Odyssey 2010: Paper Preparation Guidelines

In the following you will find guidelines and templates for preparing your full paper to *Odyssey 2010* electronically. We suggest that you print and read this information carefully before downloading the template packages.

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General Information

- All manuscripts must be in English.
- The paper must be no longer than eight (8) pages. It may be shorter, but should then include trailing blank pages for a total of 8 pages.
- To achieve the best viewing experience for the Proceedings, we strongly encourage to use Times-Roman font (the LaTeX style file as well as the Word template files use Times-Roman). This is needed in order to give the Proceedings a uniform look.
- The paper should be in the following format:
  - Maximum eight (8) pages (A4 preferred)
  - Single-spaced
  - Two (2) columns
  - Printed in black ink
  - No smaller than nine (9) point type font throughout the paper, including figure captions. In nine point type font, capital letters are 2 mm high.
  - Do NOT include headers and footers. The page numbers, session numbers and conference identification will be postprocessed automatically, at the time of printing the Proceedings.
  - The first page should have the paper title, author(s), and affiliation(s) centred on the page across both columns. The remainder of the text must be in the two-column format, staying within the indicated image area.
  - Any text or other material outside the following margins will not be printed:
    - All text and figures must be contained in a 170 mm x 235 mm image area (not including headers and footers given in the template files)
    - The left margin has to be 20 mm.
    - The spacing between columns has to be 10 mm.
    - The top margin has to be 25 mm (except first page 30 mm to title top).
    - Center each page within this image area in a two-column format.
  - Follow the style of the sample paper that is included with regard to title, authors, affiliations, abstract, heading, and subheadings. (Again note: Page numbers, session numbers, and conference identification will be inserted by the conference organisers at the time of printing the Proceedings).
  - Print the paper on white paper and check that the positioning (left and top margins) as well as other layout features are correct.

Microsoft Word Template

If your paper will be written using Microsoft Word, template packages tmpl_w.zip (for Microsoft Word97 or later) are available, producing the proper format. You will find the following files:

- tmpl_w.dot (Word template)
- PDF version generated from the template. You need to submit the paper as a PDF file.

LaTeX Template

If your paper will be typeset using LaTeX, please download the template package tmpl_la.zip that produces the proper format. In the package, you will find the following files:

- tmpl_la.tex (LaTex template)
- odyssey_04.sty (style file to be used with the template)
- figure.eps (example figure used in the template)
- IEEEbib.bst (bibliography style file)
- PostScript and PDF versions generated from the template. Note that you need to submit the paper as a PDF file.

The LaTeX Templates distributed for Odyssey 2010 have been generated using the MiKTeX-2.1.9 distribution for Microsoft Windows.

You may consult the CTAN (Comprehensive TeX Archive Network) at http://www.ctan.org/ or http://www.tex.ac.uk/ or http://www.tex.ac.uk/tex-archive/CTAN.sites for recent updates and style files.

Additional Instructions

- For 9-point type font, there should be no more than 3.2 lines/cm (8 lines/inch) vertically. This is a minimum spacing; 2.75 lines/cm (7 lines/inch) will make the paper much more readable. Larger type sizes require correspondingly larger vertical spacing.
- Paper Title - The paper title must be in boldface. All non-function words must be capitalized, and all other words in the title must be lower case. The paper title is centred across the top of the two columns on the first page as indicated above.
- Authors' Name(s) - The authors' name(s) and affiliation(s) appear centred below the paper title. If space permits, include a mailing address here. The templates indicate the area where the title and author information should go. These items need not be strictly confined to the number of lines indicated; papers with multiple authors and affiliations, for example, may require two or more lines for this information.
- Abstract - Each paper must contain an abstract that appears at the beginning of the paper.
- Major Headings - Major headings are in boldface, with the first word capitalized and the rest of the heading in lower case. Examples of the various levels of headings are included in the templates.
- Sub Headings - Sub headings appear like major headings, except they start at the left margin in the column.
- Sub-Sub Headings - Sub-sub headings appear like sub headings, except they are in italics and not bold face.
- References - Number and list all references at the end of the paper. The references are numbered in order of appearance in the document. When referring to them in the text, type the corresponding reference number in square brackets as shown at the end of this sentence [1]. [1] P. Taylor and A. W. Black, "Speech Synthesis by phonological structure matching" ESCA, Eurospeech99. ISSN 1018-4074, pp. 623-626, 1999. (This is done automatically when using the Latex template).
- Illustrations - Illustrations must appear within the designated margins, and must be positioned within the paper margins. They may span the two columns. If possible, position illustrations at the top of columns, rather than in the middle or at the bottom. Caption and number every illustration. All half-tone or colour illustrations must be clear when printed in black and white. Line drawings must be made in black ink on white paper.

Thanks for following all of these instructions carefully! If you have any questions or comments concerning the submission, please don't hesitate to contact the conference organisers at info@speakerodyssey.com.