GUIDELINES FOR AUTHORS

Basic Guidelines – ICOBI 2025

❖ The paper must be submitted in .doc format.

❖ The images must be of high resolution, at least 300 dpi.

❖ Do not use a text box to insert a graphic/image into your paper.

❖ The tables must not be in JPG (image) format.

❖ Please ensure all the figures, equations, and references are cited, including their sources.

❖ The full paper should not exceed a maximum of 8 pages, including references, figures, and tables.

❖ Please ensure that the plagiarism ratio should not exceed 10 %.

❖ The given format includes all basic settings to prepare your manuscript. Read it carefully and remove all extra details before adding your content into the format. You can start it from the first page of your given format.

1. Article title (<t>)

✓ Title Sentence case, light-face, centered [italic for special cases (variables, etc.)]

✓ Use initial caps for prepositions ofmore than four characters.

✓ No end period

✓ **Times New Roman, 24pt, no bold**

✓ Acronyms/Abbreviations: Avoid in general

2. Author names and affiliations

✓ line 1: First name with surname

✓ line 2: Dept name of organization(of Affiliation)

✓ line 3: Name of organization(of Affiliation)

✓ line 4: City, Country

✓ line 5: Email address of the corresponding author and ORCID ID if available

(Times New Roman, 9pt, no bold)

[When you are submitting your manuscript of the full paper for the very first time to ICOBI-2025, you have to remove your authors' names with the affiliations due to the double-blind reviewing process of the ICOBI-2025 conference's basic rules. You can fill out the author declaration form separately, as mentioned there as the details. If your manuscript is accepted from the review process, you will be asked to send your camera-ready copy with the author's name and their affiliations later. If you are including the author's name and details in your manuscript at the initial submission desk, it will be the point of rejection of your submission at the beginning.]

3. Abstract

✓ Text in **Times New Roman, 9pt, Bold, Justify**

✓ Should be in a single paragraph

✓ Should not exceed 250 words

✓ Do not allow reference citations

✓ Do Not Use Symbols, Special Characters, Footnotes, or Math in Paper Title or Abstract

4. Keywords

- ✓ **Times New Roman, 9pt, Bold, Italics, Justify**
- ✓ Individual keywords: lowercase; roman; separated by commas; no end period.
- ✓ Alphabetical arrangement of individual keywords
- ✓ Positioning: Keywords are placed after the abstract
- ✓ The maximum number of keywords should be five

Ex: *Keywords - Component, formatting, style, styling, insert,*

5. Body

- ✓ Text in **Times New Roman, 10pt, Justify, Single spaced**
- ✓ An introduction is mandatory for regular research articles
- ✓ Section headings (h1) Numbering: All headings are numbered according to the format
- ✓ First-order heads: <h1> Title uppercase, boldface, Center, no end period
- ✓ Second-order heads:<h2> Title Sentence case, Align left, no end period, no bold

6. Paragraphs

- ✓ All paragraphs are set indented (under headings or otherwise, as the given formats)

7. Abbreviations and Units

- ✓ Define abbreviations and acronyms the first time they are used in the text
- ✓ Abbreviations such as IEEE, SI, MKS, CGS, like common do not have to be defined
- ✓ Units: Use either SI (MKS) or CGS as primary units. (SI units are encouraged)
- ✓ English units may be used as secondary units (in parentheses)
- ✓ An exception would be the use of English units as identifiers in trade, such as "3.5-inch disk drive"
- ✓ Avoid combining SI and CGS units
- ✓ Identify the applicable funding agency, adding to the paper

8. Figures and Tables

Figures

- ✓ Figurehead/Captions: title Sentence case, no bold, Times New Roman, 8pt, Justify,
- ✓ Place figures and tables at the top/bottom of columns
- ✓ Avoid placing them in the middle of columns in the paper
- ✓ Use the abbreviation "Fig.1. with the text citation.
- ✓ Figure Labels/Captions: Use 8pt, Times New Roman for Figure labels
- ✓ Images should be in high resolution and at least 300 dpi
- ✓ Need to provide the source for all the figures

EX: Fig.1. xxxxxxxxxxxxxxx xxxxxxxxxxxxxxx [*Source: xxxxxxxxxxxxxxxxxxxxxxxxx*]

Tables

- ✓ Table head title: Sentence case, no bold, 8pt, Justify, Times New Roman
- ✓ Column head title: Sentence case,

- ✓ Sources must be provided for both figures and tables if they are reproduced/adapted/modified, etc.,and permissions may be required.
- ✓ Use the "Table 1. xxxxxxx", even at the beginning of a sentence in the text citation
- ✓ Provide a **source** for Tables

Ex: Table 1: Example of a *table caption [Source: Example of source]*

9. Acknowledgment
- ✓ To be provided before References
- ✓ 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 acknowledgments here, like funding sources, facilities, and supervision

10. References- IEEE format
- ✓ Heading unnumbered; initial Upper caps
- ✓ For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation.

Example:
[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.

- ✓ IEEE reference style with conference templates contain guidance text for composing and formatting conference papers.
- ✓ Unpublished works, Online documents, can be added as given.

Online Documents:
Adamic, L. A. and B. A. Huberman. 2006. The nature of markets in the World Wide Web. Working paper, Xerox   Palo   Alto   Research Center
http://www.parc.xerox.com/istl/groups/iea/www/webmarkets.html (accessed March 12, 2014).

- ✓ Use 8pt, Justify, with the IEEE auto-generating format

11. Other Important points to follow
- ✓ Use the MSWord "Format" pull-down menu, use A4 size to write
- ✓ Font- Times New Roman, 10 pts,
- ✓ Please ensure that all template text is removed from your conference paper before submission to the conference.
- ✓ Failure to remove template text from your paper may result in your paper not being published.