**Automaatiopäivät22 2016 Seminar:**

 **Instructions for Writing Papers**

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KEY WORDS full paper, formatting, publishing rights (maximum 5 key words)

# ABSTRACT

The abstract gives the reader an overall view of the contents of the full paper. It has a maximum length of 250-300 words and must not contain any figures, graphics or tables. All abstracts will also be published on the Internet on the homepage of Automaatioseura.

# 1 INTRODUCTION

Full papers for Automaatiopäivät22 2016 preprints will be on the Internet and/or on media (proceedings), the details will be given later. Since the abstract will also be published on the Internet, it should be written as a separate file giving the title and the names of the authors in the same manner as for the full paper. Please use the following instructions when writing the abstract and the full paper. You can copy these instructions, delete the contents and use them as a template. Alternatively, you can open a new document and copy the format of this document manually. If you use some text-processing programme other than Word, you will have to use the latter option. The format of the final camera ready paper will depend on the format used in the proceedings, which is not yet known so do not use too much effort in formatting the draft paper and be prepared to change the format for the final camera ready paper.

# 2 PAPER SIZE

The page settings for margins of this template are as follows: left 3 cm, right 2 cm, top 3 cm, bottom 2 cm.

# 3 HEADINGS

The headings should be set as in these instructions. Three (3) numbered headings have been defined. Please do not add any extra space before or after the heading.

# 4 BODY TEXT, HYPHENATION AND LISTS

**4.1 Body text**

The body text should be right aligned in Times New Roman 10 pt. It should be in one column with single spacing. Use the style Normal. The text can be written in either English, Finnish or Swedish. Observe, that for the proceedings only English is allowed.

The length of a full paper is about six (6) pages including figures, graphics and tables.

**4.2 Hyphenation**

Always use the hyphenation of the text-processing programme. In Word this is to be found under Tools/Language/Hyphenation, but please do not use automatic hyphenation. Never use hard hyphenation, which means that hyphens are added where they seem to belong. This causes problems when you add text or change the page settings, as the hyphens are then randomly distributed in the line.

Use a hyphen, not a dash. The dash can be used — to set off a statement in the middle of a sentence — but also between two numbers instead of three dots; e.g. 10—100°C.

**4.3 Lists**

Introduce the items in vertical lists with:

1. dashes
2. special symbols, or
3. numbering

It is essential that the list should be systematic throughout. If the list includes whole sentences, start the sentence with a capital letter and end it with a full stop. In that case, it might be worth considering whether you are writing a list or not.

**4.4 Word Styles**

Different styles are easily defined in Word. Even so, a common problem seems to be that the previous style transfers to the new document. When you copy material from another file, the style follows and may confuse the styles you have used. At the same time the list of styles grows and it may be difficult to find the right one. One way to avoid this is to use Paste Special instead of the common Paste. In that case, choose Unformatted Text as the style of the text. This usually works.

# 5 TABLES AND FIGURES

Many authors seem to have trouble with tables and figures. The problems vary from the placing of the table to the choice of fonts. Here are some suggestions.

**5.1 Tables**

Always left align tables. Write the title before the table using the Normal style. Leave a double space before and after the table. The Table title style automatically leaves an empty space before the table. Write the word Table and the number of the table in bold; this does not happen automatically. Use consecutive numbering. When referring to the table, use a capital letter (Table 1).

Example:

**Table 1**. Variables included in testing plan.

Use the Normal style in the text of the tables.

**5.2 Placing figures**

Always left align figures, too. If the document includes many small figures, it may be more convenient to centre them, but in that case remember to centre the figure titles as well.

Use the Microsoft Drawing tool with care. Use a purpose-made drawing program for complicated figures and for figures to be used frequently. They will then be much easier to modify later.

When you insert a figure from another file or from a figure bank, find the best way to insert it and the correct format for the figure. Using Paste Special in Word you can affect the format the figure moves in, the appearance of the figure and the amount of space it takes. You can insert figures in different formats using Insert Picture.

Place figures preferably at the top or bottom of the page. If you place the figure in the middle of the text, leave a double space before it. Clicking the right mouse button brings up the Edit Picture menu, where you can define the positioning and size of the figure with one millimetre accuracy. Experience has shown that figures should be placed permanently. They should not float in the middle of the text, because they may then end up anywhere.

Remember that full papers will be published in black and white. Never use coloured figures and make sure that the colour codes are replaced with something else. In Excel the figures and tables should be drawn in black and white to start with. Do not forget that the final format of the proceedings may be somewhat different to the above guidelines.

5.2.1 Figure title

Write the figure title with the Normal style or use the custom style Figure Title. Write the figure title below the figure. When using the Normal style, leave a double space after the figure title. Figure Title automatically leaves an empty space after the title. Write the word Figure and its number in bold; this does not happen automatically. Use consecutive numbering. When referring to the figure, use a capital letter (Figure 1).

Example:

**Figure 1**. The influence of pressure and temperature on process supply.

# 6 REFERENCES

The reference should include the author (last name, first name), the name of the publication, the place and year of publishing, the edition and the pages referred to. If there are many references, they should be sorted alphabetically according to the last name of the author. The publications should be numbered. When referring to the publications in the text, use numbers placed between two slashes, e.g. /1/. Observe that the format of references and citations are subject to change in the final proceedings.

The following are some examples of formats for different types of publication.

Monograph or book:

Leiviskä K.: *Process Control. Papermaking Science and Technology*, Book 14, Fapet Oy, Jyväskylä, Finland, 1999, 297 p.

Congress proceedings:

Juuso E.K., Balsa P., Valenzuela L.: Multilevel Linguistic Equation Controller Applied to a 1 MW Solar Power Plant, *Proceedings of the 1998 American Control Conference -ACC'98*, Philadelphia, Pennsylvania, June 24-26, 1998, Volume 6, ACC, pp. 3891-3895.

Journal publication (note that the number at the end indicates volume (year) number, pages):

Lampela K., Kuusisto L., Leiviskä K.: D100-stage bleaching control with fuzzy logic. *Tappi Journal*, 79(1996) 4, 93–97.

Report series:

Jaako J.: Yksinkertaisia prosessimalleja (Simple Process Models). Oulun yliopisto, Säätötekniikan laboratorio, Raportti B No 11, Syyskuu 1999. 73 s. ISBN 951-42-5353-1. (in Finnish)

# 7 SUBMISSION OF ABSTRACT FULL & COPYRIGHT & FULL PAPER

**Please submit abstract by 25 January 2017 to EasyChair,** [**https://easychair.org/conferences/?conf=au22**](https://easychair.org/conferences/?conf=au22)

More information also in http://www.automaatioseura.fi/automaatiopaivat22/esitelmakutsu/