

# Instructions for Authors in the Preparation of Paper for Novice Insights

First AUTHOR (*must be a student*), Second AUTHOR

## Abstract

*This document is an example of what your paper should look like. The abstract should summarize the contents of the paper and should contain maximum 150 words. Leave two blank lines of 11 points before the abstract. The abstract must have indentation left 1 cm, right 1 cm, and just one paragraph; use Times New Roman, 9-point italic fonts for it. The abstract should be the same as that submitted electronically in the e-mail. Avoid writing the abstract and the paper in the first person.*

## 1 Introduction

This document shows the guidelines for preparing your paper to Novice Insights. Papers submitted in a technically unsuitable form will be returned for retyping, or cancelled if the volume cannot otherwise be finished on time.

The introduction allocates some space to describe the background of your work. You must relate your work to what has already been done. This paragraph should also contain a description of your major achievements and present brief conclusions in this respect.

## 2 General Instructions

### 2.1 Paper Length and Fonts

Prepare your paper in full-size format, on **ISO B5** standard paper or **17.6cm x 25cm**, custom size. You are strongly encouraged to use LaTeX for the preparation of your manuscript. Both paper layouts and a .pdf version are available on [www.bel.utcluj.ro/novice](http://www.bel.utcluj.ro/novice).

For the main text, use 10 point type fonts, single-line spacing and first line indentation of 0.5cm. The *italic type* or **bold type** may be used to emphasize words in running text. The length of the paper is limited to **8 pages**. Please do not number these pages.

The title of the paper must be in 16 points Times New Roman regular fonts, preceded by three blank lines of the same size. Please capitalize each main words. Title Sections must have 14 points bold font size, a paragraph formatting of 18 points before and 10 points after, and a hanging of 1cm. The Subtitles of a section must have 12 points bold font size a paragraph formatting of 10 points before and after it, and a hanging of 1.27cm. Please avoid placing titles or subtitles on the end of a page.

## 2.1 Style

The style of the paper is single-spaced one-column format like this sample. Left and right-justify your document. Use automatic hyphenation and check spelling. The abbreviations must be explained at the First Apparition (FA).

## 3 Paper Layout Details

### 3.1 Figures and Tables

Tables and illustrations will be included in the text in the order of reference. Figures and tables must be accompanied by a caption **after** it (e.g. Table 1: One example of table) using normal 10 points font. They should be numbered sequentially. A blank line of 10 points size should be inserted before and after the figures and tables.

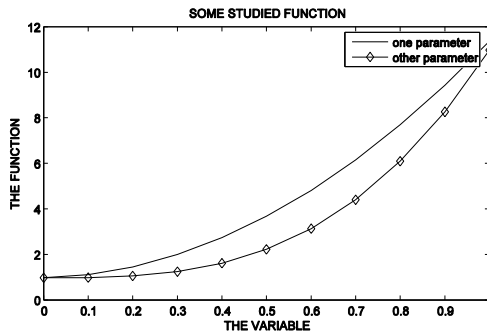


Figure 1: The figure or table example. Briefly characterize here the main idea of it

Avoid placing figures and tables before their first mention in the text or at the beginning of a page. You can use the abbreviation Fig. 1, even at the beginning of a sentence. Figure axis labels are often a source of confusion. Use words rather than symbols.

### 3.2 Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). Define Style and Size of fonts as following: Times New Roman, full – 10 pt, Sub- or Super-script – 7 pt, Sub-Subscript – 4 pt, Symbol – 18 pt, Sub-symbol – 10 pt. In the text, to make your equations more compact, you may use the solidus “/” or “–”, the exp function, or appropriate exponents. Use parentheses to avoid ambiguities in denominators. Punctuate equations with commas or periods when they are part of a sentence and define tab stop positions as 6.8cm center and 13.6cm left:

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

Symbols should be defined before the equation appears or immediately following. Use (1), not Eq. (1) or equation (1), except at the beginning of a sentence: Equation (1) is ...

## 4 Citations and References

The bibliography list is headed "References" and is not assigned with a number in the decimal system of headings. The references should be listed in the order of their citation. Please number citations consecutively in square brackets at the end of a sentence or paragraph [1]. Refer simply to the reference number, as in [2] or according to [2]. Try to mention no more than 9 references and use "Reference [x]" only at the beginning of a sentence.

### References

- [1] Author A. B., Other Author S. F., "Some Paper I've Read", *The Institution or The Publishing House or The Jurnal Name*, vol. x, no. y, z<sup>th</sup> of month, 1989, pp. xx-yy
- [2] Author C., "Interesting Paper", *Proceedings of an Important Conference*, ABBREVIATION, City, Country, x-y<sup>th</sup> of month, year, pp. xx-yy
- ...
- [9] Institution, "Datasheet or File Name.pdf", *available on www.institution.com*, year

### Biography

This section must be a brief biography of the first author: studies, profession, interests, etc., and it should contain maximum 70 words.

First AUTHOR, profession  
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