# 4th International DAAAM Conference (12 pt)

"INDUSTRIAL ENGINEERING – INNOVATION AS COMPETITIVE EDGE FOR SME" (10 pt) 29 - 30th April 2004, Tallinn, Estonia (10 pt)

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# INSTRUCTIONS FOR AUTHORS AND A SAMPLE PAPER (12 PT BOLD WITH CAPITAL LETTERS, TWO LINES MAX.) ¶ (12 PT)

Katalinic, B.; Kusiak, A. & Ueda, K. (10 pt bold)

 $\P(10 \text{ pt})$  $\P(10 \text{ pt})$ 

Key words: List 4-5 keywords. (9 pt, italic).

# (9pt)

# 1. INTRODUCTION (10 PT, CAPITALS, BOLD) (9pt)

(9 pt, normal) The paper must be written in **English**. It shall contain and be structured in the following way: problem statements, application area, research course, method used, status, results, further research, references. Each paper must give the clear answers on questions: what is the problem? What is done by other people? What I done? What is new? What is my contribution? What to do as next?

(9pt)

#### 2. INFORMATION

(9pt)

#### 2.1 Layout (9 pt, bold)

- Use DIN A4 Format (297 x 210 mm).
- Margins: top, bottom, left and right 20 mm each.
- 2 columns, column distance 7 mm.
- Both columns on first and second page must be finished exact at the bottom of the page.
- The text should be written on one side of the page only.
- The paper has to be written in WINWORD format.
- Use Times New Roman fonts, line spacing single. The font formats are: paper title: 12 pt bold, capital letters; author's name(s): 10 pt bold; key words: 9 pt, italic; chapter titles: 10 pt bold, capital letters; subtitles: 9 pt bold, numbered, left justified, upper and lower case; text: 9 pt
- The paper is restricted to **four** A4 pages. Use the whole space!
- Use the printer with 300 dpi or more only.

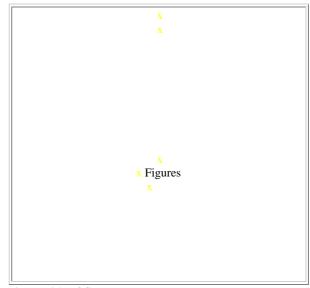
Avoid leaving a heading at the bottom of a column, with the subsequent text starting at the top of the next page/column. Use extra spacing (between earlier figures or sections) to push the headings up to the top of the same column as its text. In view of the tight page constrains, however, do please make the fullest possible use of the text area.

Paragraphs should be justified, using single spacing. (9pt)

# 3. FIGURES

(9pt)

Figures have to be made in high quality, which is suitable for reproduction and print. Don't include photos or colour prints. Place figure at the top or bottom of a column wherever possible, as close as possible to the first reference to them in the paper.



#### (9pt)2.2 Language, Stile Spelling

- Use common technical terms.
- Do not try to create new English words
- Spelling: Follow Merriam Webster's Collegiate Dictionary, Longman or Oxford Dictionaries.

(9pt)

#### 2.3 Visual Aids at Conference

Visual Aids: overhead projector for standard slides, and video projector (SVGA-format) for PowerPoint slideshow. (9pt)

#### 4. TABLES

(9pt)

Place table at the top or bottom of a column wherever possible, as close as possible to the first reference to them in the paper.

(9pt)

Table 1. Title of table, left justified, subsequent text indented. xxx xx xxxxx xxxx xxxx

## 5. EQUATIONS

(9pt)

Equations are centred and numbered consecutively, from 1 upwards. (1) (9pt)

#### 6. REFERRING

(9pt)

When publication is referred in the text, enclose the author's name and the date of publication within the brackets. For one author, use author's surname and the date (Kusiak, 1996). For two authors, give both names & the date (Ueda & Kusiak, 1997). For three or more authors, use the first author, plus "et al. ", and the date (Katalinic et al., 2000). If giving a list of reference, separate them using semicolons.

(9pt)

#### 7. KEY DATES AND MY CHECKLIST

(9pt)

Subject:	Due date
Completed Application form	Today
Notification of Acceptance	02.02.2004
Camera-ready paper due (electronic submission)	15.03.2004
Conference fee payment	01.04.2004
Preliminary Program	15.04.2004
DAAAM-2004 CONFERENCE, Tallinn, Estonia	29.04.2004

(9pt)

### 8. CORRESPONDING ADDRESS

(9pt)

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(9pt)

#### 9. INDEXING OF DAAAM PAPERS

(9pt)

Conference papers will be published in Proceedings of the 4th International Conference of DAAAM Estonia, INDUSTRIAL ENGINEERING - INNOVATION AS COMPETITIVE EDGE FOR SME, Editors J.Papstel/B.Katalinic, 29-30 April 2004, Tallinn Estonia, ISBN: 9985-894-59-6.

Extended papers will be asked to the authors of the best reviewed papers before the conference in order to be published in peer-reviewed special issue of 'Proceedings of the Estonian Academy of Sciences. Engineering', referred/indexed by Applied Mechanics Reviews, Cambridge Scientific Abstracts, INSPEC Abstracts, Engineered Materials Abstracts, Metals Abstract, Aluminium Industry Abstracts.

(9pt)

#### 10. ADDITIONAL DATA ABOUT AUTHORS

(9pt)

Please add data about yourself (name, address, contact data) as the last chapter of the paper.

Please send us also on separate paper / file the additional data about all authors of manuscript.

Additional data are

- 1) Author(s) Name(s) Title(s) and Position(s)
- 2) Title of Manuscript
- 3) Full Address of all authors: (Position / Title / Postal Address / E-mail Address / Home Page / Phone / Fax) 4) Biographical Notes (for each author): (Max 200 words / Person)
- 5) Corresponding Author: (Name, full Address)

XXXXXXXXXXXXXXXX THE PAPERS WHICH ARE XXXX XXX XXX XX XXXXX XXXXX NOT PREPARED XXXXXXXXXX XXXXXXXXXXXXXXXX XXXX EXACTLY XXXX XXX XXX XXX XXX XXXXXXXXXXXX ACCORDING THE XXXXXXXXXX XXXXXX XXXXXXXXXXX XXXX INSTRUCTIONS XXX XXX XXX XXX XXXXXXXXXXXX WILL NOT BE ACCEPTED, AND XXXX xxxxxxxxxxxxxxxx PUBLISHED. xxx xxx xxx xxx XXXXXXXXXX DO NOT FORGET TO SAVE ONE COPY xx xxxxxxxxxxxxxxxxx YOURSELF! xxxx xxx XXXXXXXXX PLEASE INFORM YOUR COLLEAGUES xxxxxxxxxxxxxxxxx AND XXXXXXX XX XXXXXXXXX FRIENDS ABOUT THE CONFERENCE xx xx xx xxx xxx xx xxx AND US ABOUT xxxxxxxx XXXXXXXX XXXXXXXXX THEM XX XXX XX XXX XXX XX XX xxx xxxxxxxxxxxxxx xx USE E-MAIL xx x xxx x xx xxx xxx xx xxxxxx xx xxxxx THANKS! xx xx xxx xx (9pt)

#### 11. CONCLUSION

(9pt)

Please read this instruction carefully. Prepare your paper exactly according to the instructions. That is the easiest and the most efficient way to have: a good published paper, clear presentation and successful symposium. We are looking forward to meet you in Tallinn in April 2004.

(9pt)

#### 12. REFERENCES

(9pt)

References have to include at least 5 items and have not to be self-centred. The list of references has to be arranged alphabetically according to the first author, subsequent lines indented. Do not number references. Publications by the same author(s) should be listed in order of year of publication. If there are more than one paper by the same author(s) and with the same date, label them a, b, etc. Please note that all references listed here must be directly cited in the body of the text.

Alabar, B.; Kusiak, A. & Nanasi, J. (1996). Name of Book in Italics, Publisher, ISBN, Place of Publication

Kataumo, B.; Kusiak, A. & Nanasi, J. (1996). Title of conference paper, Proceedings of xxx xxx, Katalinic, B. (Ed.), pp. 14-17, ISBN, conference location, month and year, Publisher, City

Kusiak, A. (1997). Name of paper. Name of Journal in Italics, Vol., No., (month and year of the edition) page numbers (first-last), ISSN

Ueda, K. & Kusiak, A. (1999). Name of paper, In: Name of Book in Italics, Name(s) of Editor(s), (Ed.), page numbers (first-last), Publisher, ISBN, Place of publication

Katalinic, B.; Park, H. S. & Udiljak, T. (2000). Name of the Paper, Available from: http://www.exact-address-of-site Accessed: YYYY-MM-DD