

# Author Guidelines and template for VCS report

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## Abstract

The ABSTRACT is to be in fully-justified italicized text, at the top of the left-hand column, below the author and affiliation information. Use the word “Abstract” as the title, in 12-point Times, boldface type, centered relative to the column, initially capitalized. The abstract is to be in 10-point, single-spaced type. Leave two blank lines after the Abstract, then begin the main text. Abstract should be no longer than 300 words.

## 1. Introduction

Please follow the guidelines that have been uploaded on Moodle. Remember also that the report should be no longer than six pages (plus references).

### 1.1. Language

All manuscripts must be in English.

### 1.2. Suggested Structure

The following is a suggested structure for your report:

- Introduction (10%): describe the problem you are working on, why it's important, and an overview of your results.
- Related Work (10%): discuss published work or similar apps that relates to your project. How is your approach similar or different from others?
- Dataset (15%): describe the data you are working with for your project. What type of data is it? Where did it come from? How much data are you working with? Did you have to do any preprocessing, filtering, etc., and why?
- Method (30%): discuss your approach for solving the problems that you set up in the introduction. Why is your approach the right thing to do? Did you consider alternative approaches? It may be

helpful to include figures, diagrams, or tables to describe your method or compare it with others.

- Experiments (30%): discuss the experiments that you performed. The exact experiments will vary depending on the project, but you might compare with prior work, perform an ablation study to determine the impact of various components of your system, experiment with different hyperparameters or architectural choices. You should include graphs, tables, or other figures to illustrate your experimental results.
- Conclusion (5%): summarize your key results; what have you learned? Suggest ideas for future extensions.

## 2. Formatting your paper

All text must be in a two-column format. The total allowable width of the text area is  $6\frac{7}{8}$  inches (17.5 cm) wide by  $8\frac{7}{8}$  inches (22.54 cm) high. Columns are to be  $3\frac{1}{4}$  inches (8.25 cm) wide, with a  $\frac{5}{16}$  inch (0.8 cm) space between them. The main title (on the first page) should begin 1.0 inch (2.54 cm) from the top edge of the page. The second and following pages should begin 1.0 inch (2.54 cm) from the top edge. On all pages, the bottom margin should be 1-1/8 inches (2.86 cm) from the bottom edge of the page for 8.5 × 11-inch paper; for A4 paper, approximately 1-5/8 inches (4.13 cm) from the bottom edge of the page.

### 2.1. Margins and page numbering

All printed material, including text, illustrations, and charts, must be kept within a print area 6-7/8 inches (17.5 cm) wide by 8-7/8 inches (22.54 cm) high. Page numbers should be in footer with page numbers, centered and .75 inches from the bottom of the page and make it start at the correct page number rather than the 4321 in the example. To do this fine the line (around line 23)

```
%\ifcvprfinal\pagestyle{empty}\fi
\setcounter{page}{4321}
```

where the number 4321 is your assigned starting page.

Make sure the first page is numbered by commenting out the first page being empty on line 46

```
%\thispagestyle{empty}
```

## 2.2. Type-style and fonts

Wherever Times is specified, Times Roman may also be used. If neither is available on your word processor, please use the font closest in appearance to Times to which you have access.

**MAIN TITLE.** Center the title 1-3/8 inches (3.49 cm) from the top edge of the first page. The title should be in Times 14-point, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Leave two blank lines after the title.

**AUTHOR NAME(s) and AFFILIATION(s)** are to be centered beneath the title and printed in Times 12-point, non-boldface type. This information is to be followed by two blank lines.

The **ABSTRACT** and **MAIN TEXT** are to be in a two-column format.

**MAIN TEXT.** Type main text in 10-point Times, single-spaced. Do NOT use double-spacing. All paragraphs should be indented 1 pica (approx. 1/6 inch or 0.422 cm). Make sure your text is fully justified—that is, flush left and flush right. Please do not place any additional blank lines between paragraphs.

Figure and table captions should be 9-point Roman type as in Table 1. Short captions should be centred. Callouts should be 9-point Helvetica, non-boldface type. Initially capitalize only the first word of section titles and first-, second-, and third-order headings.

**FIRST-ORDER HEADINGS.** (For example, 1. Introduction) should be Times 12-point boldface, initially capitalized, flush left, with one blank line before, and one blank line after.

**SECOND-ORDER HEADINGS.** (For example, 1.1. Database elements) should be Times 11-point boldface, initially capitalized, flush left, with one blank line before, and one after. If you require a third-order heading (we discourage it), use 10-point Times, boldface, initially capitalized, flush left, preceded by one blank line, followed by a period and your text on the same line.

## 2.3. Footnotes

Please use footnotes<sup>1</sup> sparingly. Indeed, try to avoid footnotes altogether and include necessary peripheral

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<sup>1</sup>This is what a footnote looks like. It often distracts the reader from the main flow of the argument.

Method	Frobnability
Theirs	Frumpy
Yours	Frobbly
Ours	Makes one's heart Frob

Table 1. Results. Ours is better.

observations in the text (within parentheses, if you prefer, as in this sentence). If you wish to use a footnote, place it at the bottom of the column on the page on which it is referenced. Use Times 8-point type, single-spaced.

## 2.4. References

List and number all bibliographical references in 9-point Times, single-spaced, at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [1]. Where appropriate, include the name(s) of editors of referenced books.

## 2.5. Illustrations, graphs, and photographs

All graphics should be centered. Please ensure that any point you wish to make is resolvable in a printed copy of the paper. Resize fonts in figures to match the font in the body text, and choose line widths which render effectively in print. Many readers (and reviewers), even of an electronic copy, will choose to print your paper in order to read it. You cannot insist that they do otherwise, and therefore must not assume that they can zoom in to see tiny details on a graphic.

When placing figures in L<sup>A</sup>T<sub>E</sub>X, it's almost always best to use `\includegraphics`, and to specify the figure width as a multiple of the line width as in the example below

```
\usepackage[dvips]{graphicx} ...
\includegraphics[width=0.8\linewidth]
{myfile.eps}
```

## References

- [1] Authors. The frobnicable foo filter, 2014. Face and Gesture submission ID 324. Supplied as additional material fg324.pdf.