Author Instructions: Preparation of Doctoral Consortium Contributions

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1 RESEARCH PROBLEM

Your contribution will be part of the Doctoral Consortium digital book, therefore we ask that the author follow the guidelines explained in this example in order to achieve an uniform compilation of received contributions.

Be advised that contributions in a technically unsuitable form will be returned for retyping. After returned the manuscript must be appropriately modified.

2 OUTLINE OF OBJECTIVES

The use of this document in mandatory for the preparation of the camera-ready. Please follow the instructions closely in order to make the volume look as uniform as possible (Moore and Lopes, 1999).

Please remember that all the contributions must be in English and without orthographic errors.

Do not add any text to the headers (do not set running heads) and footers, not even page numbers, because text will be added electronically.

For a best viewing experience the used font must be Times New Roman, on a Macintosh use the font named times.

3 STATE OF THE ART

For Doctoral Consortium papers, the author is required to have at least the following main sections: (**RESEARCH PROBLEM, OUTLINE OF OBJECTIVES, STATE OF THE ART, METHODOLOGY, EXPECTED OUTCOME, STAGE OF THE RESEARCH**). All other sections can be added if needed as well as subsections and subsubsections. References are not mandatory.

4 METHODOLOGY

The paper size must be set to A4 (210x297 mm). The document margins must be the following:

- Top: 3,3 cm;
- Bottom: 4,2 cm;
- Left: 2,6 cm;
- Right: 2,6 cm.

Regarding the page layout, the author should set the Section Start to Continuous with the vertical alignment to the top and the following header and footer:

- Header: 1,4 cm;
- Footer: 2,5 cm.

Any text or material outside the aforementioned margins will not be printed.

4.1 First Section

This section must be in one column and is comprised of the contribution title, sub-title (Optional) and author name and affiliation(s).

4.1.1 Title

Use 15-point type for the title, aligned to the center, linespace exactly at 17-point with a bold font style and initial letters capitalized. **No formulas or special characters of any form or language** are allowed in the title.

Words like “is”, “or”, “then”, etc. should not be capitalized unless they are the first word of the title.

4.1.2 Subtitle

Added on the same line as the title preceded by a colon (:). Use 15-point type for the subtitle, aligned to the center, linespace exactly at 17-point with a bold font style and initial letters capitalized. No formulas

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or special characters of any form or language are allowed in the subtitle.

Words like “is”, “or”, “then”, etc. should not be capitalized unless they are the first word of the subtitle.

4.1.3 Author

Author name should be aligned to the center with linespace exactly at 13-point. The text must be set to 11-point and there should be a spacing before of 24-point.

Please note that the name of each author must start with its first name.

4.1.4 Affiliations

Affiliation(s) should appear aligned to the center including organisation, address and e-mail.

The linespace must be of exactly 11-point with 9-point of font size and the font style set to italic.

4.2 Second Section

This section must be in two columns.

Each column must be 7,5-centimeter wide with a column spacing of 0,8-centimeter.

The section text must be set to 10-point, justified and linespace single.

Section, subsection and sub subsection first paragraph should not have the first line indent, other paragraphs should have a first line indent of 0,5-centimeter.

4.2.1 Section Titles

The heading of a section title must be 13-point bold in all-capitals, aligned to the left with a linespace exactly at 15-point, hanging indent of 0,7-centimeter and with an additional spacing of 24-point before (not applicable to the first title section of the paper) and 12-point after.

No dot should be included after the section title number.

4.2.2 Subsection Titles

The heading of a subsection title must be 12-point bold with initial letters capitalized, aligned to the left with a linespace exactly at 13-point, hanging indent of 1,0-centimeter and with an additional spacing of 11-point before (not applicable right after a section title) and 11-point after.

Words like “is”, “or”, “then”, etc should not be capitalized unless it is the first word of the subsection title.

No dot should be included after the subsection title number.

4.2.3 Sub Subsection Titles

The heading of a sub subsection title should be in 11-point bold with initial letters capitalized, aligned to the left with a linespace exactly at 12-point, hanging indent of 1,0-centimeter and with an additional spacing of 10-point before (not applicable right after a subsection title) and 10-point after.

Words like “is”, “or”, “then”, etc should not be capitalized unless it is the first word of the sub subsection title.

No dot should be included after the sub subsection title number.

4.2.4 Tables

Tables must appear inside the designated margins or they may span the two columns.

Tables in two columns must be positioned at the top or bottom of the page within the given margins.

Tables should be properly numbered, centered and should always have a caption positioned above it. Captions with one line should be centered and if it has more than one line should be set to justified. The font size to use is 9-point. No bold or italic font style should be used. Spacing before and after should be of 12-point and 6-point, respectively.

The final sentence of a caption must end with a period.

Table 1: This caption has one line so it is centered.

Example column 1	Example column 2
Example text 1	Example text 2

Table 2: This caption has more than one line so it has to be set to justify.

Example column 1	Example column 2
Example text 1	Example text 2

Please note that the word “Table” is spelled out.

4.2.5 Figures

Please produce your figures electronically, and integrate them into your document.

Check that in line drawings, lines are not interrupted and have a constant width. Grids and

details within the figures must be clearly readable and may not be written one on top of the other.

Figure resolution should be at least 300 dpi.

Figures must appear inside the designated margins or they may span the two columns.

Figures in two columns must be positioned at the top or bottom of the page within the given margins.

Please do not use indentation and set the figure layout to in line with text.

Figures should be properly numbered, centered and should always have a caption positioned under it. Captions with one line should be centered and if it has more than one line should be set to justified. The font size to use is 9-point. No bold or italic font style should be used. Spacing before and after should be of 6-point and 12-point, respectively.

The final sentence of a caption must end with a period.

Figure 1: This caption has one line so it is centered.

Figure 2: This caption has more than one line so it has to be set to justify.

Please note that the word "Figure" is spelled out.

4.2.6 Equations

Equations should be placed on a separate line, numbered and centered. An extra line space should be added above and below the equation.
The numbers accorded to equations must appear in consecutive order inside each section or within the contribution, with number enclosed in brackets and set on the right margin, starting with the number 1.

The use of a table with two columns is advisable.

Example:

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

4.2.7 Algorithms and Listings

Algorithms and Listings captions should be properly numbered, font size 9-point and no bold or italic font style should be used. The final sentence of a caption must end with a period. Captions with one line should be centered and if it has more than one line should be set to justified.

Data: this text
Result: how to write algorithm;
while *not at end of this document* **do**
  read current;
  if *understand* **then**
    go to next section;
    current section becomes this one;
  else
    go back to the beginning of current section;
  end
end

Algorithm 1: How to write algorithms.

4.2.8 Program Code

Program listing or program commands in text should be set in typewriter form such as Courier New.

Example of a Computer Program in Pascal:

```
begin
    Writeln('Hello World!!');
End.
```

The text must be aligned to the left with the linespace set to single and in 9-point type.

4.2.9 Reference Text and Citations

References and citations should follow the APA (Autor, date) System Convention (see the References section). As example you may consider the citation (Smith, 1998). Besides that, all references should be cited in the text. No numbers with or without brackets should be used to cite or to list the references.

References should be set to 9-point, justified, with a single linespace and hanging indent of 0,5-centimenter.

5 EXPECTED OUTCOME

Please use this section to describe in detail the proposed methodology using visual element such as figures and tables if needed. Don't forget that every section can be complemented by the use of subsections and subsubsections.

6 STAGE OF THE RESEARCH

This section should describe in detail what the expected outcome of your PhD. Thesis is.

ACKNOWLEDGEMENTS

If any, should be placed before the references section without numbering.

REFERENCES

Moore, R., Lopes, J. (1999). Paper templates. In *TEMPLATE'06, 1st International Conference on Template Production*. SCITEPRESS.

Smith, J. (1998). *The book*, The publishing company. London, 2nd edition.

APPENDIX

If any, the appendix should appear directly after the references without numbering, and not on a new page.