Instructions to Authors

SIWN Journal [1] and ITSSA Journal [2]

Abstract: Simulating a Camera Ready Version (CRV), this document itself details the presentational styles and the specifications of CRV and a possible way of making CRV.

Keywords: lower case, singular, Camera Ready Version (CRV), ITSSA, SIWN, publisher, word doc.

1. General

"The Journal" below refer to Systemics and Informatics World Network and International Transactions on Systems Science and Applications, or their abbreviations SIWN and ITSSA.

1.1 Originality

Manuscript for submission to the Journal should not be one that was published elsewhere, or is under review or consideration for publication elsewhere.

1.2 Criterion for Publishing

Scientific merit is the only criterion for acceptance for publication. All manuscripts must have been reviewed by peers and have been revised to the satisfaction of the Editor-in-Chief before accepted for publication.

1.3 Submission

Manuscript for submission to the Journal should already be formatted as the way of Camera Ready Version (CRV) (see below), but there is no page limitation for the time of submission.

Manuscript for submission, in PDF, can be sent to the Editor-in-Chief in Email attachment with "SIWN" or "ITSSA" in the Email subject.

1.4 Copyright

It is author's responsibility to ensure that the manuscript for submission is author's own work and author has clearance and/or permission from the copyright holder for any thing that the manuscript has quoted from other sources.

Submission of a paper is interpreted as a statement that the author has obtained all the necessary permission. In case of multiple authorships, it is automatically taken that the author in correspondence with the Journal is on the behalf of all co-authors.

After a manuscript is accepted and the electronic files of their CRV are received, the author will be asked to consent in writing to transfer in full the copyright of the paper to the publisher so as for the paper to be published in the Journal.

2. Organizational and Presentational Styles

2.1 Structure

A manuscript should be organized in the following order:
- (i) Title
  - should be clear, descriptive, no acronyms or abbreviation
  - should not exceed 1.5 lines of text
- (ii) Authors
  - in the order of
    - o all author's name(s) in one line
    - o indicated by superscript number, each author's affiliation, postal address, country, and Email (or URL)
- (iii) Abstract
  - should be clear, descriptive, self-explanatory
  - avoid unknown acronym or abbreviation or mathematical symbol/equation
  - avoid citation of reference
  - should also be suitable for publication in abstracting services
- (iv) Keywords
  - avoid unknown acronym or abbreviation or mathematical symbol/equation
  - avoid citation of reference
- (v) Body of text
  - divided by sectional (sub-)headings
  - with Tables and Figures properly embedded amidst the texts
- (vi) Appended sections
  - in the order of
    - o acknowledgements
    - o references, including URL's
    - o notes, if any
    - o appendices, if any
    - o author bios (no photo) (ITSSA Journal only)

2.2 Body of Text

A research paper should be structured in terms of four parts logically, each of which may comprise multiple sections:

Part 1: is problem description/definition, and a literature review upon the state of the art;

Part 2: is methodological formulation and/or theoretical development (fundamentals, principle and/or approach, etc.);

Part 3: is prototyping, case study or experiment;

Part 4: is critical evaluation against related works, and the conclusion.

A survey paper may skip Part 3, but should multiply Part 2 and elaborate Parts 1 and 4.

An application paper may light touch Part 2 but should elaborate Part 3, with Parts 1 and 4 similar to what a research paper would.

In any article it is unnecessary to have an arrangement (i.e., housekeeping) statement at the beginning (or end) of every (Sub-)Section. Rather, a single brief statement about the arrangement of the whole paper can be made at the end of the Introduction Section.

SI units should be used, i.e., the units based on the meter, kilogram, second, etc.

2.3 Tables

Number tables as Table 1, Table 2 etc, and every table must be referred to in the body of text properly.

Each table should have a brief and self-explanatory title, within 1-2 lines.

Table's column headers should be short, but sufficiently explanatory. Standard abbreviations of units of measurement should be added between parentheses.

Vertical lines should not be used to separate columns. Leave some extra space between the columns instead.

The vertical frame lines of cells of table should be set zero width (i.e., no lines) where appropriate, and the leftmost and right most frame lines must be zero width. By this way, a table will look as Tables 1 and 2.

Table 1. Tabular example one.

	Column head 1	Column head 2
Row 1	A, a	A, b
Row 2	B, a	B, b

Table 2. Tabular example two.

	Column head 1	Column head 2
Row 1	A, a	A, b
Row 2	B, a	B, b

2.4 Figures

Number figures as Figure 1, Figure 2, etc., both in the captions of figures and in the citation of figures in the text, and every Figure must be referred to in the body of text, properly.

Each figure should have a self-explanatory caption, within 1-2 lines.

Any setting that prevents figure/graphics from being printed legibly on black-and-white printer should be avoided. This includes, e.g., color figures/graphics, color background/shading in figures, figures/graphics pasted from the Internet, display screen, video/image shots, etc.

For figures please take the following points into account:

(i)   in general, a figure/graphics should be generated in resolution of 1200 dpi;
(ii) line art should have a minimum resolution of 600 dpi;
(iii) grayscales (including photos) should have a minimum resolution of 300 dpi (no lettering), or 500 dpi (when there is lettering);
(iv) do not use figures pasted from the Internet or other display sources, the resolution will be too low for printing;
(v)   do not use color in your figures if they are to be printed in black and white, as this will reduce or simply black out the print quality (note that in software often the default is color, you should change the settings);
(vi) figures/graphics can be scaled down or up, but this must be with extra care as scaling may distort the original shape (visual trueness) of the figure/graphics;
(vii) figures should be designed with the format of the page of the journal in mind. They should be of such a size as to allow a reduction of 50%;
(viii) texts in figures/graphics must be sufficiently legible, with visually similar size as those in the body of text.

On maps and other figures where a scale is needed, use bar scales rather than numerical ones, i.e., do not use scales of the type 1:10,000. By this way problems can be avoided if the figures need to be reduced.

Photographs, images, graphics, etc., are only acceptable if they have good contrast and intensity.

2.5 Self-Defined Headers

Self-defined headers are, for instance, Definition, Theorem, Proof, Algorithm, Process, etc. A header is followed by an Arabic numeral with dot (.). Text continues in the same line of header.

2.6 Equations

All equations should be numbered at right-hand end consecutively throughout body of text and appendices, respectively, and should be justified to the right-hand side but keeping the body of equation looking like being centered. Symbols and texts in equations should look like 9 - 10 points.

Table 3. Sizes of characters in equations.

	Size
Full	10 point
Subscript/superscript	7 point
Sub- subscript/superscript	5 point
Symbols	10 point
Sub-symbols	7 point

An equation can be cited in the text in the form of the number in parentheses preceded with "Equation", e.g., Equation (3), Equation (5), etc.

2.7 References and Citation in Text

All items of references should be placed after body of text.

Item of reference with missing filed(s), e.g., missing pagination, missing volume number, etc., is unacceptable.

Citation of references in text. Every item of reference must be cited in the body of text properly, in the form of a single numeral in square brackets, e.g., [6] [12] [21]. Citation of consecutive reference items may be shortened, e.g., [3] - [10].

2.8 Notes

Keep a Note as short as possible. Number notes, with not header, in 1, 2, etc., with dot (.), and place all notes together at the end of paper, following references.

When cited in the text, precede the number of the note with header Note and place them in parentheses, e.g., (Note 1), (Note 2), etc. Notes' citation should neither be superscript nor subscript.

2.9 Appendices

Numbered as Appendix A, Appendix B, etc., and cited in the body of text accordingly.

2.10 Author Bios (ITSSA Journal Only)

For articles of ITSSA Journal only, not for SIWN Journal.

An author bio should not exceed 20 lines of text, no photo.

2.11 Numbering Systems

(Sub-)sections, figures, tables, equations, etc.	Arabic numerals (e.g., 1, 2, 3 …; 2.1, 2.2 …)
Self-defined headers	Header (e.g., Definition, Theorem, Proof, Algorithm, Process, etc.)

	followed by Arabic numerals with dot (.))
Numbered listings	Lower-case roman sequence in ( ), e.g., (i), (ii), (iii); or lower-case alphabet in ( ), e.g., (a), (b), (c)

No numbering systems should be linked with sectional numbers, except in Appendices.

2.12 English

Use "United States" English.

Avoid use of first persons (i.e., "I", "we", "us", "our", etc.), which can nicely be expressed by the passive voice or other ways. This also applies to the Abstract.

For non-native English speaking authors,
- try to keep sentences short and simple;
- try to follow the basic English grammars;
- try to keep the same word for the same thing or concept. Do not artificially diversify vocabulary;
- seek the advice of a native English speaker, if possible, before submitting a manuscript.

3. Specifications of Camera Ready Version (CRV)

3.1 Default Settings of the Printing throughout a Paper

These settings apply to the whole paper, including body of text and all appended sections, see Tables 4 and 5 and Figure 1.

Table 4. Layout.

Paper size	Executive (18.41 cm x 26.67 cm)
Fonts	10 points, Times New Rome
Single column	Throughout
Line spacing	Single-line spacing
Justification of texts	Fully justified, i.e., flush both left and right

Table 5. Margins.

	All pages, including title and subsequent pages
Top / Bottom margin	2.5 cm
Left / Right margin	2.0 cm

All margin area (top, bottom, left and right) should be kept blank, **no pagination, no footnotes, no running title, or similar**.

Use of grid on document will affect single-line spacing. Ensure document grid is disabled in the format settings.

3.2 Indentions and Blank Lines

No indention to the 1st line	to a paragraph immediately following a blank line
1st line indention by 0.6 cm	to a paragraph immediately following non-blank line; also to listings
hanging by 0.8 cm (i.e., with the 2nd and subsequent lines indention)	to all listings (bulleted, numbered, or text-outlined), 1st, 2nd section headings, Reference items,

	Notes items

No blank lines between paragraphs, including before, between and after listings (bulleted, numbered, or text-outlined), and items of reference, and before or after equations.

All blank line should be 10 points (except the two 14 points blank lines preceding the title) and non boldface, regardless of the size and boldface of the text lines before or after.

Hanging should be adjusted to 0.8 cm for 3rd, 4th level section headings and where smaller hanging will leave raggedness.

2nd, and 3rd level indention should be the same hanging s the 1st level but will have 0.8 cm and 1.6 cm indention from left, respectively.

Avoid excessive spacing before or after section headings, figure, tables, etc. Two blank lines are only applicable in three places on the title page, i.e., before (in 14 points) and after the paper's title and before the Abstract. In all other cases, only actually apply only one blank line.

3.3 Titles and Section Headings

	Numbering	Font size	Boldface	Justified	Case	Before/After Spacing (all 10 points blank line except preceding the title)
Title	--	14 points	NONE	Centered	Title case	2 blank lines (**14 points) before**, and 2 blank lines (10 points) after
Author names	--	12 points	NONE	Centered	Title case	1 blank line after author name line
Author affiliation/address	--	10 points	NONE	Centered	Title case	2 blank lines after the very last line of address info
"Abstract" and "Keywords"	--	10 points	YES (Header only)	Flush left and right		NONE before Abstract. 1 blank line before Keywords. Header with colon (:) continued by texts
1st level section headings	Number with dot (.)	12 points	YES	Flush left and right	Title case	1 blank line before and after
1st level appended sections	NONE	12 points	YES	Flush left and right	Title case	1 blank line before and after
2nd and 3rd level section headings	YES	10 points	YES	Flush left and right	Title case	1 blank line before and after
4th and subsequent level section headings	NONE	10 points	NONE. But underlined	Flush left and right	Sentence case	NONE. Heading continued by texts

Figure captions	"Figure" plus number with dot (.)	10 points	NONE	Centered	Sentence case	1 blank line before and after. Header continued by caption ended with dot (.)
Titles of tables	"Table" plus number with dot (.)	10 points	NONE	Aligned with table	Sentence case	1 blank line before and after. Header continued by title ended with dot (.)
Self-defined headers	Header plus number with dot (.)	10 points	YES (Header and number only)	Flush left and right	Sentence case	1 blank line before. Header continued by texts ended with dot (.)

Title case: Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title or the headings begins with such a word).

Nicely hang up (i.e., indent the 2nd and subsequent lines of) 1st, 2nd and 3rd level section headings. Do not end with dot (.) any level section headings, though 1st level section heading number is with a dot (.).

Appended sections may be (in order): Acknowledgements, References, Notes, Appendices, Author Bios.

3.4 Author Names and Affiliations

For multiple authorships,
- put all author's names in one line;
- place superscript number after each author's surname;
- begin affiliation/address of each author by the numeral;
- avoid repetition if parts of affiliation/address/Email are the same.

By convention: first name comes before surname, no title. Use comma (,) or "and" (for the last pair) to separate multiple authors.

Keep each set of affiliation/address within 4 lines.

No blank line between different sets of affiliations/addresses. After all the affiliations/addresses, place 2 blank lines (in 10 points).

Email and URL should not be activated in hyperlink, nor underlined. "Email" is default word, no need to add "URL".
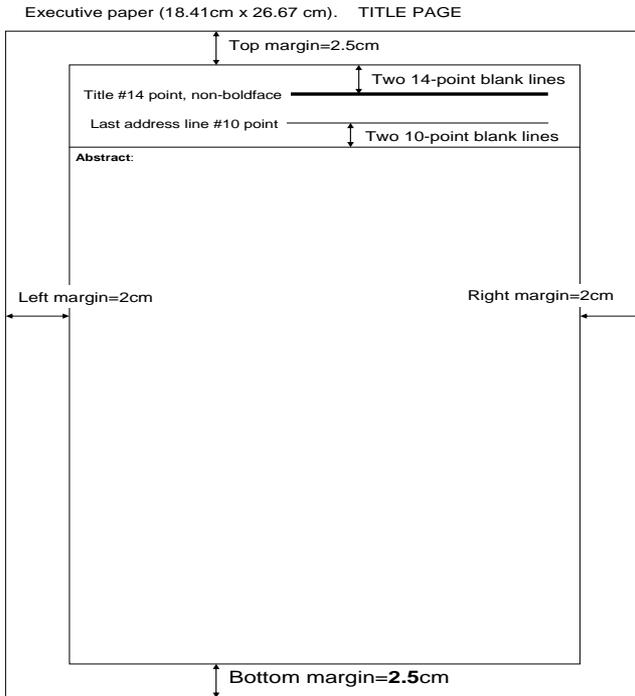
3.5 Abstract and Keywords

No line break or paragraph break (i.e., no hard return "↵") after the default word "Abstract"/"Keywords". Instead, insert a colon (:) after the headers, and texts continue in the same lines of headers.
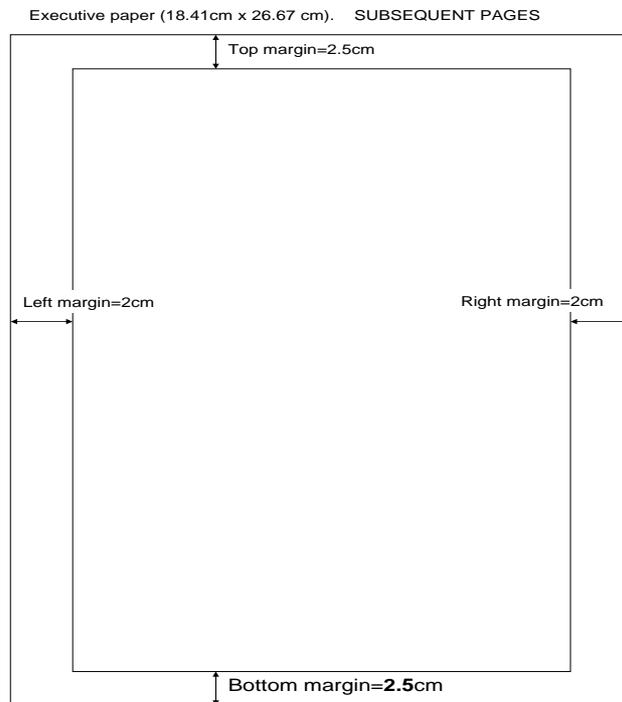
No blank line between Abstract and Keywords.

Abstract should not exceed 20 lines of text.

Keywords should be arranged in an alphabetic order and should not exceed 8 keywords. Texts of keywords should be uniformly singular, lower case (except abbreviations), separated by comma (,), ended with a dot (.)

Executive paper (18.41cm x 26.67 cm).   TITLE PAGE

Top margin=2.5cm

Two 14-point blank lines

Title #14 point, non-boldface

Last address line #10 point

Two 10-point blank lines

Abstract:

Left margin=2cm

Right margin=2cm

Bottom margin=**2.5**cm

(a) Title page.

Executive paper (18.41cm x 26.67 cm).   SUBSEQUENT PAGES

Top margin=2.5cm

Left margin=2cm

Right margin=2cm

Bottom margin=**2.5**cm

(b) Subsequent pages.
Figure 1. Illustrations of layouts.

3.5 Listings

Listings can be bulleted, but can also be numbered, or even text-outlined.

Nicely hang up (i.e., indent the 2nd and subsequent lines of) listings. See Sub-Section 3.2 about Indentions.

Reference items and Notes items are examples of numbered listings.

In text-outlined listings, the preceding texts can be headers (e.g., steps of algorithms or pseudo codes, etc.) followed by Arabic numerals with dot (.), or specific words, phrases or even sentences. the preceding texts of text-outlined listings should not be underlined, but can be set as Italic or Bold fonts (not the dot) or Title Case, followed by dot (.) if the preceding text is not part of the following text, or by semi-colon (;) if otherwise. For example,

α-**Operator**. There are two types of operations, i.e., numerical and symbolic. α-Operator is a symbolic mapping from Region A to B.

Region A: is the area represented in the robot by Map A.

3.6 Figures and Tables

Figure and caption	centered; caption below figure
Table and title	title above table and aligned with table

A figure/table can occupy near full width, where necessary. Basically, texts in figures and tables should look like 9 - 10 points.

Figure and table should not stride on page break. Place figure and table properly amidst the body of texts such that no excessive blank is left at the bottom or top of a page.

While ideally figure or table should be placed after their reference in the text as immediately as it is practically possible, it is acceptable figure or table is placed prior to or a little far from their reference in the text, if so required by the layout, so long as they are placed in the same order of their numbering sequence. However, in any case, avoid placing all figures and table at the end of the text sweepingly.

3.7 References

Items of references should be ordered and numbered according to the alphabetical order of author's surnames and the chronological order for same authors, with consecutive numbers in square brackets, e.g., [1] [2] etc.

Nicely hang up (i.e., indent the 2nd and subsequent lines of) each item of reference, after the ending square bracket ( ]).

End each item with a dot (.) except for URL.

No blank lines between items of references.

Author's names should be Initials (without dots for omission) followed by Surnames; multiple author names are divided by comma (,) except for the last two authors by conjunction "and".

URL's. List URL all together and place them following other items of reference, de-activate hyperlink, no underline. Item of URL can be justified to the left, i.e., flush left.

The fields of a reference item should be arranged in the order and the cases as shown in Table 3.

Table 3. Order of the fields of a reference item.

(a) Journal items.

Authors (Initials + Surnames)	Title of article	Name of Journal	Vol. #	No. #	Month Year	pp. #

Case	Title Case	**Sentence case**	Title Case	Title Case	Title Case	Title Case	Lower case
Delimiter	Comma	**Dot**	Comma	Comma	Comma	Comma	

(b) Conference items.

	Authors (Initials + Surnames)	Title of article	Name of Conference (Acronym)	Place, Dates, Month, Year	Vol. #	pp. # (# pages)
Case	Title Case	**Sentence case**	Title Case	Title Case	Title Case	Lower case
Delimiter	Comma	**Dot**	Comma	Comma	Comma	

(c) Contribution in book items.

	Authors (Initials + Surnames)	Title of article	Editors (Initials + Surnames)	Name of Book	Publisher, Place	Month Year	pp. #
Case	Title Case	**Sentence case**	Title Case	Title Case	Title Case	Title Case	Lower case
Delimiter	Comma	**Dot**	Comma	Comma	Comma	Comma	

(d) Book items.

	Authors/ Editors (Initials + Surnames)	Name of Book	Publisher, Place	Month Year	pp. #
Case	Title Case	Title Case	Title Case	Title Case	Lower case
Delimiter	Comma	Comma	Comma	Comma	

3.8 Length Limits

Unless otherwise notified explicitly by the Editor, there is normally no limit on the length of an article for publication.

3.10 Electronic File

Authors **must** format their papers to comply with the specifications as described in this Instruction.

Once a paper is accepted, the Author should provide the following electronic files of their CRV, named by the paper ID and packed in a compressed file (or placed on a URL for temporary bespoken access):

(i) the Word Doc (97 version) of the article (or the latex source files), with figures and tables properly embedded amidst the text;

(ii) a PDF file that is generated from (i). Texts must be preserved in the PDF. PDF printed as image is unacceptable;

(iii) separate PDF files of high-resolution, high-quality graphic files of all figures and tables, one PDF file per figure or table, named as fig01, fig02a, fig02b … The PDF file of each figure should be scaled to full paper size, with figure's captions being excluded/deleted and any blank edges all around being trimmed off;

(iv) plain text file of title, authors, abstract and keywords; and

(v) scanned copy of signed copyright form.

Note to generate Doc file, one may also use Writer of Open Office, which is free http://www.openoffice.org/

Acknowledgements

This Instruction represents numerous useful comments and suggestions from authors, editors, and the editorial staff over many years.

References

[1] C D Jones, A B Smith and E F Roberts, Book Title, Publisher, Place, Date (, pp. 7-15).
[2] A B Smith, C D Jones and E F Roberts, Article title. Journal, Vol. 3, No. 5, 2003, pp. 3-10.
[3] A B Watts, Article title. Proceedings of 3rd Conference on Grids Research, Location, Dates, Vol. 1, 2000, pp. 51-60.

Notes

1. After an article has been presented at a conference or workshop, authors are encouraged to submit a thoroughly expanded version of the paper to ITSSA/SIWN Journals for possible publication. For this purpose, authors should submit the following documents:
    - the thoroughly expanded version, and
    - the completed Author Statement on Revision Form.
    Please note, however, that a paper presented at conference/workshop without substantial additional materials will not be considered for ITSSA/SIWN Journals.
2. SIWN is the abbreviation of Systemics and Informatics World Network.

Author Bios (ITSSA Journal Only)

(This is for ITSSA Journal only. Papers for SIWN Journal should not include NO author bios.)
AfirstN Surmmm work for Journal xxxxxxxxxxxxxxxxxxxxxxxxx.
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxr.
Bfit Surgiv Journal xxxxxxxxxxxxxxxxxxxxxxxxxxx.