

# Formatting Guidelines for Publication in the Reference Ontology and Applications Ontologies Workshop Notes

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## Abstract

This is a short description of the guidelines for formatting your papers for the publication of the notes of the workshop on Reference Ontology and Applications Ontologies as part of the 26th German Conference on Artificial Intelligence.

## 1 Introduction

The purpose of these formatting guidelines is to allow for a reasonable uniformity of the publication. Compliance with these guidelines is kindly requested.

For the purpose of editing the workshop notes, we will proceed freely with required formatting modifications. This prerogative is limited to the formatting of the paper and the formatting only. Here you will find a sample text formatted according to the guidelines. All matters that are not discussed here are left to the discretion of the author.

This example has been prepared with Word. If you use another software, anything which reasonably follows these guidelines or resembles this example will do.

Final submissions are requested to be made in either Word or PDF format; Postscript will be accepted if Word or PDF submissions are not possible.

## 2 Page Settings

Please follow this checklist:

- Paper size should be A4 (21cm x 29.7cm).
- All pages should have the same settings.
- All margins should be the same size: 1 inch (2.54 cm)
- The document should be a single column.

## 3 Frontmatter

### 3.1 Title

The title should be in Times (New) Roman, Bold, 12. Centred, starting at 1" (2.54 cm), i.e. the first line of the document. LaTeX users should use the Times package for their document rather than the default Computer Modern fonts (i.e., the command `\usepackage{times}` should appear in the document's preamble). The Times package is a part of all standard LaTeX distributions).

### 3.2 Author(s)'s Name(s) and Affiliation(s)

The author(s)' name(s) and affiliation(s) should be set in Times (New) Roman, 12. Centered. A blank line should separate the title from the first author name(s). The author names should be separated from affiliations by a single line. Authors with the same affiliation should be listed together on the same line (e.g., "Pierre Grenon and Christopher Menzel"). A blank line should separate author/affiliation blocks (as illustrated by this document).

### **3.2 Abstract**

The word 'Abstract' should be separated by a width of approximately two blank lines from the last line of the last author/affiliation block. It should be set in Times (New) Roman, Bold, 10 point, centered on a line above the abstract itself. The abstract should not exceed 200 words and should be set in Times (New) Roman, 10 point. Text should also be justified, indented left and right 1 inch (2.54 cm).

## **4 Headings**

Nouns, verbs, adjectives, and adverbs in heading titles should all be capitalized. For specific information regarding each particular heading level, please follow the following checklists.

### **4.1 First Level Headings**

- First-level headings should be numbered sequentially.
- Two spaces should separate the heading number from the heading text.
- The headings should be separated from the text above by a single blank line.
- Heading text should be set in Times (New) Roman, Bold, 12 point.
- There should be no extra space between the title and the text.

### **4.2 Second Level Headings**

- Second-level headings should be numbered sequentially within the first level heading (e.g. 1.1, 1.2, etc).
- Two spaces should separate the heading number from the heading text.
- The headings should be separated from the text above by a single blank line.
- Heading text should be in Times (New) Roman, Bold, 12 point.
- There should be no extra space between the title and the text.

### **4.3 Third Level Headings**

- Third-level headings should not be numbered.
- The headings should be separated from the text above by 1 (one) blank line.
- Heading text should be in Times (New) Roman, Bold, 12 point.
- Text should follow on the same line as the title, separated by two spaces. (LaTeX users can achieve this effect with the `\paragraph` tag, e.g., `\paragraph{My Heading Title}`.)

### **4.4 Fourth Level Headings**

- Fourth-level headings should not be numbered.
- The heading should be separated from the text above by a single blank line.
- Heading text should be in *Times (New) Roman, Italic, 12*.
- Text should follow on the same line as the title, separated by two spaces.

## **5 Body**

Please follow this checklist:

- Body text should be set in Times (New) Roman, 12 point. (*LaTeX users be sure to see the note in section 3.1 above.*)
- All paragraphs should be justified.
- The first paragraph in a section or subsection should not be indented.
- All subsequent paragraphs should begin with an indentation of 0.25" (0.63 cm).

## **6 Citing and Referring**

The style for referring to publications or making citations is left to the discretion of the author for the workshop notes. (Uniform guidelines will be given for the preparation of the proceedings.) A simple suggestion is this: (Grenon, 2003) The default LaTeX citation style ([1], [2], etc.) is also acceptable.

## **7 Special Sections**

### **7.1 References**

The title ‘References’ should appear as a section title but without a number. The format for the reference section is left to the discretion of the author.

### **7.2 Acknowledgment**

A special section for acknowledgments may be created between the last section of the paper and the reference section. The title ‘Acknowledgment’ should appear as a section title but without a number. The format of the text in this section should follow the format for the body of the paper.

### **7.3 Appendices**

Any appendices should appear before the reference section (after the last section or the acknowledgment section if there is one). Appendices should be unnumbered but otherwise should have the same heading and text format as a normal section. Appendices should be labeled ‘Appendix A’, ‘Appendix B’ and so on, followed by a colon and the title of the appendix. See the example below.

## **8 Conclusion**

These formatting requests are intended to be helpful for authors in preparing the final version of their paper. Their value is to allow the most reasonable uniformity of the publication, not to be a time-consuming exercise in formatting. If you have any trouble implementing these guidelines, please send an email to the scientific program chair, Chris Menzel (cmenzel@tamu.edu), or directly to Pierre Grenon (pgrenon@ifomis.uni-leipzig.de). Comments and suggestions are welcome too.

## **Acknowledgments**

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## **Appendix A: Example**

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Sample Text Sample. Sample Text. Sample Text. Sample Text Sample. Sample Text. Sample Text. Sample Text Sample. Sample Text. Sample Text. Sample Text Sample. Sample Text. Sample Text.

## References

Grenon, P. (2003). An Example of a Fake Publication, *An Example of a Fake Journal* (12), pp. 1-2.

An, E. and Other, E. (2003). Another Example of a Fake Publication, *Proceedings of the First International Conference on Examples and Fake Conferences*, Leipzig, July 23, 2003, IFOMIS Report Series, pp. 1-2.