

# Template for the Preparation of Papers for Publication in CVR Journal of Science and Technology

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**Abstract:** These instructions give you basic guidelines for preparing camera-ready papers for CVR College journal Publications. Your cooperation in this matter will help in producing a high quality journal.

**Index Terms:** first term, second term, third term, fourth term, fifth term, sixth term

## I. INTRODUCTION

Your goal is to simulate the usual appearance of papers in a Journal Publication of the CVR College. We are requesting that you follow these guidelines as closely as possible. It should be original work. Format must be done as per the template specified. Diagrams with good clarity with relevant reference within the text are to be given. References are to be cited within the body of the paper. Number of pages must not be less than five with minimum number of 4000 words and not exceeding eight pages. The journal is published in colour. Colours used for headings, subheadings and other captions must be strictly as per the template given in colour.

### A. Full-Sized Camera-Ready (CR) Copy

Prepare your CR paper in full-size format, on A4 paper (210 x 297 mm or 8.27 x 11.69 in). No header or footer, no page number.

**Type sizes and typefaces:** Follow the type sizes specified in Table I. As an aid in gauging type size, 1 point is about 0.35 mm. The size of the lowercase letter “j” will give the point size. Times New Roman has to be the font for main text. Paper should be single spaced.

**Margins:** Top and Bottom = 24.9mm (0.98 in), Left and Right = 16 mm (0.63 in). The column width is 86mm (3.39 in). The space between the two columns is 6mm (0.24 in). Paragraph indentation is 3.7 mm (0.15 in).

Left- and right-justify your columns. Use tables and figures to adjust column length. On the last page of your paper, adjust the lengths of the columns so that they are equal. Use automatic hyphenation and check spelling. Digitize or paste down figures.

For the Title use 24-point Times New Roman font, an initial capital letter for each word. Its paragraph description should be set so that the line spacing is single with 6-point spacing before and 6-point spacing after. Use two additional line spacings of 10 points before the beginning of the double column section, as shown above.

TABLE I.  
TYPE SIZES FOR CAMERA-READY PAPERS

Type size (pts.)	Appearance		
	Regular	Bold	Italic
6	Table caption, table superscripts		
8	Tables, table names, first letters in table captions, figure captions, footnotes, text subscripts, and superscripts		
9	References, authors' biographies	Abstract	
10	Section titles, Authors' affiliations, main text, equations, first letters in section titles		Subheading
11	Authors' names		
24	Paper title		

Each major section begins with a Heading in 10 point Times New Roman font centered within the column and numbered using Roman numerals (except for ACKNOWLEDGEMENT and REFERENCES), followed by a period, two spaces, and the title using an initial capital letter for each word. The remaining letters are in SMALL CAPITALS (8 point). The paragraph description of the section heading line should be set for 12 points before and 6 points after.

Subheadings should be 10 point, italic, left justified, and numbered with letters (A, B, ...), followed by a period, two spaces, and the title using an initial capital letter for each word. The paragraph description of the subheading line should be set for 6 points before and 3 points after.

For main text, paragraph spacing should be single spaced, no space between paragraphs. Paragraph indentation should be 3.7mm/0.21in, but no indentation for abstract & index terms.

## II. HELPFUL HINTS

### A. Figures and Tables

Position figures and tables at the tops and bottoms of columns. Avoid placing them in the middle of columns. Large figures and tables may span across both columns. Leave sufficient room between the figures/tables and the main text. Figure captions should be centered below the figures; table captions should be centered above. Avoid placing figures and tables before their first mention in the

text. Use the abbreviation “Fig. 1,” even at the beginning of a sentence.

To figure axis labels, use words rather than symbols. Do

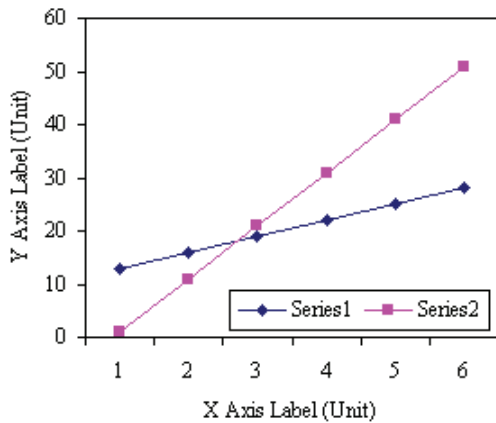


Figure 2. Note how the caption is centered in the column.

not label axes only with units. Do not label axes with a ratio of quantities and units. Figure labels should be legible, about 9-point type.

Color figures will be appearing only in online publication. All figures will be black and white graphs in print publication.

### B. References

Number citations consecutively in square brackets [1]. Punctuation follows the bracket [2]. Use “Ref. [3]” or “Reference [3]” at the beginning of a sentence:

Give all authors’ names; use “et al.” if there are six authors or more. Papers that have not been published, even if they have been submitted for publication, should be cited as “unpublished” [4]. Papers that have been accepted for publication should be cited as “in press” [5]. In a paper title, capitalize the first word and all other words except for conjunctions, prepositions less than seven letters, and prepositional phrases. Good number of references must be given.

### C. Footnotes

Number footnotes separately in superscripts <sup>1, 2, ...</sup>. Place the actual footnote at the bottom of the column in which it was cited, as in this column. See first page footnote as an example.

### D. Abbreviations and Acronyms

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 unless they are unavoidable.

### E. Equations

Equations should be left justified in the column. The paragraph description of the line containing the equation should be set for 6 points before and 6 points after. Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). Italicize Roman symbols for quantities and variables, but not Greek symbols. Punctuate equations with commas or periods when they are part of a sentence, as in

$$a + b = c . \quad (1)$$

Symbols in your equation should be defined before the equation appears or immediately following. Use “(1),” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is ...”

### F. Other Recommendations

Use either SI (MKS) or CGS as primary units. (SI units are encouraged.) If your native language is not English, try to get a native English-speaking colleague to proofread your paper. Do not add page numbers.

## III. CONCLUSIONS

The authors can conclude on the topic discussed and proposed, future enhancement of research work can also be briefed here.

## REFERENCES

- [1] G. Eason, B. Noble, and I. N. Sneddon, “On certain integrals of Lipschitz-Hankel type involving products of Bessel functions,” *Phil. Trans. Roy. Soc. London*, vol. A247, pp. 529–551, April 1955.
- [2] J. Clerk Maxwell, *A Treatise on Electricity and Magnetism*, 3<sup>rd</sup> ed., vol. 2. Oxford: Clarendon, 1892, pp.68–73.
- [3] I. S. Jacobs and C. P. Bean, “Fine particles, thin films and exchange anisotropy,” in *Magnetism*, vol. III, G. T. Rado and H. Suhl, Eds. New York: Academic, 1963, pp. 271–350.
- [4] K. Elissa, “Title of paper if known,” unpublished.
- [5] R. Nicole, “Title of paper with only first word capitalized”, *J. Name Stand. Abbrev.*, in press.
- [6] Y. Yorozu, M. Hirano, K. Oka, and Y. Tagawa, “Electron spectroscopy studies on magneto-optical media and plastic substrate interface,” *IEEE Transl. J. Magn. Japan*, vol. 2, pp. 740–741, August 1987 [Digests 9<sup>th</sup> Annual Conf. Magnetism Japan, p. 301, 1982].
- [7] M. Young, *The Technical Writer's Handbook*. Mill Valley, CA: University Science, 1989.