# Specifications and instructions for submitting

1. **General text requirements :**
2. All manuscripts must be prepared in English or Arabic or Turkish and free of grammatical, spelling and/or punctuation errors. Please make sure your paper is thoroughly edited and proof read before submission.
3. All manuscripts must be the original work not yet submitted to any other journals or publications prior to the conference. Following the conference, authors are free to submit the manuscript for publication in any journal.
4. The conference proceedings will be professionally reproduced on CD with an appropriate ISBN/ISSN number.
5. **Page limitations :**

* Authors are allowed to submit a final paper of up to 10 single spaced pages, inclusive of everything e.g. tables, figures, references and appendices.

1. **Paper format** :

The paper should follow the following format:

* Up to 20 single-sided pages inclusive of all tables, figures, references, appendices and so on. The text should be single-spaced within each paragraph but double spaced between paragraphs. Do not number the pages but make sure the pages are in correct order. Pages will be numbered by the editor.
* Font type: Times New Roman (English).

Simplified Arabic (Arabic).

Times New Roman (Turkish).

* Font size: 11 point.
* The paper must be formatted for A4 size (210mm x 297mm).
* Set the page margins exactly as follows : top ,bottom ,left ,right for 1 inch .Both right and left margins are to be justified( i.e. , straight right and left margins ) .
* Columns: all text to be in single column format. Except for the title, author(s), and keywords is to be justified and single spaced without hyphenation. Double line space should be used before and after all headings and between paragraphs.
* The title, author(s), and keywords are to be centered and separated by two line spacing.
* Indent the first sentence of each paragraph with ½ inch.
* Title of the paper should be centered on the page. Followed by first author name. The first letter of each major word is capitalized with lower case for the remaining words. You may use more than one line for the title but single line spaced. double line space should be used after the title
* Author's (s) information is centered. Use the full name including any abbreviations for titles or degrees, and followed by a semi colon, then type the city, state, province and country. Double line space should be used between multiple authors.
* All manuscripts must be accompanied by a short abstract of about 100 words which have key parts namely background ,purpose , particular interest / or focus of paper , over-view of contents ( not always included) .
* A list of no more than six keywords, separated by comma, defines the subject matter. Double line space should be used after the keywords.
* Use tables and simple diagrams which are clearly presented, please do NOT use color graphics. Use double line space before and after tables. All figures and tables should be numbered in the order mentioned in the text.
* Please do NOT use footnotes and do NOT list references as footnotes at the end of each page.
* Abstract is followed by introduction, main body, references biography.
* Biography: type the author name and business address, mail address, also include phone number to facilitate readers contacting author. Separate all address and number entries with commas. Use double line spacing followed by a brief biography with emphasis on the author’s technical background. Repeat this information for additional authors with double line spacing between authors.
* Headings: major headings use the same rules as the title, but they are underlined. Double line space should be used before and after each major heading. If a major heading is alone at the bottom of a page, additional line space may be added above it to push it the next page to be present with its associated text.
* Subheadings are flush with the left margin, underlined, and followed by a colon (“:”), two spaces and the first sentences of the subheadings.
* Sub- subheadings are flush with the left margins, not underlined and followed by a colon, two spaces and the first sentence of the sub-subheadings.
* Acknowledgement is optional and should appear after the references and before the appendices. Appendices (if any) appear at the end of the article.
* Consistency in presentation must be maintained through-out the paper.