**Title: CITERS 2025 Submission Template**

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***(Note 1: If the authors are from the same affiliation, you may write one line for affiliation and do not need to use the superscripts.)***

***(Note 2: The submitted manuscript will be reviewed blind so names of authors should be anonymized.)***

**Abstract:** Provide a brief summary of your proposal. Place one 12-pt. blank line before the abstract. Use Times or Times New Roman, 12-pt. for the description. ALL text should be single-spaced and full-justified. Please note that the short description for all types of submissions should be less than 75 words.

**Keywords:** Formatting requirements, CITERS 2025, conference publications

# Introduction (Heading 1)

This template provides authors with most of the formatting specifications needed for preparing electronic versions of their papers. Margins, column widths, line spacing, and type styles are built-in; examples of the type styles are provided throughout this document and are identified in italic type, within parentheses, following the example. Some components, such as multi-leveled equations, graphics, and tables are not prescribed, although the various table text styles are provided. The formatter will need to create these components, incorporating the applicable criteria that follow.

The CITERS 2025 requires uniform formats for submitted papers. Therefore, we request that authors adhere to some guidelines. Essentially, we ask that your paper conforms to the format of this document. The simplest way to achieve this is to download the template and substitute the content with your own material.

All material on each page should be centered on an A4 size (8.26 x 11.69 inch, or 21 x 29.7 cm) page. The following margin settings in MS Word will produce the correct result, for A4 size paper: top 1 inch (2.54 cm); bottom: 0.8 inch (2.03 cm); left and right: 1 inch (2.54 cm). It is important to check the margins even if you use this template, because they might have been overwritten by your local settings.

# PREPARE YOUR PAPER BEFORE STYLING

Before beginning to format the paper, first write and save the content as a separate text file. Complete all editing of content and organization before formatting. Note more information on proofreading, spelling, and grammar in Sections 2.1-2.3 below.

It is recommended that you separate text and image files before formatting and styling the text. Do not use hard tabs, and use hard returns only once at the end of a paragraph. Do not add any kind of pagination anywhere in the paper.

## Abbreviations and Acronyms (Heading 2)

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title or heads unless they are unavoidable.

## Equations

The equations are an exception to the prescribed specifications of this template. You will need to determine whether or not your equation should be typed using either Times New Roman or Symbol font (please no other font). To create multileveled equations, it may be necessary to treat the equation as a graphic and insert it into the text after your paper is styled.

## Some Common Mistakes

* The word “data” is plural, not singular.
* When quotation marks are used, instead of a bold or italic typeface, to highlight a word or phrase, punctuation should appear outside of the quotation marks. A parenthetical phrase or statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.)
* A graph within a graph is an “inset”, not an “insert”. The word alternatively is preferred to the word “alternately” (unless you really mean something that alternates).
* Do not use the word “essentially” to mean “approximately” or “effectively”.
* Be aware of the different meanings of the homophones “affect” and “effect”, “complement” and “compliment”, “discreet” and “discrete”, “principal” and “principle”.
* Do not confuse “imply” and “infer”.
* The prefix “non” is not a word; it should be joined to the word it modifies, usually without a hyphen.
* There is no period after the “et” in the Latin abbreviation “et al.”.
* The abbreviation “i.e.” means “that is”, and the abbreviation “e.g.” means “for example”.

You may also refer to Young and Howard (1989) for more information on excellent style manuals for science writers.

# USING THE TEMPLATE

After the text edit has been completed, the paper is ready for the template. Duplicate the template file by using the Save As command, and use the naming convention prescribed by your conference for the name of your paper. In this newly created file, highlight all of the contents and import your prepared text file. You are now ready to style your paper.

## Authors and Affiliations

**The template is designed for, but not limited to, three authors.** A minimum of one author is required for all conference articles. Author names should be listed starting from left to right and then moving down to the next line. This is the author sequence that will be used in future citations and by indexing services. Please keep your affiliations as succinct as possible (for example, do not differentiate among departments of the same organization).

## Identify the Headings

Headings, or heads, are organizational devices that guide the reader through your paper. There are two types: component heads and text heads.

Component heads identify the different components of your paper and are not topically subordinate to each other. Examples include Acknowledgments and References and, for these, the correct style to use is “Heading 5”. Use “figure caption” for your Figure captions, and “table head” for your table title. Run-in heads, such as “Abstract”, will require you to apply a style (in this case, italic) in addition to the style provided by the drop down menu to differentiate the head from the text.

Text heads organize the topics on a relational, hierarchical basis. For example, the paper title is the primary text head because all subsequent material relates and elaborates on this one topic. If there are two or more sub-topics, the next level head (uppercase Roman numerals) should be used and, conversely, if there are not at least two sub-topics, then no subheads should be introduced. Styles named “Heading 1”, “Heading 2”, “Heading 3”, and “Heading 4” are prescribed.

## Figures and Tables

*Positioning Figures and Tables*: Place figures and tables at the top and bottom of columns. Avoid placing them in the middle of columns. Large figures and tables may span across both columns. Table heads should appear above the tables, figure captions should be below the figures. Insert figures and tables after they are cited in the text. Use the abbreviation “Fig. 1”, even at the beginning of a sentence.

| Table. 1 | | | |
| --- | --- | --- | --- |
| **Table Head** | **Table Column Head** | | |
| ***Table column subhead*** | ***Subhead*** | ***Subhead*** |
| copy | More table copya |  |  |

*Figure Labels*: Use 10 point Times New Roman for Figure labels. Use words rather than symbols or abbreviations when writing Figure axis labels to avoid confusing the reader.

We suggest that you use a text box to insert a graphic (which is ideally a 300 dpi TIFF or EPS file, with all fonts embedded) because, in an MSW document, this method is somewhat more stable than directly inserting a picture.

To have non-visible rules on your frame, use the MSWord “Format” pull-down menu, select Text Box > Colors and Lines to choose No Fill and No Line.

Fig. 1. Example of a figure caption.

# ACKNOWLEDGEMENT

Put sponsor acknowledgements in the unnumbered footnote on the first page.

# REFERENCES

Please use APA format for citation formatting and refer to the Publication Manual of the American Psychological Association, 7th edition for more information.

Young, M., & Howard, J. N. (1989). The technical writer's handbook: writing with style and clarity. *Applied Optics*, *28*(22), 4952.