**TEMPLATE AND GUIDELINES FOR THE PREPARATION OF THE FINAL PAPER**

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# *ABSTRACT*

These instructions give the author basic guidelines to prepare the final version of the paper to be included in the Workshop proceedings. You are kindly asked to read and follow them carefully as the reproduction of your paper will be made directly from the document sent by the authors.

# introduction

These instructions are prepared in the style and format to be used for your author prepared document. **To ensure conformity and uniformity of appearance it is essential that these instructions be followed.** It is regretted that the papers not prepared in accordance with these guidelines will not be included in the Workshop Proceedings.

# General format

Papers are required to be submitted in a 2-column format and **should not exceed five A4 pages** including illustrations (the 5 page limit is a strict limit; papers over 5 pages will be rejected). All the papers must be submitted in **English**.

## PDF conversion

When completed, please convert the document into PDF format. Please replace the reference number of your paper in the header presently figured out by “####”.

The converted PDF document should not exceed **2Mb**. Check also that the page numbering was properly handled in the conversion process.

## Lay-out

The text should be in two columns. Please do not change the column settings. To control column length and to keep each column even, you may insert “column breaks”.

If you need to insert a figure that extends over the full page width, please create an appropriate section using “continuous section breaks” before and after the figure.

**Header and footer settings should not be modified. (except the reference number of your paper).**

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| Do not forget to replace the “####” with your paper reference number in the header before pdf conversion. |

# Styles

Please use the fonts and styles used in this template. If you are not familiar with the use of styles in Word, simply replace the text of this document with your own text. When you need a title, copy an existing title from this document and modify the text.

title

Use only for the main title of the paper.

# Heading1

To be used for the first order headings.

## Heading2

To be used for the second order headings.

### Heading3

To be used for the third order headings.

“Normal”

To be used for the plain text. Bold and underline, or even border options can help for highlighting important statements.

Footnotes[[1]](#footnote-1)

Abstract: the “abstract style is equal to the normal style, but in italics. It is meant for the first paragraph with a short abstract.

**Indentation of text -** Do not indent, the text should always start at the left hand margin.

**Pages & Margins**. This template makes use of legal-size paper A4 (297x210 mm); the top and bottom margins are set to 25 mm and left and right margins to 18 mm**.**

**Please refrain from changing these settings.**

**Columns.** Columns are 82 mm wide; the space between columns is 10 mm.

Columns and references should be justified.

Avoid starting a page with an incomplete line and, on the last page of your paper, adjust the length of the two columns so that they are the same. Therefore, instead of playing with blank lines, use “column breaks”.

## Embedded objects

If you insert objects like tables, figures, photographs, equations, always chose the most appropriate method and format (for instance “paste special” / “enhanced metafile”, “insert from file” instead of “drag and drop”, ..) to minimize the size of the final file – which must be a maximum of 2Mb.

**Tables.** Should be self‑contained and numbered consecutively. It improves the layout if they appear at the top or bottom of a page.

**Figures.** Each figure or graph must be accompanied by a caption.

**Image.** All images should be included in the body of the document, positioned as close as possible to the text mentioning them. Images may be one or two columns wide.

**Page numbers**. Do not number the pages. The template will automatically generate the page numbering.

## MISCELLANEOUS

## Acknowledgments

Acknowledgments, if required, should appear in a section immediately before the reference section, or the endnote section, if there is one.

**Standard of written English**

The assessors will review the papers based upon the technical content. However, papers suffering from excessive spelling mistakes and poor English may be rejected or returned to the author because of the difficulty in assessing them.

Please read through your paper and check for spelling mistakes. It is recommended that you use the spell-check facility on your computer if producing the paper by that method.

**REFERENCES**

For a Conference citation:

[1] A.B. Author, 2019, "title of paper", *Proceedings*

 *CIRED conference*, AIM, vol.1, 210-220

For a book citation:

[2] A.B. Author, 2020, *Book Title,* Publisher, City, Country, 122-127.

For a paper citation:

[3] A.B. Author, 2018, "title of paper", *Journal Name Abbr.* vol. 2, 133-139.

# Further questions?

All information is also available at <https://www.cired2022porto.org/submission-process/> where you can find the instructions for posting your paper via the on-line submission system.

**Deadline.** Deadline for submission of papers onto the on-line paper system is **11 February 2022. Papers must be submitted in the form of a PDF document.**

If you have any questions about submitting your paper to CIRED 2022 workshop, please email the Organisers at **c.dizier@aim-association.org**

1. Footnotes are possible but not recommended. [↑](#footnote-ref-1)