

# Manuscript preparation instructions

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## Abstract

This document contains the instructions for the preparation of your manuscript for the ISMA2010 and USD2010 conference in Leuven in September 2010. Template files for L<sup>A</sup>T<sub>E</sub>X 2<sub>ε</sub> and MS Word are available at the conference website (<http://www.isma-isaac.be>). For any questions about the manuscript preparation instructions, please contact Bart Bergen ([papers@isma-isaac.be](mailto:papers@isma-isaac.be)). A digital version of your manuscript should be submitted online ([http://www.isma-isaac.be/registration/author\\_login.php](http://www.isma-isaac.be/registration/author_login.php)) **before 1 June 2010**.

## 1 Introduction

The manuscript will be used as camera-ready artwork and therefore, some basic rules must be followed to insure quality and standardization of the conference proceedings:

- be accurate in your typing and thorough in your proof-reading. Your manuscript will be electronically reproduced without any proof-reading or correction,
- limit the manuscript to **fifteen (15)** pages, including text, illustrations and references,
- limit the size of the digital version of your manuscript to **one and a half megabytes (1.5 Mb)**.

The digital version of your paper will be processed to appear on the conference proceedings on CD-ROM. This digital version of your manuscript should be in **Portable Document Format (PDF)**. Section 3 discusses various strategies to obtain a PDF file of your manuscript.

## 2 Layout of text

### 2.1 General

The text should fit entirely into a rectangle of **245mm x 166mm**. Use the following margins on DIN A4-paper (297mm x 210mm):

- top margin           30mm,
- bottom margin      22mm,
- left margin         22mm,
- right margin        22mm.

Use a **1 column** format. Do **not** add **page numbers** nor any other header or footer to the pages.

Use the font Times or Times New Roman 11pt for normal text. The text should be justified. Use single line spacing. Insert a vertical space of 5pt between paragraphs.

Use Helvetica 14pt bold for the first heading, Helvetica 12pt bold for the second heading and Helvetica 11pt bold for the third heading. If Helvetica is not available the Arial font may be used.

Leave one blank line above and one beneath the headings. If a heading falls at the bottom of a page, transfer it to the top of the next page and leave open space at the bottom.

## 2.2 First page

### 2.2.1 Title of the paper

The title should appear left justified at the top of the first page, in Helvetica 17pt bold.

Leave a space of 10mm (28pt) between the title and the authors. Use Times New Roman 11pt **bold** for the name(s) of the author(s). Type on the next line, in Times New Roman 11pt, the corporation or university, city, state and country, and if wanted **one** e-mail address.

### 2.2.2 Abstract

Include a short abstract (max. 10 lines). Use the word ‘Abstract’ as heading in 14pt Helvetica bold, followed directly by the abstract itself. Leave 2 open lines before starting the text or first heading of the paper.

## 2.3 Equations and units

Equations must be allowed sufficient space to ensure clarity. Equations must be numbered consecutively, with the numbers parenthesised at the end of the corresponding line: (1), (2) etc. Example:

$$\sin^2 \phi + \cos^2 \phi = 1 \quad (1)$$

Use the International System of Units (SI) throughout the paper wherever possible. Acceptable alternates are to use SI units followed by other common units in parentheses, or vice versa, i.e. 25.4mm (1in), 1inch (25.4mm).

## 2.4 Figures and tables

Figures and tables must be numbered consecutively. Each figure and table (e.g. table 1) should have a caption. Place captions on or near the illustrations, at the bottom. Use small captions. The most convenient place for figures is at the top of a page. Leave about 2 lines of space between the actual text and figure (including the caption).

$\phi$	$x = \cos \phi$	$y = \sin \phi$
0	1	0
$\pi/6$	$\sqrt{3}/2$	1/2
$\pi/3$	1/2	$\sqrt{3}/2$
$\pi/2$	0	1

Table 1: Quarter of a circle

Use only those illustrations pertinent to, and cited in the text. They may be **in color**, but keep in mind that some people will print your manuscript in black and white for off-line reading. Use preferably 2mm size of lettering and lines of 0.2mm thick on the figures.

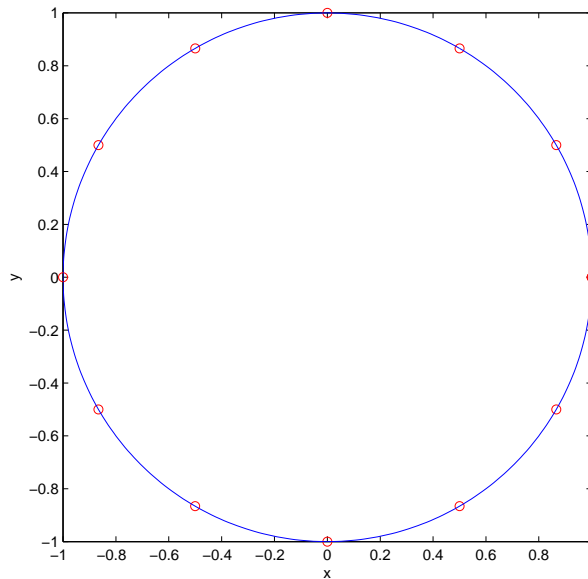


Figure 1:  $x = \cos \phi$  and  $y = \sin \phi$

## 2.5 Acknowledgements and references

Acknowledgements, if any, should be typed at the end of the text before the references.

References should be quoted in the text between square brackets (e.g. [1]). The format for the references to books [1], journal papers [2] and publications in proceedings [3] is shown at the end of these instructions.

## 3 Generation of PDF file

### 3.1 $\LaTeX$ users

Pdf $\LaTeX$  can be used for the generation of the digital version of your manuscript. This program can be obtained at e.g. CTAN (the Comprehensive  $\TeX$  Archive Network, <http://www.ctan.org>). Pdf $\LaTeX$  directly generates a PDF file from a  $\LaTeX$  file. Furthermore, it allows the use of the ‘hyperref’ package (<http://www.ctan.org/tex-archive/help/Catalogue/entries/hyperref.html>), which is required to attach some document information to the PDF file (see the  $\LaTeX$  template file).

Alternatively,  $\LaTeX$  can be used to generate a DVI file (better not use the ‘hyperref’ package). Run `dvips` to obtain a Postscript version of your manuscript. Use the options `-Pamz`, `-Pcmz` and `-G0` (`-Gzero`) to insure, that the Postscript file contains only resolution independent Type 1 fonts (`dvips -Pamz -Pcmz -G0 [other options] filename`). The resulting Postscript file is converted to a PDF file as is described in section 3.3. Keep in mind that PDF files created this way can be bigger, especially if your manuscript contains bitmap images (JPEG, PNG, ...). Be sure to check the page size of your PostScript file, since some DVI to PostScript converters ignore the page size specified in the  $\LaTeX$  and DVI files and use the system default when you don’t explicitly specify A4 output.

### 3.2 MS Word users

MS Word users can either directly generate PDF files or first print to a Postscript file, which will be converted to PDF in a later stage. If the Adobe Acrobat Distiller or the Adobe PDFWriter is installed, then export your Word document in PDF format. Recent versions of MS Word also allow to directly save in PDF format.

Otherwise, first install a Postscript printer and use the option ‘Print to File’ to generate a Postscript file. The Postscript file is converted to PDF as described in the next session. In both cases the conference secretary will attach the document information to the manuscript.

### 3.3 Postscript to PDF conversion

The commercial available program Adobe Acrobat Distiller is capable to convert Postscript files in PDF format. Alternative distiller programs, e.g. `ps2pdf` and `ghostview` (<http://www.cs.wisc.edu/~ghost/>), exist. Remind, that the paper size must be A4 and therefore the online distiller of <http://www.ps2pdf.com> is not applicable, since it is only capable of exporting PDF files in US letter size. Be sure to check the page size of your PDF file since some PostScript to PDF converters ignore the page size specified in the  $\LaTeX$  and DVI files and use the system default when you don’t explicitly specify A4 output. If you do not succeed in generating a proper digital version of your PDF file, please do not hesitate to contact Bart Bergen ([papers@isma-isaac.be](mailto:papers@isma-isaac.be)).

### 3.4 Fonts in PDF

In order to circumvent problems concerning the displaying and printing of certain font types (e.g. Asian fonts), it is recommended to use **only** the **Times New Roman** and the **Helvetica** font in the entire document. This includes figures (e.g. generated by MATLAB), table, equations, captions, . . . .

## Acknowledgements

This PDF file is generated by pdf $\LaTeX$  as delivered with the  $\text{te}\LaTeX$  distribution. The style file ‘isma2010.sty’ and the packages ‘graphicx’ and ‘hyperref’ are explicitly called in the  $\LaTeX$  file.

## References

- [1] W. Heylen, S. Lammens, P. Sas, *Modal Analysis Theory and Testing*, Katholieke Universiteit Leuven, Departement Werktuigkunde, Leuven (1997).
- [2] P. Sas, C. Bao, F. Augusztinovicz, W. Desmet, *Active control of sound transmission through a double panel partition*, *Journal of Sound and Vibration*, Vol. 180, No. 4, Academic Press (1995), pp. 609-625.
- [3] R. Boonen, P. Sas, *Modified Smith Compensation for Feedback Active Noise Control in Ducts*, in R. Boone, editor, *Proceedings of The 2001 International Congress and Exhibition on Noise Control Engineering, The Hague, The Netherlands, 2001 August 27-30*, The Hague (2001), pp. 619-624.

## A Checklist

- file size:  
less than 1.5 Mb
- paper size:  
DIN A4-paper (297mm x 210mm)
- margins:  
top 30mm, bottom 22mm, left 22mm, right 22mm
- title:  
Helvetica 17pt, bold, left aligned, small captions
- author:  
Times New Roman 11pt, bold, left aligned
- affiliation:  
Times New Roman 11pt, regular, left aligned
- first headings:  
Helvetica 14pt, bold, left aligned
- second headings:  
Helvetica 12pt, bold, left aligned
- third headings:  
Helvetica 11pt, bold, left aligned
- plain text:  
Times New Roman 11pt, regular, justified, 5pt whitespace between paragraphs
- references:  
quotation with brackets [] and enumerated list with brackets
- font types in figures, tables, equations, ...
- ...