

# Template and Instructions for Preparation of Full Paper for City Street 09 (Oral or Poster Presentation)

## [arial18 bold]

John Marc<sup>1</sup> and Francois Lea<sup>2</sup> [arial12 bold]

<sup>1</sup>Institution, University, Some City, Lebanon [arial9]

<sup>2</sup>Another Institution, university, City, Country

The names and affiliations SHOULD be included in the draft submitted for review.

ABSTRACT: Read these notes carefully all the way through and follow them as precisely as possible. This document explains how to prepare a paper for submission to the City Street conference. It also includes the instruction for submission and some other information. This document can also be used as a template if you are using MS-Word [One blank line]

Conference Topic: Street interactivity [arial9]

Keywords: culture, comfort [arial9/11]

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## INTRODUCTION [arial10 capitals]

All approved papers will be printed in the proceedings whether or not they will be presented orally or by a poster.

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## 2. PREPARING THE MANUSCRIPT

### 2.1 Length of Paper

The final paper should not exceed six (6) A4 Size pages, illustrations included. Please prepare your paper in the light of the above considerations.

### 2.2 Organisation of the Paper

The title should be informative and concise. In the draft needed for review the author name(s) (main author first) (in Arial 12 bold) and affiliations (in Arial 9) bold must be left out.

Precede the body of your paper with an abstract of 100 to 200 words, giving a brief account of the most relevant aspects of your paper (see 3.3. below).

The abstract is followed by a blank line and then by a line with the Conference Topic (a list of Conference Topics is available at [www.ndu.edu.lb/citystreet/index.htm](http://www.ndu.edu.lb/citystreet/index.htm) under the title "themes") and another line for keywords.

Arabic numerals and decimal numbering are requested for each heading.

### 2.3 Illustration and Photographs

Drawings and graphs should not exceed 50% of the entire paper content and should be located close to their corresponding citation.

Figures and photographs must carry numbers in the text (e.g. Fig. 1) and captions.

Captions should be complete enough to allow appreciation of the illustration without referring to the text.

Lettering of the caption should be nearly as large as the typeface used for the text.

Make sure that illustrations are clear and easy to read.

Do not use in your paper colour graphs, as the proceedings will be printed only in black and white. Instead, use different fill patterns or line styles / markers which can be more easily distinguished when printed (as in the example below).

#### EXAMPLE OF FIGURE

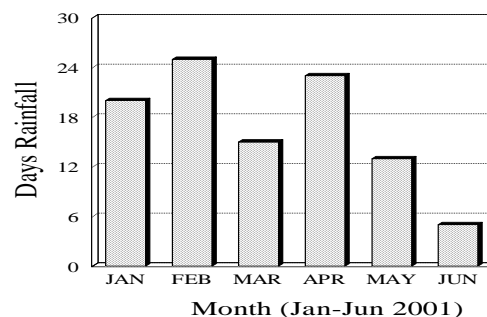


Figure 1: Clear line drawings are essential. [arial8] 2.4 Tables

Tabular presentation of data is an easy way of condensing many items (see Table I). Refer to tables by using Roman numerals and by heading the table itself. All tables must be numbered and captioned.

### EXAMPLE OF TABLE

**Table I:** Sky conditions probability in Santiago for clear sky ( $\rho_{cs}$ ), partly overcast sky ( $\rho_{ps}$ ), and fully overcast sky ( $\rho_{os}$ ).

Month	$\rho_{cs}(\%)$	$\rho_{ps}(\%)$	$\rho_{os}(\%)$
JAN	5.88	36.88	57.24
FEB	6.79	45.65	47.57
MAR	5.48	40.40	54.12
APR	16.39	51.58	32.03
MAY	11.18	45.27	43.55
JUN	12.87	33.68	53.45
JUL	15.94	40.45	43.62
AUG	6.10	50.22	43.68
SEP	7.02	36.39	56.59
OCT	11.63	30.69	57.68
NOV	10.93	40.46	48.61
DEC	13.87	35.11	51.02

### 2.5 References

References should not appear as footnotes but should be gathered together at the end of the text. When referring to them in the text, type the corresponding reference number in brackets [1]. References should be numbered.

## 3. LAYOUT AND SPECIFICATIONS

### 3.1 Specifications

Use Arial font, set the character size at 18pt for the title, 12 for the author(s) name(s) and 9pt for the text, 9pt for the affiliations as well as for figures and table captions, and use single line spacing. The text should be justified.

### 3.2 Page size

Page size must be A4 Size (210 mm x 297 mm). You must keep the text within the Frame shown in this example, i.e. 162 mm x 240 mm. Under no circumstances should text or figures be outside these Frame limits. The margins should be; top - 33 mm, bottom - 24 mm, left -24 mm and right - 24 mm. The width of the columns is 76 mm and there should be a 10-mm gutter between the columns.

### 3.3 Layout of the text

Begin at the top of the first page leaving a space of 12 pt blank and type the title of the paper, in upper and lower case, Arial 18 bold and centred.

Leave 24 pt blank between the title and the full name of the author/s. (Style: 'title' includes already 12 pt before and 24 pt after).

On the next lines, give the name of the firm or institute, wherever applicable. When several authors prepare a paper, the main author should be given first

and the name of every institute should be easy to depict.

Leave two blank lines and then type the ABSTRACT of no more than 200 words. The abstract must be indented and justified, as in this example 10mm from the Frame border described in section 3.2.

Leave one empty line and give the Conference Topic that best describes your paper, as shown above. Next line should include keywords.

Leave another two blank lines and type the text in two columns, justified.

### 3.4 Headings

Leave two empty lines before each section (e.g. section 3 of this sample) and one empty line before the heading of each subsection (e.g. 3.1 or 3.2 of this sample).

There should be no empty line after the title of the subsections, only an indentation to indicate the beginning of each paragraph.

The section headings should be typed in capital letters, the subsections in upper and lower case. Do not underline, bold is preferable.

## 4. SUBMISSION INSTRUCTION

Please submit your file in two format: .DOC and .PDF. Other formats are NOT acceptable.

Files larger than 2MB should be compressed.

Please send your paper through an email to [citystreet09@ndu.edu.lb](mailto:citystreet09@ndu.edu.lb). The paper must be included in the email as attachment. Put the file name as the subject of the email.

If your paper has not met the requirements for submission, your file will not be processed for review and you will be requested to resubmit. If everything is in order you will get a confirmation that the paper is under review.

If you have any trouble in doing so, our support team will be ready to help you.

## CONCLUSION

This paper has shown how to prepare a paper for submission to City Street 09 Conference. Good luck with your paper. Hope to see you in Lebanon!

## REFERENCES

- [1] S. Colle and E. B. Pereira, Atlas de Irradiação Solar do Brasil, LABSOLAR - INMET, 1998. The atlas is also available at [www.labsolar.ufsc.br](http://www.labsolar.ufsc.br).
- [2] [www.mme.gov.br](http://www.mme.gov.br)
- [3] NREL, TCAPP - Technology Cooperation Agreement Pilot Project - Technology Cooperation Framework - Brazil, Status Report, October 1998.

[4] R. Rüther and J. Livingstone, Proc. 31st ANZSES Solar Energy Conference, Perth - Australia (1993), 548.

[5] D.L.Staebler and C.R.Wronski, Appl. Phys. Lett. 31 (1977) 292.

[6] M. Camani, D. Chianese and S. Rezzonico, Proc. 11th European PV Solar Energy Conference, Montreaux - Switzerland (1992), 1235.