



INSTRUCTIONS FOR THE PREPARATION OF PAPERS FOR CIE PROCEEDINGS

In order to receive uniform contributions for the Proceedings this document includes detailed instructions for the preparation of your paper in terms of the use of fonts, styles and related information.

The instructions should be used in conjunction with the [Guidelines for Notation to be used in CIE Publications](#) and the [Template for Preparation of Papers for CIE Proceedings](#), which is written in the same style that you should use for the preparation of your manuscript, i.e. use the same font, paragraph settings, styles for headings, etc.

The following issues should especially be taken care of in the preparation of the paper:

- Your paper should not have more than **10 pages** and should be provided as **DOC and PDF file**. The size of the DOC and PDF files should not exceed **15 MB in total**. In case the files exceed this size, please contact CIE CB (ciecb@cie.co.at) for further guidance.
- Use the page and style settings as well as the structure provided in the [template document](#).
- Do not insert page numbers.
- The default font shall be **Arial, 10 pt, spacing: Expanded 0,4 pt**.
- Figures (graphs, diagrams and photographs) should be clear and precise. They may be in colour or black and white. Any text used in the figures should have the same font and size as the text of the paper. Figures shall be aligned centred. Use the following designation **below** the figure:

Figure 1 – Caption of Figure 1 {centred}

- Tables should be aligned centred. Use the following designation **above** the table:

Table 1 – Caption of Table 1 {centred}

- If equations are used, they should be numbered consecutively, with the equation number, within parentheses, positioned flush right, using a right tab stop, as in the following example:

$$a^2 + b^2 = c^2 \tag{1}$$

- Use British spelling, not American, e.g. “colour”, not “color”.
- Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract.
- Indicate references in the text by stating the first author or organisation and the year of publication in brackets, e.g.: (Jerome, 1974) or (CIE, 1974). If more papers from the same source and year appear in the publication, some further identification should be used, e.g. name of further authors (Jerome, King, Pond, 1974) or (CIE 52, 1982) or (ISO, 1994a); (ISO, 1994b). The references shall be given in alphabetical order in a section **References** at the end of the document.
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