Manuscript preparation instructions

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Abstract

This document contains the instructions for the preparation of your manuscript for the ISMA2020 and USD2020 conference in Leuven in September 2020. Template files for LaTeX 2_ε and MS Word are available at the conference website (**http://www.isma-isaac.be**). For any questions about the manuscript preparation instructions, please contact Simon Vandemaele (**info@isma-isaac.be**). A digital version of your manuscript should be submitted online through ConfTool **before June 1, 2020**.

1 Introduction

The manuscript will be used as camera-ready artwork and therefore, some basic rules must be followed to ensure quality and standardization of the conference proceedings:

- be accurate in your typing and thorough in your proof-reading. Your manuscript will be electronically reproduced without any proof-reading or correction,
- limit the manuscript to **fifteen (15)** pages, including text, illustrations and references,
- limit the size of the digital version of your manuscript to **five megabytes (5 Mb)**.

The digital version of your paper will be processed to appear on the on-line conference proceedings. This digital version of your manuscript should be in **Portable Document Format (PDF)**. Section 3 discusses various strategies to obtain a PDF file of your manuscript.

2 Layout of text

2.1 General

The text should fit entirely into a rectangle of **245mm x 166mm**. Use the following margins on DIN A4-paper (297mm x 210mm):

- top margin   30mm,
- bottom margin   22mm,
- left margin   22mm,
- right margin   22mm.

Use a **1 column** format. Do **not** add **page numbers** nor any other header or footer to the pages.

Use the font Times or Times New Roman 11pt for normal text. The text should be justified. Use single line spacing. Insert a vertical space of 5pt between paragraphs.

Use Helvetica 14pt bold for the first heading, Helvetica 12pt bold for the second heading and Helvetica 11pt bold for the third heading. If Helvetica is not available the Arial font may be used.

Leave one blank line above and one beneath the headings. If a heading falls at the bottom of a page, transfer it to the top of the next page and leave blank space at the bottom.

2.2 First page

2.2.1 Title of the paper

The title should appear left justified at the top of the first page, in Helvetica 17pt bold. Only capitalize the first letter of the title.

Leave a space of 10mm (28pt) between the title and the authors. Use Times New Roman 11pt **bold** for the name(s) of the author(s). Type on the next lines (in Times New Roman 11pt) the affiliation of the authors. Use the format as specified in this document: <institution/corporation/university> [comma] <department/division> [comma] <optional lower divisions > [line break] <address information (city, state and country)>. Multiple affiliations should be separated by a blank line. If desired, add **a single** e-mail address.

2.2.2 Abstract

Include a short abstract (max. 10 lines). Use the word 'Abstract' as heading in 14pt Helvetica bold, followed directly by the abstract itself. Leave 2 open lines before starting the text or first heading of the paper.

2.3 Equations and units

Equations should be centered and must be allowed sufficient space to ensure clarity. Equations must be numbered consecutively, with the numbers parenthesized at the end of the corresponding line: (1), (2) etc. Example:

$$\sin^2 \phi + \cos^2 \phi = 1 \tag{1}$$

Use the International System of Units (SI) throughout the paper wherever possible. Acceptable alternates are to use SI units followed by other common units in parentheses, or vice versa, i.e. 25.4mm (1in), 1inch (25.4mm).

2.4 Figures and tables

Figures and tables must be numbered consecutively. Each figure and table should be centered, should not exceed the text width and should be accompanied by a small (1 or 2 lines), yet clear, caption. The correct place for a caption is at the bottom of a figure (see Figure 1), and at the top of a table (see Table 1). The most convenient place for figures is at the top of a page. Leave about 2 lines of space between the actual text and figure (including the caption).

Table 1: Quarter of a circle

ϕ	$x = \cos\phi$	$y = \sin\phi$
0	1	0
$\pi/6$	$\sqrt{3}/2$	$1/2$
$\pi/3$	$1/2$	$\sqrt{3}/2$
$\pi/2$	0	1

Use only those illustrations pertinent to, and cited in the text. Tables and figures may be **in color**, but keep in mind that some people will print your manuscript in grayscale for off-line reading. Use preferably 2mm size of lettering and lines of 0.2mm thick on the figures.
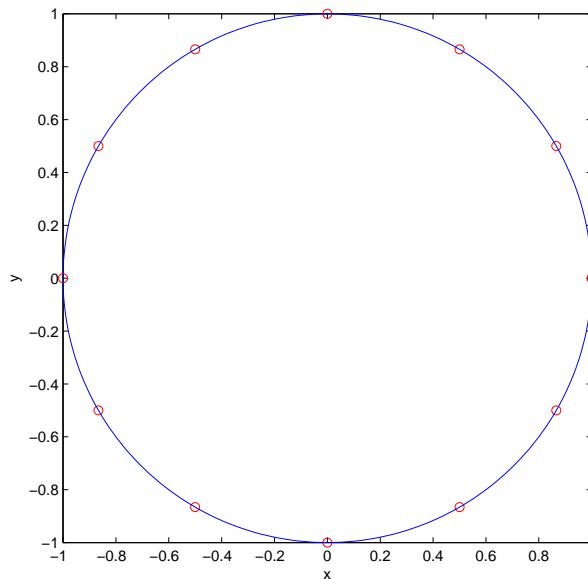
Figure 1: $x = \cos\phi$ and $y = \sin\phi$

2.5 Acknowledgements and references

Acknowledgements, if any, should be typed at the end of the text before the references.

References should be quoted in the text between square brackets (e.g. [1]) and should be listed in order of appearance according to IEEE style, the default style of this document. Examples of how to reference books [1], journal papers [2] and publications in proceedings [3] are shown at the end of these instructions.

3 Generation of PDF file

3.1 LaTeX users

PdfLaTeX can be used for the generation of the digital version of your manuscript. This program can be obtained at e.g. CTAN (the Comprehensive TeX Archive Network, **http://www.ctan.org**). PdfLaTeX directly generates a PDF file from a LaTeX file. Furthermore, it allows the use of the 'hyperref' package (**http://www.ctan.org/pkg/hyperref**), which is required to attach some document information to the PDF file (see the LaTeX template file).

3.2 MS Word users

MS Word users can either directly generate PDF files or first print to a Postscript file, which will be converted to PDF in a later stage. If the Adobe Acrobat Distiller or the Adobe PDFWriter is installed, then export your Word document in PDF format. Recent versions of MS Word also allow to directly save in PDF format. Otherwise, first install a Postscript printer and use the option 'Print to File' to generate a Postscript file. The Postscript file is converted to PDF as described in the next section. In both cases the conference secretary will attach the document information to the manuscript.

3.3 Postscript to PDF conversion

The commercially available program Adobe Acrobat Distiller is capable of converting Postscript files to PDF format. Alternative distiller programs, e.g. `ps2pdf` and `ghostview` (**http://www.cs.wisc.edu/~ghost/**),

exist. Recall that the paper size must be A4 and therefore the online distiller of **http://www.ps2pdf.com** is not applicable, since it is only capable of exporting PDF files in US letter size. If you do not succeed in generating a proper digital version of your PDF file, please do not hesitate to contact Simon Vandemaele (**info@isma-isaac.be**).

3.4   Fonts in PDF

In order to circumvent problems concerning the displaying and printing of certain font types (e.g. Asian fonts), it is recommended to use **only** the **Times New Roman** and the **Helvetica** font in the entire document. This includes figures (e.g. generated by MATLAB), table, equations, captions, ...

Acknowledgements

This PDF file is generated by pdfLATEX as delivered with the teTEX distribution. The class file 'isma2020.cls' and the packages 'graphicx' and 'hyperref' are explicitly called in the LATEX file.

References

[1] W. Heylen, S. Lammens, and P. Sas, *Modal Analysis Theory and Testing*.   Leuven, Belgium: Katholieke Universiteit Leuven, Departement Werktuigkunde, 1997.

[2] P. Sas, C. Bao, F. Augusztinovicz, and W. Desmet, "Active control of sound transmission through a double panel partition," *Journal of Sound and Vibration*, vol. 180, no. 4, pp. 609–625, 1995.

[3] R. Boonen and P. Sas, "Modified Smith compensation for feedback active noise control in ducts," in *Proceedings of the 2001 International Congress and Exhibition on Noise Control Engineering*, The Hague, The Netherlands, 2001, pp. 619–624.

A   Checklist

- file size:
  less than 5 Mb

- paper size:
  DIN A4-paper (297mm x 210mm)

- margins:
  top 30mm, bottom 22mm, left 22mm, right 22mm

- title:
  Helvetica 17pt, bold, left aligned, small captions, only the first letter capital
  Correct: Manuscript preparation instructions
  Wrong: Manuscript Preparation Instructions
  Wrong: MANUSCRIPT PREPARATION INSTRUCTIONS

- author:
  Times New Roman 11pt, bold, left aligned
  Format
    - <initial(s) first name><optional: initial(s) middle name>[space]<surname>
    - separate all authors in the list with a [comma].

- affiliation:
  Times New Roman 11pt, regular, left aligned
  Format:
  <institution/corporation>[comma]<department/division/. . . >[comma]<optional lab/. . . >[enter]
  <optional address line>[enter]
  <optional single email address for the complete paper >.

- abstract
  The abstract should not exceed 10 lines, even if the reviewed abstract was longer.

- first headings:
  Helvetica 14pt, bold, left aligned

- second headings:
  Helvetica 12pt, bold, left aligned

- third headings:
  Helvetica 11pt, bold, left aligned

- plain text:
  Times New Roman 11pt, regular, justified, 5pt whitespace between paragraphs

- references:
    - quotation with brackets [] and chronologically enumerated list with brackets
    - IEEE referencing style

- equations
    - font type
    - centered and numbered consecutively (1), (2)...

- figures and tables
    - font type
    - centered and numbered consecutively
    - clear and concise caption, below each figure and above each table

- . . .

B Reference IEEE style

According to the IEEE reference style, the following information needs to be specified (the name giving corresponds to the BibTeX field names):

- book
  - required: Author, Title, Publisher, Year
  - recommended: Address (publisher)
  - optional: Edition
- article (journal article)
  - required: Author, Title, Journal (preferred: full name, alternative: official abbreviation), Year
  - recommended: Volume, Number, Pages
- inproceedings (conference proceedings)
  - required: Author, Title, Booktitle, Year
  - recommended: Pages
  - optional: Address