

First Author's Name Surname¹, Second Author's Name Surname²

¹ Institute of Computer Science, Technical University of Lodz,
ul. Wolczanska 215, 93-005 Lodz, Poland

² Systems Research Institute, Polish Academy of Sciences,
ul. Newelska 6, 01-447 Warsaw, Poland

Abstract. This document provides detailed information on the typesetting of papers submitted to the International Journal of Artificial Intelligence Studies.

Keywords. Paper, layout, typesetting

1 Introduction

Participants are welcome to submit their contributions to the International Journal of Artificial Intelligence Studies.

Papers must be written in English and include original material, not published or being considered elsewhere. Manuscripts should be prepared in MS Word, contain up to 12-16 pages and be formatted according to the guidelines set forth in this document.

2 Typesetting

2.1 Page Setup

Choose the A4 (210x297 mm) paper size and the portrait orientation. Set the margins according to Table 2.1.

Table 2.1. Page margins

Margin	Size
Top	5.4 cm
Bottom	5.4 cm
Left	4.7 cm
Right	4.7 cm

The print area is 116x189 mm. Text should span the whole area, therefore use its full height and full width. The number of lines on a page may be a maximum of 2 more or less than normal in order to avoid odd lines, i.e., headings or single first lines of a paragraph at the bottom of a page or single last lines of a paragraph at the top.

Everywhere in the manuscript, unless stated otherwise, use 10-point Times New Roman font and line spacing of at least 12 points. This setting will be henceforth referred to as 'normal height'.

2.2 The Title of the Paper

Begin the title in the top left-hand corner of the print area. Make sensible, logical line breaks in long titles and do not stretch them to the right margin. Set the title in 14-point boldfaced Times New Roman font with line spacing of at least 12 points and align it to the left.

Below leave three blank lines of normal height.

2.3 Authors' Names

Provide each author's full first name and surname, exactly in this order. If there are more than one author, their names must be separated by a comma. Each surname ought to be followed by a superscript indicating respective affiliation. Align authors' names to the left.

Below leave a single blank line of normal height.

2.4 Affiliation

Each affiliation entry should begin with a superscript followed by a tab. For long entries make sensible, logical line breaks. Lines ought to be aligned to the left and hanging indent of 0.25 cm as well as a tab position at 0.25 cm should be applied.

Below leave two blank lines of normal height.

2.5 Abstract

Justify the abstract to the left and right. Only the opening word *Abstract* itself and the following full stop should be set in boldface.

Below leave a single blank line of normal height.

2.6 Keywords

Provide a list of keywords separated by commas and without terminal full stop and align it to the left. Only the opening word *Keywords* and the following full stop should be set in boldface.

Below leave two blank lines of normal height.

2.7 Text Headings

Align headings to the left and assign decimal numbers to them, but to no more than 2 levels.

For *first-level headings* use boldfaced 12-point Times New Roman font and line spacing of at least 12 points. Both a hanging indent of 0.63 cm and a tab position at 0.63 cm should be applied here. Leave one blank line of normal height before each heading unless it is the first heading of the manuscript, in which case two blank lines of normal height should separate it from the keyword list. Set also a 6-point spacing to appear after each heading.

For *second-level headings* use boldfaced 10-point Times New Roman font and line spacing of at least 12 points. Both a hanging indent of 1.02 cm and a tab position at 1.02 cm should be applied here. Leave one blank line of normal height before each heading unless it is preceded by a first-level heading, in which case no blank lines should be inserted. Set also a 6-point spacing to appear after each heading.

2.8 Main text

The first paragraph following a heading should not be indented. Second and subsequent paragraphs are to be indented by 3 mm.

Italic type should be used to *emphasise* individual words or phrases in running text.

All figures should be pasted into the text and styled like Figure 2.1. Centre a figure between the left and the right margins. Figures ought to be numbered and accompanied by a legend as described below. A single blank line of 9-point Times New Roman font and line spacing of at least 10 points should separate a figure from the main text above it and from the legend below it.

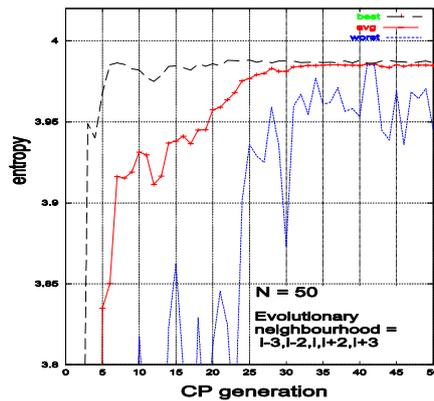


Figure 2.1. An example of a figure

Use 9-point Times New Roman font and line spacing of at least 10 points for figure legends. Only the opening word *Figure* itself and the figure number together with the following full stop should be set in boldface. Place the legend below the figure and justify it to the left and right. The legend ought to be indented from the left and right by 0.5 cm and separated both from the figure above it and the main text below it by a single blank line of 9-point Times New Roman font and line spacing of at least 10 points.

Tables should be styled like Table 2.1. They should be indented from the left by 0.5 cm and from the right by 0.5 cm or more, if appropriate. They ought to be numbered and accompanied by a heading as described below. A single blank line of 9-point Times New Roman font and line spacing of at least 10 points should separate a table from the heading above it and from the main text below it.

Use 9-point Times New Roman font and line spacing of at least 10 points for both column heads and text. The heads and the text ought to be indented from the left and right by 0.5 cm.

Use 9-point Times New Roman font and line spacing of at least 10 points for table headings. Only the opening word *Table* itself and the table number together with the following full stop should be set in boldface. Place the heading above the table and justify it to the left and right. The heading ought to be indented from the left and right by 0.5 cm and separated both from the main text above it and the table below it by a single blank line of 9-point Times New Roman font and line spacing of at least 10 points.

If a figure, a table, or an extended piece of text has been taken from another publication then please obtain the permission of the copyright holder and cite the source in the figure legend, in the table heading, or following the piece of text, respectively.

If footnotes are used, they should be placed at the foot of the page.

Do not insert page numbers in the manuscript.

2.9 References

References ought to be listed at the end of the manuscript and follow the style presented at the end of this document. Each citation should be assigned its individual number [1] and begin on a new line, and second and subsequent lines of a citation should be on the same page [2, 4].

3 Final remarks

Manuscripts should be submitted to the Organiser of the Conference electronically exclusively through the Conference Web Page. Please log directly onto the site <http://smc2005.ics.p.lodz.pl> and upload your manuscript following the on-screen instructions.

Acknowledgement

The *Acknowledgement* section is optional.

The Organiser of the Conference wish to express their gratitude to authors for their contributions and for observing these Guidelines.

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