

## INSTRUCTIONS TO THE AISSQ-2007 AUTHOURS

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### IMPORTANT NOTES:

- Manuscripts (invited and contributed) from participants are due by **30 October 2007**. A manuscript should be complete, proofed, and should strictly adhere to the format specifications and page limits provided in this instruction brochure.
- Manuscript must adhere to the theme of the conference (please visit the conference website).
- Only papers of invited/keynote speakers papers will appear in the hard-bound conference proceedings and these authors will give oral presentations. Power Point presentation facility will be available.
- Papers by rest of the participants will appear in the form of CD-ROM Proceedings and these authors will present papers in the form of **posters** (download the format). Total number of contributed papers to be presented in the form of posters will be: **150** by students and **50** by teaching faculty, scientists, and others.
- Manuscripts have to be submitted by Email to the region editors (details on: <http://www.binstitute.org/aissq2007>).
- The Editors will review the papers to ensure the suitability of the papers according to the theme of the conference.
- Editors' decision regarding acceptance of the papers will be final. The decision of the editors will be guided by the quality of the papers and the maximum number of papers. No correspondence will be entertained on rejection of the papers.
- One group of authors can submit and present only one paper.
- Editors will inform authors about the acceptance of manuscript by **10 November 2007**.
- The final manuscripts have to incorporate the suggested corrections by the reviewers/editors.
- The final, ready-to-publish manuscript must be submitted to regional editors by **20 November 2007**. A paper will be disqualified for publication in the Conference Proceedings if (i) it is not received by the deadline, and/or (ii) it does not strictly adhere to the prescribed format and **10-page (maximum) limit for invited** and 6-page maximum **for contributed paper** (that will be presented in the form of posters).
- Inclusion of a paper in the conference proceedings is subject to confirmed registration and presentation by any of the co-authors.
- Please format the **draft copy** of the manuscript in **Word** and format the **final copy** of the manuscript as a **pdf**.

## MANUSCRIPT PREPARATION AND SUBMISSION INSTRUCTIONS

1. Manuscripts must be submitted in English and contain a maximum of ten pages (figures, tables, graphs, etc. **are included** in the 6-page maximum). Manuscripts containing major technical inaccuracies and/or grammatical errors will be rejected.

2. The following headings are to be used within the manuscript in this order:

- Abstract
- Keywords (if any)
- Introduction
- All other relevant headings as determined by the author(s)
- Summary or Conclusion
- Acknowledgements
- References
- Annexure (optional)

4. For your convenience, a manuscript template is available on the conference website along with these instruction sheets. Please **do not change** any of the following in the template:

- 1) Page setups
- 2) Font styles or font sizes
- 3) Alignment (i.e., centered, left-aligned, justified, etc.)

5. If you do not use the manuscript template, please make sure that you use the exact format, font type and sizes, and alignment as used in the template. Please set your printer specifications as follows. The page size is American letter format (8.5"x11") with the following settings:

Top	0.92" (For all pages)
Bottom	0.96"
Left	0.5"
Right	0.5"
Header	0"
Footer	0.96"
Column spacing	0.5"

6. Styling of references:

1. A. Author, B. Author, and C. Author; *J Name*, 1991, Vol. 15 (1), pp. 15-26.
2. E. Author; *Book or Conference Proc Title*, Eds. A. Editor, B. C. Editor, and D. E. Editor, Publisher, City, 1983, pp.233-262.
3. Author; *Title of Thesis*, Name of University, Dept. Name, City, Country, 1986.
4. A. B. Author, and C. D. Author;; U.S. Patent 2,8103,038 [patent example]
7. You have to submit the final manuscript in word as well as in pdf formats.

8. You must complete and return the Copyright Transfer Form on page 4. Be sure to list all co-authors and include the signatures of the corresponding author (at least). **Your manuscript will not be accepted without the completed form.** Please post or email the forms to:

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**Please be sure to review the checklist on page 5 before submitting your manuscript.**

## COPYRIGHT TRANSFER FORM

The following transfer agreement must be signed and returned to Bhaktivedanta Institute, Kolkata before your manuscript can be published in the **AISSQ-2007 Conference Proceedings**.

Paper Title:

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(Please Print or Type)

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## MANUSCRIPT CHECKLIST

**PLEASE** follow this editorial advice very carefully - it will expedite your manuscript through the review process and help to ensure that it is published in the conference proceedings.

<b>BASIC FORMATTING REQUIRED</b>		√
<b>1.</b>	The manuscript template is used.	
<b>2.</b>	The manuscript template is not used, but all formatting guidelines were carefully followed from the template.	
<b>3.</b>	The manuscript contains no more than <b>10-page (maximum) limit for invited</b> and <b>6-page maximum for contributed paper</b> (that will be presented in the form of posters) including figures, tables, graphs, etc.	
<b>SPECIFIC TEXT FORMATTING REQUIRED</b>		√
<b>4.</b>	Arabic numerals are used to number tables. For example, Table 4 <del>not Table IV</del>	
<b>5.</b>	The word "Fig." or "Figs." is used throughout the manuscript.	
<b>6.</b>	Sub-figures are identified as Fig. 8a, 8b etc., <del>not Fig. 8A, 8B.</del>	
<b>7.</b>	References are styled following the guidelines given in this instruction package.	
<b>QUALITY CHECK</b>		√
<b>8.</b>	The entire manuscript has been "spell checked" for errors. (use US Spell Check)	
<b>9.</b>	The editorial work and grammar throughout the manuscript is consistently high to ensure the paper is seen in the best possible light.	
<b>10.</b>	Figures within the manuscript (especially scales and legends) are professionally executed and contain no errors.	
<b>11.</b>	The <b>ESSENTIAL</b> high-resolution images are used for the micrographs, if any.	
<b>12.</b>	Clearly distinguishable and sufficiently large <b>MICROMETER BARS</b> are used on <b>for</b> micrographs, if any.	
<b>13.</b>	<b>(For mathematically intense manuscripts only)</b> – A list of symbols (nomenclature) is provided at the end of the paper as an annexure	
<b>14.</b>	<b>For acronym-intense manuscripts only )</b> – A list of acronyms (nomenclature) is provided at the end of the paper as an annexure	
<b>SUBMISSION CHECK</b>		√
<b>15.</b>	The manuscript is submitted by Email to regional coordinator no later than <b>10 November 2007.</b>	
<b>16.</b>	The Copyright Transfer Form has been completed by the primary author, and posted or e-mailed before submitting your manuscript.	