003). Are imports and exports of the five ASEAN economies co-integrated? An empirical study. *International Journal of Management*, 20(1), 88–92. ABI/Inform database [27 August 2003].

Thesis

Mehta, K (1995). The dynamics of adjustment of the very old in Singapore. Unpublished doctoral dissertation, National University of Singapore, Dept of Social Work & Psychology.

Proceedings

Loren, R, J Li and DB Benson (1983). Deterministic flow-chart interpretations. In *Proc. 3rd Int. Conf. Entity-Relationship Approach*, CG Davis and RT Yeh (eds.), pp. 421–439. Amsterdam: North-Holland.