



Asia Oceania Systems
Engineering Conference
17-18 October 2019
Bangalore, India

V3 - Apr, 2019

AOSEC 2019

Paper Preparation Guidelines

Purpose

This document is intended to help authors prepare a technical paper for AOSEC 2019 conference

IMPORTANT!

A formal **peer review** process will be used for paper submissions. The submitted papers **MUST** be close to final drafts. Papers that have been published previously are not candidates for submission.

The importance of crediting sources cannot be stressed enough. Use of wording or ideas without proper citation of their origin is plagiarism. AOSEC 2019 Technical Program Committee will reject any paper that evidences plagiarism.

At least one author of accepted papers must pay registration fees for the conference, and present the paper during the conference, for the paper to be included in the conference proceedings and Wiley



Submission Process – Refereed Paper Submissions

To submit an abstract:

1. Download the paper abstract template from the AOSEC 2019 website: AOSEC-2019-Initial-Abstract-Submission.doc
2. Complete the abstract template, and save it as a PDF file
3. Access the online submission site for **papers** and log into EasyChair. Link is <https://easychair.org/conferences/?conf=aosec2019> . Links to the online submission sites are also available in AOSEC 2019 website. If you already have an EasyChair account from another conference, you can use that account. If you do not have an EasyChair account, follow the instructions to create a new account.

Note: Make sure to access the correct online submission site. Proposals submitted in the wrong category might be lost in the review process.

4. If you are not automatically directed to the submission page upon logging into EasyChair, click **Add a Submission** on the menu at the top right of the page.
5. Complete the necessary fields in EasyChair for your initial submission and upload the abstract document (please use the “Choose File” button to select your file, under the “Paper” section that indicates to “Upload your paper”). Abstracts must be in PDF format. Review and confirm that all your entries are correct, then click **Submit**.
6. A confirmation message is displayed with your submission number. A confirmation email will also be sent to the email address provided in your author information. You should receive the email within minutes; if you do not receive an email, contact aosec2019@gmail.com for confirmation.

To submit a paper:

7. Download the paper template from the AOSEC 2019 website - AOSEC-2019-PaperTemplate-Initial-Submission.doc
8. Follow the guidelines below to complete the paper and save it as a PDF file. Delete all instructions and sample text in the template before finalizing the paper.
9. Access the online submission site for **papers** and log into EasyChair. Links to the online submission sites are available in AOSEC 2019 website. If you already have an EasyChair account from another conference, you can use that account. If you do not have an EasyChair account, follow the instructions to create a new account.

Note: Make sure to access the correct online submission site. Proposals submitted in the wrong category might be lost in the review process.

10. Upload your paper in the same entry as for your initial abstract submission. Papers must be in PDF format. Review and confirm that all of your entries are correct, then click **Submit**.
11. After the upload is complete, a confirmation message is displayed. You should receive the email within minutes; if you do not receive an email, contact aosec2019@gmail.com for confirmation.

If necessary, use the options in the top-right corner of the submission record page to modify your submission any time before the submission due date.



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12. If your paper is accepted:

- a. It *must* be updated to address all feedback and suggestions from the reviewers, and to add relevant author information. Upload the final version of the paper with your submission in EasyChair, ensuring it replaces the initial submission file. Make sure all information in EasyChair is up-to-date for the final submission and update it where necessary.
- b. You must provide a zip file containing a signed IP release form from each author. Email the zip file of the IP release form to aosec2019@gmail.com



Instructions for Preparing the Paper

Language

Only papers written in English will be accepted for review.

Paper Submission Format

The paper should be formatted using the Word for Windows template. The paper must be saved as a PDF file for electronic submission.

Page Layout

The paper should use a single column format. The first page of the paper template contains an AOSEC 2019 heading in the top margin. No automated page numbers or any other header or footer information should be included. In the document template, hyphenation is enabled for body text to reduce blank space between words. Hyphenation has been intentionally disabled for certain styles. Do not change the hyphenation settings. Do not change the margin settings. Page breaks have been included between certain sections in the document template. Do not delete any page breaks.

Paper Length

The paper should be concise and well-structured. The length of the final paper should be targeted to not exceed 15 pages including abstract, illustrations, appendices, and biography.

Paper Title

The title should appear centered on the first page of the paper with title capitalization.

Paper Submission (updated after acceptance notification and review comments):

After the initial paper submission has been reviewed and accepted for presentation, the author must update the paper to address all reviewer proposals and comments. The final paper should also contain relevant author details such as name, organization, and contact details. Use the following guidelines:

- Below the paper title, center the author's name, organization (business or school affiliation), and complete mailing address using mixed case formatting.
- The authors' telephone numbers and email addresses may be included.

Note: Email addresses should use the Arial Narrow font and should be formatted as hyperlinks (for example, author.person@gmail.com). Access Microsoft Word Help for instructions for creating hyperlinks.

- Two or more authors with different addresses should have author information placed in two columns. If the final author count is an odd number, center the information for the last author. Refer to the paper template for an example.
- Once completed, the updated (final) paper needs to be submitted again in Easy Chair. The author should check after this second submission that the final paper appears in EasyChair.



Abstract

Begin the paper with an abstract (upto 300 words) that summarizes the topic and important results presented in the paper. The first paragraph of the abstract should be preceded by the title "Abstract" formatted as a SubHeading as shown in the template.

Headings and Body Text

Use the Heading 1 style for main headings. For papers with a simple structure, subsections can be denoted by formatting the introductory text of a paragraph as a SubHeading. For papers with a more complex structure, the Heading 2 style may be used to create a more detailed outline structure. Use title capitalization for all headings.

Use the Body Text style for all body paragraphs. Use sentence capitalization and one space after punctuation.

Do not include any blank lines above or below headings or between paragraphs of body text. The styles in the template contain the correct line spacing.

Tables and Figures

Graphics should be no larger than necessary for legibility. Ensure that all graphics are embedded in the document (not linked). To ensure acceptable print quality, graphics should use a resolution of at least 300 dots per inch (dpi).

Immediately follow the first reference to a table or figure with the actual table or figure.

Label and number each table and figure sequentially using Arabic numerals (1, 2, 3...) and a separate sequence for tables and figures. Do not use auto-numbering.

Use the Caption style for figure and table labels. Table labels should appear above the table. Figure labels should appear below the figure.

A ¾ point border may optionally be used for figures.

References

Citations and references must comply with the Swinburne Harvard reference style. Additional information is available at: <http://www.swinburne.edu.au/library/referencing/harvard-style-guide>.

Multiple entries by the same author should be arranged chronologically with three dashes (—) in place of the author's name for subsequent entries.

Italicize the title of a book or the name of a journal.

Website addresses in references should be enclosed in angle brackets < > and **should not** be formatted as hyperlinks.

Note: For the initial paper submission, do not include title or author information in references to previous work by the paper's author. Include full reference information for the final paper submission.



Style Specification and Use

The following table describes each style provided in the template and its correct use.

Style	Specification	Purpose
Title	Font: Arial, 18 pt, Bold Paragraph: Centered with 12 pt before and 3 pt after Use title capitalization.	Title of the paper
Author Info	Font: Times New Roman, 12 pt Paragraph: Centered with no space before or after	Author names, organizations, and contact info
Copyright	Font: Times New Roman, 8 pt Paragraph: Centered with 12 pt before and 12 pt after	Copyright notice
Heading 1	Font: Arial, 14 pt, Bold Paragraph: Centered with 13 pt before and 3 pt after Use title capitalization.	Major headings including References and Biography section titles
Heading 2	Font: Arial, 14 pt, Bold, Italic Paragraph: Centered with 10 pt before and 3 pt after Use title capitalization.	Minor headings
SubHeading	Font: Times New Roman, 12 pt, Bold Use title capitalization.	Minor subheadings at the beginning of body paragraphs
Body Text	Font: Times New Roman, 12 pt Paragraph: Justified with 10 pt before and 0 pt after Use sentence capitalization and one space after punctuation.	Body paragraphs within heading sections Author information in Biography section Text within tables
Caption	Font: Times New Roman, 12 pt Paragraph: Centered with 6 pt before and 6 pt after Use title capitalization.	Figure labels (below the figure) and table titles (above the table)
Figure	Font: Times New Roman, 12 pt Paragraph: Centered with 12 pt before and 12 pt after	Figures



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Style	Specification	Purpose
Reference	Font: Times New Roman, 12 pt Paragraph: Left-aligned with no space before or after, 0.5" hanging indent Use title capitalization.	Individual entries in References section
URL	Font: Arial Narrow, 12 pt, Italic, Underline, Font color: Blue (RGB 0,0,255) Format URLs as hyperlinks.	Email addresses