

# INSTRUCTIONS FOR AUTHORS AND SPEAKERS

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## **SUMMARY**

This paper has a layout that follows the instructions. We have selected a layout that is appropriate for most word processors. More elaborate typographic appearances can easily be performed on word processors, but the basic **mandatory** requirements are that the defined page margins and typeface size shall be followed closely.

The easiest way to ensure that your paper follows these instructions is to use this document as a template for your own paper.

Papers are to be submitted in electronic format. Authors submitting papers whose print-out is less than acceptable will be contacted and requested to improve the quality of their paper.

Basic instructions on how to guarantee readable visual presentation material are also included.

## **1     INTRODUCTION**

The full texts of the papers presented at the conference and that have been submitted according to the author schedule will be published in the Conference Proceedings. Typescripts should be prepared according to these instructions, and we urge authors to adhere to the important details of the instructions.

Templates for Microsoft Word (doc) and Rich Text Format (rtf) are available for download at the Nordic HF web site (<http://www.nordichf.org>). All papers presented at the conference will be made available in portable document format (pdf) on a CD together with the papers from all previous conferences for procurement after the conference via this web site. The CD will also be available for purchase at the conference.

## **2     PREPARATION OF TYPESCRIPT**

### **2.1   LANGUAGE, TYPEFACE AND TYPING**

Papers must be written in English. The Programme Committee will not examine papers for linguistic correctness, but apparent errors will be noted and reported to authors for correction.

Typeface size of 12 points is recommended, with single spaced lines. Several typefaces are available and will be acceptable, however do not use very "thin" typefaces. The instructions use Times Roman 12 pt.

The quality and resolution of the print-out depends on the quality of the submission itself. Word processor settings and pdf conversion settings define how well an on-screen appearance is reflected in a print-out (this is especially true for pictures). In general, the sheets in the Proceedings will be printed in black-and-white.

We suggest that authors in doubt of the reproducibility of their typescript take copies and examine the quality of the copy before submitting the paper in electronic format.

## **2.2 PAPER SIZE AND LAYOUT**

Papers shall use the A4 size (210 x 297 mm) paper format.

Top, bottom, left and right margins shall all be 25 mm, meaning that **no text or diagram** may be closer than 25 mm to the paper edges. Please be careful with the top margin - various word processors may have different definitions.

The title of your paper should be typed centred at the top of the first page. Use bold face capital letters. Name, affiliation (name of organisation) and full address shall be typed below the title. Include E-mail address if applicable. Use one blank line between title and name, then three blank lines to separate the address from the first line of text.

Headings should be bold-face, and preferably in the same size as the text (overly large sizes are not recommended). Use a logical way of discrimination between headings, such as suggested here:

### **1 FIRST-ORDER HEADING**

#### **1.1 SECOND-ORDER HEADING**

##### **1.1.1 Third-order heading**

Use one blank line between headings and between headings and the following text. Use two blank lines between the end of a text section and the following heading. Note that the same appearance can be created by using paragraph spacing (as in this document).

## **2.3 REFERENCES**

All references should be sufficiently detailed and complete to allow anyone desiring to retrieve referenced documents to succeed.

## **2.4 FIGURES AND PICTURES**

Figures should be placed where appropriate in the text, if this can be achieved with an attractive typographical layout and readability. Place figures at the end of the paper if this prove difficult. In both cases, references to the figures in the text must be clear.

Use of colour in figures and pictures should be avoided. Try to use different line types and thickness as an addition to colour to separate curves in figures. If the use of colour is deemed

necessary, try to group those pages together so as to minimise the number of sheets that may need to be colour printed.

## **2.5 PAGINATION, LENGTH OF TEXT**

Do not add any page numbering to the submitted papers. Bottom centred page numbers will be added by the Programme Committee before printing. The total number of pages should not exceed 10 pages (invited papers can be longer than this).

## **3 PRESENTATION**

### **3.1 PREPARATION OF PRESENTATION MATERIAL**

The Programme Committee requires that all visual presentation material is clearly visible and readable from all parts of the conference hall. Authors must therefore follow the recommendations given on preparation of PowerPoint and Acrobat pdf presentations.

**Use sufficiently large character size on slides. This text is written in Times Roman 22 pt (bold). Do not use all capital characters, since this reduces readability!**

Observe the recommendations for all relevant text on your visual material, including tables, legends, definitions on diagrams etc. Please do not use settings or pictures with poor contrast or dark or highly saturated colours.

If in doubt over the readability of your slides, please try them out on a screen width of about 2 m and viewing distance of 20 m (or scaled down as appropriate). If this proves acceptable, you should be confident to have a good visual presentation at the conference. A data projector with a resolution of 1024x768 will be available in the conference hall.

Carefully select the number of slides to cover your subject fully, without requiring too many. As a guideline it normally takes 1.5-2 minutes to talk about each slide.

Unless there are specific reasons your presentation will be placed on a Microsoft Windows laptop PC at the podium, from which you may also use audio and video.

### **3.2 ORAL PRESENTATION**

The conference hall accommodates around 175 listeners. This is a fairly large audience, and the microphones and loudspeakers should normally be used. Please be aware of a tendency often noticed, that many speakers tend to reduce their voice level when using microphones and loudspeakers. This may then require turning up the microphone sensitivity to a point where feedback over the loudspeakers may become annoying. Please speak in a normal voice even when using the microphone!

It is customary that the session chairmen meet with the speakers of their respective sessions to describe the conference hall and how to operate the equipment. The speakers will then also get a presentation of the traffic light system showing the remaining speech time. This is to be adhered to, thereby showing courtesy to the remaining speakers' time allocation. The session chairman will also ask the speakers to prepare a background summary of themselves to be used during speaker introduction.

#### **4      ADVICE AND HELP**

Authors having difficulties producing typescripts and visual presentation material in accordance with these instructions are welcome to contact the Programme Committee. We may be able to provide advice and assistance in the production of a high-quality material for the paper and presentation.

#### **5      ELECTRONIC ADVICE, RETRIEVAL AND SUBMISSION**

You may submit your paper in any of the following electronic formats: Microsoft Word (doc), Adobe Acrobat Portable Document Format (pdf) and Rich Text Format (rtf).

Submit the paper via your account at the Nordic HF web site ([www.nordichf.org](http://www.nordichf.org)). Please contact the secretary of the Programme Committee if you have problem accessing the web site and submitting the paper this way.

#### **6      RELEASE APPROVAL**

By submitting your paper to the Programme Committee you accept that the parties arranging the Nordic HF conference have the right to copy, sell and distribute your paper and presentation in paper format as well as electronic format as part of the Conference Proceedings, and that any inclusion of work or presentation from third parties have been done with their consent and permission and thus form part of your release approval. You also waive your right to receive any financial portion of the income from these sales (The price for the Conference Proceedings is set to only cover the administrative costs.)

#### **REFERENCES**

Include your list of references at the end of the text part of the paper, before any following figures. Be careful to include all necessary information to allow retrieval of the referenced document. Include the ISBN reference number if available and for web links include the date the information was retrieved. This is an example:

- [1] Peter Green et al, *HF Channel Measurements*, The Nordic Shortwave Conference HF 01, ISBN 91-631-1190-X, 2001
- [2] *The ICEPAC Propagation Prediction Model*, Available from the Institute for Telecommunication Sciences (NTIA/ITS), USA, <http://elbert.its.blrdoc.gov/hf.html> (22 Feb 2007)