

**MANUSCRIPT PREPARATION INSTRUCTIONS****Deadline: 23 March 2010**

Below are general instructions to guide the preparation of your manuscript. Please follow the instructions below when preparing your manuscript. Also refer to the attached sample for reference. You should prepare your manuscript on as a PDF file formatted to 8.5" x 11" page (up to 4 pages for Contributed Papers and 6 for Invited Papers). The Conference Proceedings will be printed from the PDF file prepared by each author as provided. Please follow the instructions closely. Your manuscript will be reproduced exactly as received.

**General Instructions**

- Format your paper to 8.5" x 11" (letter size) page with a top margin of 1/2" and a bottom margin of 1".
- The Manuscript, including appendices, should be in two columns (each 3.5" wide, separated by 0.5" and 9.5" high) with right and left justified text.
- Use Times Roman Font with the recommend point size and vertical spacing (abbreviated as ps/vs) for text:
 

■ Title (centered, all caps)	-ps/vs = 16/18
■ Author Names (centered, initial caps)	-ps/vs = 12/14
■ Affiliations (centered, initial caps)	-ps/vs = 12/14
■ Abstract (centered, initial caps)	-ps/vs = 12/14
■ Body of text, Appendices, Acknowledgments & References	-ps/vs = 10/12
- **DO NOT** number your pages.
- Remember to **embed all fonts**. Avoid the use of non-English language fonts.
- **Variables** are in italics throughout the paper.
- **Image, Figures, and Tables** should occupy a single column, if possible. The caption is above the table. The caption is under the figure. They must be cited in the text by ascending number or letter (i.e., Fig. 1, Fig. 2, Fig. 3, etc. and Table 1, Table 2, Table 3, etc.). Note that shades of blue, green, and brown do not reproduce effectively.
- **Equations** are in italics and are centered with the equation number flush right. Throughout the paper only the equation number is used in the text, enclosed in parenthesis, without Eq., except at the beginning of a sentence where the word Equation is used. Equations can be numbered consecutively, or with a section designation, such as (1.1), (1.2), (2.1), (2.2), etc. Appendix equations are numbered (A.1), (A.2), etc. A second Appendix would use equation numbers (B.1), (B.2), etc.

**Recommended style**

- **Primary headings** are centered, numbered with Roman numerals (I., II., etc.).
- **Secondary headings** are flush left, numbered with cap letters (A., B., etc.).
- **Tertiary headings** are indented, numbered with Arabic numbers followed by a right parenthesis (1), (2), etc.).
- The standard paragraph indent is 3/16".
- **The Abstract** should be placed directly below the title and authors(s) and fully justified.
- The heading **Appendix**, the Title of the Appendix, the heading **Acknowledgment**, and the heading **References** are centered.
- **Bibliography and References:** Where the citation occurs in the text, use parentheses (1) and list references at the end of the paper rather than at the bottom of pages. Example:  
*For a Periodical:* J.A. Rich and G.A. Farrall, "Vacuum Arc Recovery Phenomena," Proc. IEEE, Vol. 52, pp. 1293-1301, November 1964.  
*For a Book:* Ragnar Holm, Electric Contacts Handbook. Springer Verlag, 1958, pp. 269-276.

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