



17th Coherent Laser Radar Conference (CLRC)

Barcelona, Spain

17-20 June 2013

### Manuscript Style Guide

Authors are encouraged to review the following style guide before preparing the manuscript for submission

#### 1. Page elements

Manuscripts should be 4 single-sided pages. Use an A4 page, set margins to 2 cm left and right, 3 cm top and bottom. Use Times Roman or equivalent font for all text. Use boldface or italic for emphasis only. Single-space all text in one column, allowing extra space between paragraphs.

The author(s) must include within the four-page limit all text, equations, drawings, figures, and references. Tables, photographs, and drawings must appear on the page exactly as they are to appear in the conference proceedings. The abstract should not be repeated in the summary. Do not use asterisks or footnotes.

#### 2. Font Sizes

The proper fonts (all Times Roman) for various elements are:

- **Article title** is 14 pt bold
- Author names, affiliations are 10 pt
- **Section heading** are 12 pt bold
- **Subsection heading** are 10 pt bold
- Body text is 10 pt
- Figure captions are 9 pt
- Footnote text is 9 pt

#### 3. Title

Center the paper title at the top of the page in 14-point bold type. Only the first word, proper nouns, and acronyms are capitalized.

#### 4. Authors and affiliations

Type initials first, then last name. Use commas to separate author names. Use 10-point type, centered. Leave extra space between authors and affiliations/address.

## **5. Summary (Abstract)**

Begin the summary two lines below author affiliation(s). Do not type any heading. Limit summary to approximately 200 words, 10-point type. Use full justification.

## **6. Principal headings**

Type on a separate line flush with the left margin, 12-point type, boldfaced. Capitalize the first letter of the first word and proper names only. Number sections sequentially (i.e., 1, 2, 3,...).

## **7. Subheadings**

Type on a separate line flush with the left margin, 10-point type, boldfaced. Capitalize the first letter of the first word and proper names only. Number subsections sequentially (i.e., 3.1 is the first subsection of section 3; 3.2.1 is a subsection of subsection 3.2).

## **8. Paragraphs**

Leave additional space between paragraphs. Indentation is optional. Use full justification on the document.

## **9. Text**

All body text should be 10-point type.

## **10. Acronyms**

For the first occurrence (other than for commonly used acronyms), spell out each word followed by the acronym in parentheses.

## **11. Equations**

Type all equations. Punctuate as a sentence. Type display equation numbers in Arabic numerals in parentheses flush with the right margin. Number display equations consecutively.

## **12. Figures and tables**

Figures and tables should be clear and legible and must fit entirely within the manuscript image area. All figures should be called out in the text as well as properly labeled and captioned. Number figures sequentially using Arabic numerals, and place a numbered caption near each figure or table.

## **13. Figure and table captions**

Type captions in 9-point type. Number figures sequentially, and begin caption with figure or table number.

## **14. Acknowledgments**

All acknowledgments for technical and financial support should go in this section, which follows the text but precedes the references. Do not include author biographies.

## 15. References

Denote reference citations within the text of your paper by means of a superscript number. List references at the end of the paper in numerical order, and enclose the reference number in square brackets. Include the following information:

- **For a book:** authors (initials first, then last name), book title (in italic), publisher, city, page or chapter numbers (year).
- **For a journal paper:** authors (initials first, then last name), "paper title" (in quotes), journal abbreviation, volume number (bold), page numbers (year).
- **For a proceedings paper:** authors (initials first, then last name), "paper title" (in quotes), proceedings volume name and/or number, page numbers (year).