

DDF.UPA 中国 User Friendly 2010-INNOVATION FOR ASIA 大会论文排版要求

张三¹, 李四¹

¹ DDF.UPA 中国, 上海, 中国, 200333

{san.zhang, si.li}@upachina.org

摘要: 这份说明给出了 2008 User-Friendly/中国可用性行业会议论文投稿的基本要求。向会议提交的论文不得少于 3 页, 且必须应用此格式, 您可以到会议的网站上下载 (www.upachina.org)。摘要不得少于 120 个字, 关键词请用逗号隔开。关键词不得少于 4 个。

关键词: 字体, 格式, 页边距

1. 引言

请将您的论文用纸设置为 210mm×297mm 的 A4 纸, 全篇论文请在“段落”选项中将“行距”设置为“单倍行距”, 每段首行缩进 4 字符。一级标题要上下各空一行, 二级标题只需上空一行。所有的图形、表格和公式都必须包括在您的论文中, 请不要链接到外部的文件。

2. 方法 (论)

2.1 格式

在“页面设置”的“页边距”选项中: “上”页边距设置为 25mm, “下”页边距为 31mm, “左右”页边距都为 20mm, “距边界”中“页眉”设置 13mm, “页脚”设置为 20mm。“文档网格”选“无网格”。正文采用双栏式, 在“格式”的“分栏”选项中, “栏数”设置为 2, “宽度和间距”中“间距”设置为 2 字符, “宽度”设置为 21.95 字符, 然后选择“栏宽相等”。

2.2 字号大小和字体样式

请按照 Tab. 1 中所注明的字体和字号大小进行排版, 全篇论文选用宋体字体, 正文部分选用 10 号字。

表 1 论文排版字体与字号大小一览表

字号大小	字体样式	
9	图、表格	图题、表题
10	正文、公式、参考文献	二级标题
12	作者姓名	一级标题
14		论文题目

论文题目字体选宋体加粗, 字号为 14 号。作者姓名选 12 号字, 作者之间用逗号隔开, 需作者序号时请用数字以上角标形式标注在右上角; 作者单位选 10 号字, 单位前面加序号, 后面请写“P. R. China, 邮政编码”; 一级标题和二级标题字体选宋体加粗, 一级标题选 12 号字, 二级标题选 10 号字。

3. 结果

3.1 表格和图

将图和表格放在每栏的顶部和底部, 避免放在每栏的中间, 大的图和表格可以横跨两栏。

图和表格的文字请用 9 号字, 图题和表题请加粗。表题与上面文字之间空一行, 表题置于表格上方, 用文字“表”表示, 如“表.1”, 文中需要提到该表时也请用缩写“表.1”, 具体形式如表.1。

请尽量采用 Word 中的绘图工具绘图, 如果有些图无法用 Word 中的绘图工具绘制, 请不要将图题放在您绘制的图中, 必须用 Word 单独排版。为了保证您论文中图的清晰度, 请不要用颜色和灰度图来区分图中的不同含义, 因为是单色印刷, 且灰度图印制出的效果非常不好, 故建议不要采用。

图题应放在图的下方, 用缩写“图”表示图, 如“图.1”, 文中提到该图时也请用缩写“图.1”, 图题与下面文字之间空一行。

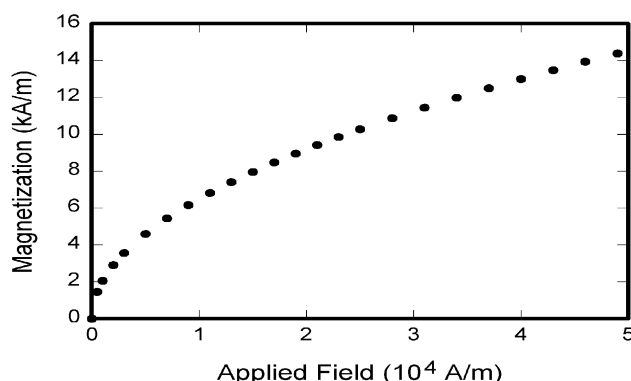


图 1 磁化作为应用领域中的一种功能

3.2 参考文献

引用的参考文献应用连续的数字在方括号中标

出，参考文献在文中用上角标注，该句的标点符号跟在方括号之后，参考文献的顺序应按在文中出现的顺序排列。

请注意本说明最后的参考文献格式是标准格式，也是我们希望您能在论文中应用的格式。

除非作者人数在 6 人或 6 人以上，否则您应该列出所有作者的名字，而不能用“*et al*”代替。对于英文参考文献，作者姓名起首的大写字母之间要用一个空格隔开，除专有名词和元素符号外，被引用文献的题目只需第一个单词的首字母大写，其余小写。对于中文参考文献，请直接用中文表示。

3.3 缩写

即使在摘要里已经进行了定义，当缩写词第一次在论文中出现时，应对其进行定义，但像 IEEE、SI、MKS、CGS、ac、dc 和 rms 之类的缩写就无需定义。由几个首字母合并起来并含有句点的缩写无需在句点和字母中间加空格，如：“C.N.R.S.”就不应写成“C. N. R. S.”。尽量避免在题目中出现缩写。

3.4 公式

公式排版请用公式编辑器编排，公式需要用圆括号加数字进行连续编号，并使编号与每栏的右边线对齐，参见(1)，如

$$A+B=C \quad (1)$$

注意公式中的符号要事先定义或紧接在公式下给出定义。公式中的变量须用斜体。

3.5 其他

一级标题前请用数字进行标号，引言和参考文献的字体和字号等同于一级标题，引言需要标上标号，参考文献不需标号并居中，一、二级标题应顶格。

当小数点前的数字为零时，不要写“0.25”而要写成“0.25”，“cm³”不要写成“cc”，表示样本面积时应使用“0.1 cm × 0.2 cm”，不要写成“0.1 × 0.2 cm²”。

4. 结论

最后，您应该对您的语言负责，因为审稿专家和编辑们不会再对文章中的语言作核对和改动。当您完成论文时，请检查其中的拼写和语法，请尽量找一位专业的审稿人员帮您检查。

涉及到英文引用时，像“non”、“sub”、“micro”、“multi”和“ultra”之类的前缀不是独立的单词，它们应该与所修饰的单词一起使用，且不用连字符。

致谢

对于基金资助请放在第一页的脚注处，无需使用脚注编号。如果有需要其他致谢的话，可以写在这里。比如：本模板的中英文版本的部分说明沿用了“2008 管理科学与工程国际会议”论文撰写模板，特此感谢。

参考文献

- [1] G. Eason, B. Noble, and I. N. Sneddon, On certain integrals of Lipschitz-Hankel type involving products of Bessel functions, *Phil. Trans. Roy. Soc. London*, vol. A247, pp. 529–551, April 1955. (*references*)
- [2] J. Clerk Maxwell, *A Treatise on Electricity and Magnetism*, 3rd ed., vol. 2. Oxford: Clarendon, 1892, pp.68–73.
- [3] I. S. Jacobs and C. P. Bean, Fine particles, thin films and exchange anisotropy, in *Magnetism*, vol. III, G. T. Rado and H. Suhl, Eds. New York: Academic, 1963, pp. 271–350.
- [4] K. Elissa, Title of paper if known, unpublished.
- [5] R. Nicole, Title of paper with only first word capitalized, *J. Name Stand. Abbrev.*, in press.
- [6] Y. Yorozu, M. Hirano, K. Oka, and Y. Tagawa, Electron spectroscopy studies on magneto-optical media and plastic substrate interface, *IEEE Transl. J. Magn. Japan*, vol. 2, pp. 740–741, August 1987 [Digests 9th Annual Conf. Magnetics Japan, p. 301, 1982].
- [7] 周荣刚. IT 产品用户体验质量的模糊综合评价研究. *计算机工程与应用*. 43 (31). pp. 102-105.
- [8] M. Young, *The Technical Writer's Handbook*. Mill Valley, CA: University Science, 1989.

Paper Format User-Friendly 2010/DDF.UPA China Conference

ZHANG San¹, LI Si¹

¹ DDF.UPA China, Shanghai, P. R. China, 200333
{san.zhang, si.li}@upachina.org

Abstract: These instructions give you basic guidelines for preparing papers for the User-Friendly 2008 Proceedings. Submitted papers should be at least 3 pages. Papers must be submitted using this format. This document is a template for Microsoft *Word*. If you are reading a paper version of this document, please download the electronic file from the Conference website (<http://www.upachina.org>) so you can use it to prepare your manuscript. Abstract should be more than 120 English Words. There should be at least 4 keywords and should in alphabetical order of the first letter of the beginning word, separated by commas.

Keywords: Font, Format, Margins

1. Introduction

Please prepare your paper using a A4 page size of 210mm × 297mm. Set the row spacing in paragraph menu as single row spacing. Indent paragraphs by 4 characters. There should be one blank line above and below each section title, while only one blank line above the subheading. All figures, tables, and equations must be included *in-line* with the text. Do not use links to external files.

2. Methodology

2.1 Format

In formatting your page, set top margin to 25mm and bottom margin to 31mm. Left and right margins should be 20mm. Page header should be 13mm and page footer should be 20mm. In document gridding menu, choose no gridding. Use a two-column format where each column is 21.95 characters wide and spacing 2 characters.

Tab.1 Type size and typeface for papers

Type	Appearance	
Size	Times New Roman	Times New Roman Bold
9	Figures, tables	Figure captions, table names
10	Main text, equations, references	Subheadings
12	Authors' names	Section titles
14		Paper title

2.2 Type sizes and typefaces

Try to follow the type sizes and typefaces specified

in Tab. 1 as best as your can. The whole paper should use Times New Roman font. Use 14 point bold characters for the paper title, and capitalize the first letter of each substantive in the title. Author names should use 12 point characters and separated by commas. Capitalize the surnames and the first letters of the first names. Use a hyphen between first names. Use superscript on the right if authors' sequence numbers are necessary. Use 10 point characters for the main text and author's affiliations, please be sure that there are sequence numbers in front of them and add P. R. China, zip code at the end. Capitalize the first letter of the beginning word for each section title and subheading. Use 12 point bold Roman characters for section titles and 10 point bold Roman characters for subheadings.

3. Results

3.1 Figures and tables

Position figures and tables should be at the tops and bottoms of columns. Avoid placing them in the middle of columns. Large figures and tables may span across both columns.

Use 9 point characters for figures and tables, bold characters for figure captions and table names. Capitalize the first letter of the beginning word of each figure caption and table name.

Leave one blank line between the table name and above main text. Place the table name above the table, using the abbreviation Tab, such as Tab.1. Use the abbreviation Tab.1 if you want to refer the table in the text.

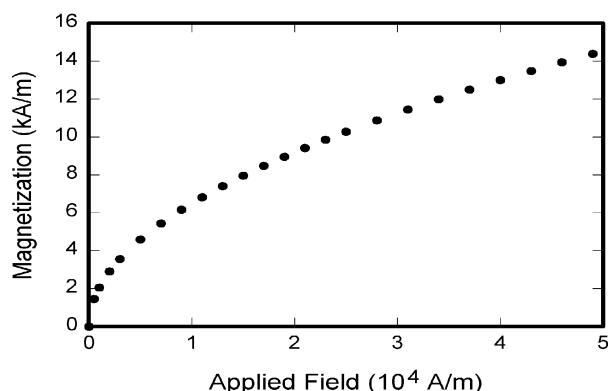


Fig.1 Magnetization as a function of applied field

Try to use the drawing tool provided by Microsoft Word. For those which cannot be done by Word, please do not include the figure name. The figure name should

be typed in Word alone. In order to be sure of the legibility of the paper, please do not use color and gray scale image to express different meanings, as we adapt concolorous printing.

Figure caption should be below the figures. Use the abbreviation Fig, even at the beginning of a sentence, such as Fig.1. Leave one blank line between figure caption and the text below.

3.2 References

There should be no less than 20 references. Number citations consecutively in square brackets. And number them in superscripts. The sentence punctuation follows the bracket. References at the end of the paper should be follow the order of the citations appeared in the paper.

Please note that the references at the end of this document are in the preferred referencing style.

Give all authors' names; do not use *et al.* unless there are six authors or more. Use a space after authors' initials. Capitalize only the first word in a paper title, except for proper nouns and element symbols. For papers published in translation journals, please give the English citation first, followed by the classification of the original foreign-language in parentheses.

3.3 Abbreviation and acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations such as IEEE, SI, MKS, CGS, ac, dc, and rms do not have to be defined. Abbreviations that incorporate periods should not have spaces: write C.N.R.S., not C. N. R. S. Do not use abbreviations in the title unless they are unavoidable.

3.4 Equations

Please use equation tools provided by Microsoft Word to edit your equations. Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1).

$$A + B = C \quad (1)$$

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Italicize variables.

3.5 Other recommendations

Number the section titles using Roman numerals. The type size and typeface of Introduction and References are the same as section titles. Number Introduction, but not References. References should be placed in the middle of column. The section titles and subheadings should be at the margin. Type a space after a period or a colon.

Use a zero before decimal points: 0.25, not .25. Use cm³, not cc. Indicate sample dimensions as 0.1 cm × 0.2 cm, not 0.1 × 0.2 cm².

4. Conclusion

Finally, you are responsible for language as experts or editors will not check it. Do a spell and grammar check. This is available in Word. If English is not your native language, get a professional proof-reader to help if possible.

Prefixes such as non, sub, micro, multi, and ultra are not independent words; they should be joined to the words they modify, usually without a hyphen.

Sponsor and financial support acknowledgments are placed in the unnumbered footnote on the first page.

Acknowledgment

The preferred spelling of the word acknowledgment in America is without an e after the g. Avoid the stilted expression, One of us (R. B. G.) thanks . . . Instead, try R. B. G. thanks. Put sponsor acknowledgments in the unnumbered footnote on the first page.

References

- [1] G. Eason, B. Noble, and I. N. Sneddon, On certain integrals of Lipschitz-Hankel type involving products of Bessel functions, *Phil. Trans. Roy. Soc. London*, vol. A247, pp. 529–551, April 1955. (*references*)
- [2] J. Clerk Maxwell, *A Treatise on Electricity and Magnetism*, 3rd ed., vol. 2. Oxford: Clarendon, 1892, pp.68–73.
- [3] I. S. Jacobs and C. P. Bean, Fine particles, thin films and exchange anisotropy, in *Magnetism*, vol. III, G. T. Rado and H. Suhl, Eds. New York: Academic, 1963, pp. 271–350.
- [4] K. Elissa, Title of paper if known, unpublished.
- [5] R. Nicole, Title of paper with only first word capitalized, *J. Name Stand. Abbrev.*, in press.
- [6] Y. Yorozu, M. Hirano, K. Oka, and Y. Tagawa, Electron spectroscopy studies on magneto-optical media and plastic substrate interface, *IEEE Transl. J. Magn. Japan*, vol. 2, pp. 740–741, August 1987 [Digests 9th Annual Conf. Magnetics Japan, p. 301, 1982].
- [7] M. Young, *The Technical Writer's Handbook*. Mill Valley, CA: University Science, 1989.