Title…

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Abstract: The guideline explains how to prepare your paper in printer-ready format for the 31st International Scientific Conference “Knowledge Based Organization” (KBO), so that its appearance is clear and consistent with the other papers in the proceedings. It includes guidance on layout, illustrations, text style and references, presented exactly as your paper should appear. It is highly advised to use KBO template and strictly follow the instructions to prepare your paper in Microsoft Word format (.DOC). The abstract portion is a narrative presentation without references. The **abstract** should give a concise and informative description of the paper, in **200 words**, written to interest the reader as well as for information retrieval.

Keywords: no, more, than, 5, keywords

1. Introduction

The guideline is designed to achieve uniformity in the papers appearing in the KBO proceedings. It explains how to prepare an electronic printer-ready version. Your paper will be printed ‘as is’. Please use the specific styles defined in the KBO Paper Template and this document to format your paper. The official language of the conference is English. If English is not your mother tongue, make sure that the English is checked by a competent editor.

* This guideline is also available in .DOC format on the KBO conference web site in the "Paper format" section: [**https://www.armyacademy.ro/conference.php**](https://www.armyacademy.ro/conference.php)

As your paper is written for publication in the Conference Proceedings, it must address the interests of readers with diverse specialties and backgrounds as well as with the author's peers. Your manuscript must provide the details of the work to readers. It should be divided into sections, each with a heading, so that a reader can follow the logical development of the work.

2. Printer-Ready Manuscript

Your goal is to simulate, as closely as possible, the usual appearance of typeset papers in a technical journal.

The length of your paper should not be less than 4 pages, or more than 8 pages. Prepare your printer-ready paper in A4-size (21 cm × 29.7 cm). Please do not change the paper size and the pre-defined styles.

The easiest way to format your paper is to use the template file “KBOPaperTemplate.doc” downloadable from the conference website. If you do not want to use this template, please strictly follow the instructions provided in this document to format your paper.

2.1. Type sizes and fonts

The best results will be obtained if your computer word processor has several type sizes. Follow the type and font sizes specified in Table 1 (specified in points) as closely as you can (there are 72 points per inch). As an aid to gauging type size, 1 point is about 0.35 mm. In particular, the size of the lower case letter “j” will approximately give the point size.

Please use in all pages **the *Times New Roman* font only, line spacing *Single*** (1 pt) and the attributes as mentioned below.

Table 1 Style and font size for printer-ready papers

|  |  |  |
| --- | --- | --- |
| **Name of Style** | **Formatting** | **Use for** |
| **KBO Title** | **Font**: Size 12, Font style: Bold, All Caps**Paragraph:** Alignment: Centred, Spacing: Before: 18 pt, After: 0 | Title of your paper |
| **KBO Author Names** | **Font**:Size 12, Font style: BoldFirst Name: Capitalized Each WordSURNAME: All caps**Paragraph**:Alignment: CentredSpacing: Before: 18 pt, After: 12 pt | Author names |
| **KBO Author Affiliations** | **Font**:Size 12, Font style: Bold**Paragraph**:Alignment: CentredSpacing: Before: 0 pt, After: 0 pt | Author affiliations |
| ***KBO Abstract Heading*** | **Font**:Size 12, Font style: **Bold** *Italic***Paragraph**:Alignment: JustifiedSpacing: Before: 24 pt, After: 0 pt | Abstract heading |
| *KBO Abstract* | **Font**: Size 11 , Font style: *Italic***Paragraph**: Alignment: Justified,Spacing: Before: 24 pt, After: 0 pt | Abstract text |
| **KBO Keywords** | **Font**:Size 12, Font style: **Bold** **Paragraph**:Alignment: JustifiedSpacing: Before: 12 pt, After: 12 pt | Keywords |
| **KBO Heading 1** | **Font:**Size 12, Font style: **Bold** **Paragraph:**Alignment: JustifiedSpacing: Before: 12 pt, After: 0 pt | Section headings |
| **Name of Style** | **Formatting** | **Use for** |
| **KBO Heading 2** | **Font:**Size 12, Font style: **Bold** **Paragraph:**Alignment: JustifiedSpacing: Before: 0 pt, After: 0 pt | Subsection headings |
| *KBO Caption Figure* | **Font:**Size 11, Font style: Italic **Paragraph:**Alignment: CenteredSpacing: Before: 0 pt, After: 12 pt | Figure captions |
| *KBO Caption Table* | **Font:**Size 11, Font style: Italic **Paragraph:**Alignment: RightSpacing: Before: 12 pt, After: 0 pt | Table captions |
| KBO Text Body | **Font:**Size 12, Font style: Regular **Paragraph:**Indentation: Special: NoneAlignment: JustifiedSpacing: Before: 0 pt, After: 0 pt | Main text |
| KBO Bullet list | **Font:**Size 12, Font style: Regular **Paragraph:**Indentation: Left: 0, Special: Hanging, 0.5 cmAlignment: JustifiedSpacing: Before: 0 pt, After: 0 pt | Bullet lists |
| **KBO References Caption**  | **Font:**Size 12**Paragraph:**Alignment: CenteredSpacing: Before: 12 pt, After: 0 pt | References caption |
| KBO References Text | **Font:**Size 12**Paragraph:**Indentation: Special: Hanging 1 cmAlignment: JustifiedSpacing: Before: 0 pt, After: 0 pt | References  |
| When setting the columns, tick the equal column width case (you will then have 2 columns 7.5cm each and 1cm between columns).All tables and figures must be centred (not included in the columns).Equations must be incorporated in columns, following the logical order of the text. |

2.2. Format

Your manuscript must fit within the required margins. In formatting your page A4, set your margins at 2.5 cm for top and 2.5 cm for bottom, 2.5 cm for left and right margins. Set the positions of header and footer at 2 cm. Do not indent paragraphs, except References. Do not separate paragraphs with blank lines.

3. Units

Use the International System of Units (SI) only. Never combine SI units and CGS or other units. If you must use other units, always state the units for each quantity that you use in an equation or in a figure.

4. Helpful Hints

4.1. Figures and tables

Figure captions should be below the figures as shown in Figure 1, and table captions above the tables. Figure axis labels are often a source of confusion. Try to use words and symbols in the figure captions rather than the symbols alone. Preferably digitize your figures and pixel graphics with a resolution of 300 dpi, which still allows printing without quality degradation. Higher resolutions enlarge the data without significant better printing quality. Please note that the conference proceedings printout will be realized with greyscale pictures, even if the publication of a full colour version of all papers on CD or memory stick is planned. Check the readability of your coloured figures after they have been printed in greyscales. Do not use such explanations in your text like “the red line in figure x in comparison to the green line...”.

Figure 1: Machining features and their tool access directions

Source: Author AA. Title of book. Edition. Place of publication: Publisher;

Year of publication. Figure number, Figure caption; p. numbers.

4.2. References

The in-text citation is placed immediately after the text which refers to the source being cited.

Number citations consecutively in square brackets [1]. The sentence punctuation follows the brackets. Refer simply to the reference number, as in [2]. Do not use "Ref. [3]" or "reference [4]". The reference list at the end shows examples of Book chapter, Book, Journal articles, Conference papers, Web page.

Give all authors' names; do not use "et al." unless there are three authors or more. Papers that have not been published, even if they have been submitted for publication, should be cited as "pre-print". Papers that have been accepted for publication should be cited as "in press" or "in print".

For papers published in non-English journals, please give the original citation. Only the cited papers or books in the main text appear in the reference list.

Footnotes are not to be used.

4.3. Abbreviations and acronyms

Define abbreviations and acronyms the first time they are used in the text. Do not use abbreviations in the titles unless they are unavoidable.

4.4. Equations

Please use Equation for display equations. They should be 6 pt space above and below to the text.

Number equations consecutively with equation numbers in parentheses flush with the right margin. Italicize symbols for quantities and variables but not function names (cos, exp, etc.) and units.

Be sure that the symbols in your equation have been defined before the equation appears, or their definitions follow the equation immediately.

 (1)

where,  = variable one and  = variable two.

4.5. Bullet lists

Bulleted lists may be included and should look like this:

First point

Second point

And so on

4.6. Page Numbering and Running Heads

Please do not set running heads or page numbers.

5. Full Paper Submission

Please send us your paper in .DOC format only by uploading it through the KBO web page.

By submitting your paper, you agree and accept the commitment that at least one of the co-authors will register and present the paper in person at the KBO conference.

All finally accepted KBO papers will be published in proceedings with ISBN, following an ISI indexing process.

6. Conclusions

This document provides authors with basic guidance on how to prepare a printer-ready paper manuscript. It is highly advised to use either KBOPaperTemplate.doc (downloadable from KBO webpage) or strictly follow the instructions provided in this document to prepare your paper. A paper that does not meet the requirements will be returned to the author(s) for revision.

Acknowledgements

This guideline and template are modified and tailored for KBO paper preparation, based on the available template used in the previous KBO

References

1. Author’s surname, first name initial. Title of the chapter. In: Editor’s surname, first name initial., editor. Book title. Edition. Place: Publisher; Year. Pages.
2. Author’s surname, first name initial. Book title. Edition - if available. Place: Publisher; Year.
3. Author’s surname, first name initial. Article title. Title of journal with standard abbreviation. Date of publication; Volume (number): Pages.
4. Author’s surname, first name initial. Title of paper. In: Surname editor Initial(s), editor. Title of the conference. Place: Publisher; Year. Pages.
5. Author’s surname, first name initial. Title [Internet]. Place: Publisher; Date of publication [updated date; cited date]. http://. Accessed month, day, year.