

Instructions for CIS graduate class Term Paper Manuscript

Jongwook Woo
Department of Information Systems, California State University
Los Angeles
Tel. 323-343-2916, Fax. 323-343--5209
e-mail : jwoo5@caltstatela.edu

Abstract: This document is an example of what your term paper manuscript of CIS510 should look like. Authors are asked to conform to the directions reported in this document.

1. Introduction

This document is a version of the instructions for preparing copies for the final term paper of CIS510. The format here described allows for a graceful transition to the style required for that publication.

This document is an example of what your term paper of CIS510 should look like. Authors are asked to conform to the directions reported in this document.

2. Related Work

The maximum length of a manuscript is 4 pages, printed single-sided. Print all text, including section titles and figures, in two-column format where each column is 8.5 cm by 24.5 cm (3.35 in by 9.65 in) and there is a 0.6 cm (0.24 in) space between the two columns. Exceptions to the two-column format include the title at the top of the first page and any full-width figures or tables. Start all pages directly under the top margin. Text should be centered on each page.

3. General Instructions

On A4 paper, this roughly means leaving 1.7 cm (0.67 in) margins on left and right sides of each page as well as a 2.5 cm (1 in) margin on the top and bottom of each page. Type single-spaced. Indent when starting a new paragraph. Use standard fonts such as Times New Roman or Computer Modern Roman, 10 points for text, 11 points (bold) subsection headings, 12 points (bold) for section headings, 14 points (bold) for title, 11 points for authors' names, and 10 points for their affiliations.

3.1 The First Page

Center the title across both columns. Use the two-column format only when you begin the abstract.

Title: Place the title at the top of the first page, followed by the authors' names and their affiliations. Long title should be typed on two lines without a blank line intervening. Leave approximately 1 cm (0.39 in) between the title and the body of the first page.

Abstract: Type the abstract at the beginning of the first column. The abstract should be no longer than 200 words.

Text: Begin typing the main body of the text immediately after the abstract, observing the two-column format as shown in this example.

3.2 Sections

Headings: Type and label section and subsection headings in the style shown on these pages. Use numbered sections, in order to facilitate cross references.

References: Citations within the text appear in brackets as [ref. number]. Gather the full set of references together under the heading **References**; place the section before any **Appendices**, unless they contain references. Arrange the references in the order that they are cited in the text. Provide as complete a citation as possible, using a consistent format.

Appendixes: Appendixes, if any, directly follow the text and the references (but see above). Letter them in sequence and provide an informative title: **Appendix A Title of Appendix**.

3.3 Footnotes

Put footnotes at the bottom of the page. They may be numbered or referred to by asterisks or other symbols.¹ Footnotes should be separated from the text by a line.²

3.4 Graphics

Illustrations: Place figures, tables, and photographs in the paper near where they are first discussed, rather than at the end, if possible. Wide illustrations may run across both columns.

Captions: Provide a caption for every illustration; number each one sequentially in the form: "Figure 1. Caption of the Figure." "Table 1. Caption of the Table." Type the captions for figures below the figures. Type the captions for tables above the tables.

4. Length of Camera-ready Manuscript

For the length of camera-ready manuscripts, **a paper is limited up to 4 pages**. All illustrations, references, and appendices must be accommodated within these page limits. Any extra page beyond the first four pages will be deleted. **Please DO NOT put a page number in each pag**

5. Submission Process

1. Format your paper using this template.
2. Turn the hardcopy by Dec 4th before the lecture starts

¹ This is how a footnote should appear

² Note the line separating the footnotes from the text

References

- [1] T.A. Jones, "Writing a good paper," *IEEE Trans. on General Writing*, Vol. 1, no. 2, pp.1-10, May 2002.
- [2] K. Hwang, *Computer Arithmetic*, John Wiley, 1997.