

STYLES AND GUIDELINES

USE "TITLE STYLE" FOR YOUR KALEIDOSCOPE CAMERA-READY PAPER

First name, family name¹; First name, family name²; First name, family name¹ (Author's name style)

¹Name of affiliation

²Name of affiliation

ABSTRACT – USE ABSTRACT TITLE STYLE

The abstract should appear in italics at the top of the left-hand column of text, about 12 mm (0.5 inch) below the title area and no more than 80 mm (3.125 inches) in length. Leave a 12 mm (0.5 inch) space between the end of the abstract and the beginning of the main text. The abstract should normally contain 100 to 150 words, maximum 230 words. The abstract shall contain text only, no illustrations or tables. The abstract must be identical to the abstract text submitted electronically in EDAS, since it is the latter that will be used for generating the table of abstracts for the conference, not the abstract and title in the paper itself. All manuscripts must be in American English, printed in black ink.

Keywords – One, two, three, four (keyword style)

1. INTRODUCTION – USE STYLE HEADING 1

These guidelines include complete descriptions of the number of pages, layout, fonts, spacing, and related information for producing your proceeding manuscripts. Please follow them and if you have any questions, direct them to the Kaleidoscope secretariat at kaleidoscope@itu.int. Papers not adhering to these guidelines will be returned to you and if proper formatting is not achieved by the deadline this will lead to the paper being rejected for inclusion in the proceedings and presentation at the conference.

2. FORMATTING PAPER – USE STYLE HEADING 1

Your paper should be between a minimum of four to a maximum of eight pages (including all texts, figures, tables, abstract and references). All printed material, including text, illustrations and charts, must be kept within a print area of 175 mm (6.9 inches) wide by 244 mm (9.6 inches) high. Do not write or print anything outside the print area. Use A4 size (210 mm wide by 297 mm long, or 8.27 inches by 11.7 inches). The top margin must be 25 mm (1 inch), except for the title page, and the left and right margins must be 17.5 mm (0.69 inch). All text must be in a two-column format. Columns are to be 85 mm (3.35 inches) wide, with a 5 mm (0.20 inch) space between them. Text must be fully justified.

Units should be expressed as much as possible in international units, and a dot (“.”) should be used to express decimal points (not “,”).

3. PAGE TITLE SECTION – USE STYLE HEADING 1

The paper title (on the first page) should begin 35 mm (1.38 inches) from the top edge of the page, centered, completely capitalized, and in Times New Roman 12-point, bold face type (use Title style). For the PAPER PROPOSAL phase, the authors' name(s) and affiliation(s) do not appear below the title, nor anywhere else in the paper. However, for the CAMERA-READY VERSION of accepted papers the author's name(s) and affiliation(s) **do** appear.

NOTE –The authors' name(s) and affiliation(s) are to appear below the title in capital and lower case letters. Papers with multiple authors and affiliations may require two or more lines for this information. Camera-ready instructions will be made available on the Author's Corner after the notification of paper acceptance date. For Notes, use the Note style, Times New Roman 9 pt.

4. TYPE STYLE AND FONTS – USE STYLE HEADING 1

To achieve the best rendering in the proceedings, we strongly encourage you to use Times New Roman font, point size 10. In addition, this will give the proceedings a more uniform look. Do **not** use a font that is smaller than nine point type throughout the paper, including figure captions.

If you must use nine point type font, capital letters are 2 mm high. And there should be no more than 3.2 lines/cm (8 lines/inch) vertically. This is a minimum spacing; 2.75 lines/cm (7 lines/inch) will make the paper much more readable. Larger type sizes require correspondingly larger vertical spacing. Please do not double-space your paper, single spacing only. Both OpenType and TrueType fonts are accepted.

Paragraph spacing should be 12 pt before and 0 pt after.

5. HEADINGS – USE STYLE HEADING 1

Major headings (for example, “1. Introduction”) should appear in all capital letters, bold face if possible, centered in the column. Paragraph spacing should be 12 pt before. Use a period (“.”) after the heading number, not a colon. The style to use is Heading 1.

5.1 Subheading – use style Heading 2

Subheadings should appear in lower case (initial word capitalized) in bold face. They should start at the left margin on a separate line. The style to use is Heading 2. Paragraph spacing should be 12 pt before.

5.1.1 Sub-subheading – use style Heading 3

Sub-subheadings, as in this paragraph, are discouraged. However, if you must use them, they should appear in lower case (initial word capitalized) and start at the left margin on a separate line. Paragraph spacing should be 12 pt. They should be in italics. The style to use is Heading 3.

6. ILLUSTRATIONS, GRAPHS, TABLES & PHOTOGRAPHS – USE STYLE HEADING 1

It is your responsibility to ensure that all illustrations (e.g. pictures, diagrams, etc.) are clearly defined.

Illustrations must appear within the designated margins. They may span the two columns. If possible, position illustrations at the top of columns, rather than in the middle or at the bottom. Caption and number every illustration. Figure captions must be placed on the **bottom**, not top, of the figure. Table captions must be located on the **top** of the table. Table and figure number and title to be in **bold**. Paragraph spacing should be 12 pt before and 6 pt after.

Table 1 – Table title style

Table_head		
Table_text		



Figure 1 – Figure title style

7. EQUATIONS – USE STYLE HEADING 1

For equations, please use the default equation style.

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right) (1)$$

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} (2)$$

8. FOOTNOTES – USE STYLE HEADING 1

Use footnotes¹ sparingly (or not at all!) and place them at the bottom of the column on the page on which they are referenced. Use Times 9-point type, single-spaced. To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

NOTE – Do not use automatic footnotes.

9. PAGE NUMBERING – USE STYLE HEADING 1

No page numbering for the camera-ready version.

10. SUBMITTING YOUR PAPER – USE STYLE HEADING 1

Ensure that your paper is A4 size and the margins, as mentioned in section 2 are adhered to. If the last page of your paper is only partially filled, arrange the columns so that they are evenly balanced if possible, rather than having one long column.

¹ Do not use automatic footnotes. If necessary, use Footnote text style.

The paper proposal must be submitted as an unprotected Adobe's Portable Document Format (PDF) file. All fonts must be embedded and the file should contain **no** bookmarks. These are strict publisher's requirements. Look for information regarding embedding fonts and bookmark generation in the EDAS help page at <https://edas.info/listFAQ.php?c=32102>. Additional hints can be found in the IEEE PDF Express website at: <https://ieee-pdf-express.org/>.

NOTE - The IEEE PDF Express site will be available for production of the camera-ready version of accepted papers.

USING REFERENCES – USE REFERENCE HEADING STYLE

List and number all bibliographical references at the end of the paper. Use the provided WinWord "Ref_text" style for formatting it. The references should be in order of appearance in the document. When referring to them in the text, type the corresponding reference number in square brackets as shown at the end of this sentence [1].

REFERENCES

- [1] For references, use the ref text style.
- [2] A.B. Smith, C.D. Jones, and E.F. Roberts, "Article Title," Journal, Publisher, Location, pp. 1-10, Date.
- [3] S.F. de Campos Neto and W. Karapetian, "Performance of ITU-T G.729 CS-ACELP speech codec with narrowband signals," IEEE Comm. Mag., vol. 35 no. 9, pp. 82-91, 1997.
- [4] Kaleidoscope proceedings 2017:
<https://www.itu.int/en/publications/Documents/tsb/2017-ITU-Kaleidoscope/index.html>