

# Preparation of manuscripts for publication in “Advances in Intelligent and Soft Computing”

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**Abstract.** This document helps the Authors in using MS Word version 2007 or later for preparation of a manuscript that will be published by Springer as a chapter in the AISC monograph. It has been created according to guidelines available on the AISC homepage at <http://www.springer.com/series/4240>, especially those contained in the two documents: “Author Guidelines for the Preparation of Contributions to Springer Computer Science Proceedings” (located directly in the “Instruction for Authors” tab) and “Instructions for Using the Microsoft Word 2007/2010 Proceedings Paper Template” (included in the splnproc1110.zip file). The Authors are strongly encouraged to read these two documents. In case of any doubt, information included there should be considered as the original and authoritative instructions that should be followed. The first of the documents can also be used as a visual reference of the intended final formatting. Please note that starting from 2013 the AISC series has left the previously used T1-book formatting and now follows more the LNCS layout.

**Keywords:** AISC, MS Word 2007, multi-authored volume, formatting.

## 1 Introduction

The proposed submission should describe original work not submitted or published elsewhere and should begin with an abstract 10 – 15 lines long. The complete text should be 8 to 10 pages long in total. i.e. including all figures, tables and references. Camera ready version of the manuscript should be prepared as a MS Word document version 2007 or newer and submitted in two files: original .docx and PDF. The PDF document should be created with all fonts embedded and it should exactly visualize both the layout and the contents of the text.

For a general description of how to prepare your text, illustrations and references please familiarize yourself with the guidelines [1] where a lot of useful information can be found. In particular, please give your names on the title page in the western naming convention, i.e. with given names preceding surnames and not the opposite (e.g. “John Smith” and not “Smith John”). This is very important for correct recognition of the names and their proper appearance in the running heads and the author index.

MS Word 2007 template that should be used when working on the text, splnproc1110.dotm, is available for download from the series webpage [2] and is described in detail in [3]. The same template can also be used with 2010 version of the Word without any modification, while a different author kit for Word 2003, although not recommended for this publication, can be found on the same webpage.

## 2 Creating the Document

The simplest way to create a new document based on the template is to copy the splnproc1110.dotm file into the directory where you want to save your manuscript, right-click it in Windows explorer and select *New* in the file's context menu that will appear. Depending on the security settings, some additional steps may be required to enable macros in MS Word [3]. Alternatively, you can create your submission by modifying this sample document after copying it to a directory along with splnproc1110.dotm file. At all times, the template must be visible in the Word ribbon as a separate tab entitled "Springer Proceedings Macros" as described in [3].

The ribbon consists of buttons for the available style elements: title, authors, affiliations, headings, normal text, etc. To use one of these styles, first enter text and then click the button. The style will then be assigned to the paragraph that currently has the cursor in it. The headings H1 and H2 will be created with automatic numbering. For regular text please use "Normal text" button which will format the paragraph without indentation of the first line if it immediately follows a heading. As a general rule, required amounts of space before and after various elements (headings, equations, figures, etc.) are included in respective styles so do not use empty lines for this purpose. Also, please do not insert Word's index, table of contents or extra page numbers.

## 3 Special elements

Additional care must be taken when inserting formulas, figures and tables. The following paragraphs quote excerpts from [3].

### 3.1 Formulas

Displayed equations or formulas are centered and set on a separate line (with an extra line or half line space above and below). Displayed expressions should be numbered for reference. The numbers should be consecutive within the contribution, with numbers enclosed in parentheses and set on the right margin. Please do not include section counters in the numbering.

$$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k} \quad (1)$$

### 3.2 Tables

Ensure that all the tables are cited in the text in the correct order. Give each table a heading with a number which should not include chapter number. The ribbon button “Table Caption” adds an automatic table number and ensures proper formatting of the caption.

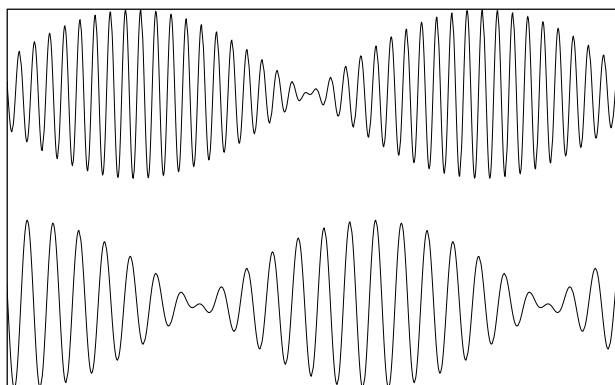
**Table 1.** Sample data

Year	2003	2004	Average
Efficacy I type	70.00%	80.00%	75.00%
Error I type	30.00%	20.00%	25.00%
Efficacy II type	70.00%	60.00%	65.00%
Error II type	30.00%	40.00%	35.00%

### 3.3 Figures

It is essential that all illustrations are as clear and as legible as possible. Vector graphics – instead of rasterized images – should be used for diagrams and schemas whenever possible. Please check that the lines in line drawings are not interrupted and have a constant width. Grids and details within the figures must be clearly legible and may not be written one on top of the other. Line drawings are to have a resolution of at least 800 dpi (preferably 1200 dpi). The lettering in figures should not use font sizes smaller than 6 pt (~ 2 mm character height). Figures are to be numbered and to have a caption which should always be positioned under the figures, in contrast to the caption belonging to a table, which should always appear above the table.

Short captions are centered between the margins. Longer captions, covering more than one line, are justified. Captions that do not constitute a full sentence, do not have a period. Use “Figure Caption” button for the formatting.



**Fig. 1.** Figure caption

Text fragments of fewer than four lines should not appear at the tops or bottoms of pages, following a table or figure. In such cases, it is better to set the figures right at the top or right at the bottom of the page. A figure should never be placed in the middle of a paragraph.

## 4 References

The list of references should be given at the end of the text in a separate section. For formatting individual entries please use “Reference Item” button from the ribbon. Citations inserted in the text should use square brackets and the ordinal number of the item. Numbers should be grouped where appropriate: [1-5], [7], [9], etc.

In order to permit cross referencing within [www.springerlink.com](http://www.springerlink.com), and eventually between different publishers and their online databases, Springer standardizes the format of the references. Please base your references on the examples given in the references section of these instructions. References that do not adhere to this style will be reformatted.

We would also like to draw your attention to the fact that references to Springer monographs are particularly often reformatted due to missing editor names or incomplete publisher information. This adjustment may result in the final papers as published by Springer having more pages than the original versions as submitted by the authors.

Examples below include references to a journal article [4], an LNCS chapter [5], a book [6], proceedings without editors [7], as well as a URL [8].

## References

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