



Guidelines

For MS Word manuscripts preparing for Proceeding of 3rd
International Conference on Geometry and Graphics

MoNGeometrija 2012

Novi Sad 21st - 24th June 2012.

<http://www.mongeometrija.com>

<p>Abstract deadline: 29 February 2012 Manuscripts deadline: 30 April 2012</p>
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1. GENERAL GUIDELINES

English is the official language of the Conference. The number of manuscript pages should be four pages or more. Manuscript must be prepared as MS Word (doc) file and sent as attachment by e-mail to the following address:

obrad_r@uns.ac.rs

2. TECHNICAL DETAILS

The following Page Setup parameters should be selected:

Paper Size: A4;

Margins - Top: 2,5 cm; Bottom: 2,5 cm; Left: 3 cm; Right: 3 cm.

Font is Arial, 12 pt, unless it is specified differently by this guideline. The

following Paragraph formatting parameters should be selected:

General - Alignment: Justified; Outline level: Body text.

Indentation - Left: 0 cm, Right: 0 cm, Special: First line, By: 1,27cm

Spacing – Before: 0 cm, After: 0 cm, Line spacing: Single.

3. FIRST PAGE

First page should be formatted as specified below:

Five (5) blank lines (11pt);

Paper title (Font: Arial, 13pt, bold, center, Capital letters);

One (1) blank line (13pt);

Names of authors (12 pt, bold, centered, first letter – capital), each author in different line, omitting the academic titles; (Names, titles, affiliations and addresses of all authors should be given)

Two (2) blank lines (12pt)

Abstract (12 pt, bold, center), as title

One (1) blank line (12 pt)

Content of Abstract (12 pt, italic) which should not exceed 20 lines (12 pt)

One (1) blank line (10 pt)

Key words: (12 pt, bold) followed by five (5) key words of the manuscript

Three (3) blank lines (10pt)

4. CHAPTER TITLES

The following parameters should be selected:

Font: Arial, 12pt, bold, Capital letters, centered and numbered (1., 2., 3.,...).

Format, Paragraph, Spacing: before - 6 pt; after – 6 pt.

One (1) blank line (12 pt) should be inserted between the chapter title and the last line of the preceding paragraph.

4.1. Chapter subtitles

The following parameters should be selected:

Font: Arial, 12pt, bold, First letter capital, centered and numbered (1.1., 1.2., 1.3. , ...).

Format, Paragraph, Spacing: before - 6 pt; after – 6 pt.

One (1) blank line (12 pt) should be inserted between the chapter title and the last line of the preceding paragraph.

5. TABLES

Tables should be numbered and entitled (10 pt, italic, centered) at the beginning (top side) of the table. One (1) blank lines (10 pt) should be inserted before the table title and after the body of the table.

6. DRAWINGS, FIGURES AND PHOTOGRAPHS

Drawings, figures and photographs should be numbered and entitled (11 pt, italic, centered) at the bottom side. Two (2) blank lines (10 pt) should be inserted before and after each drawing, figure or photograph.

7. FORMULAS

One (1) blank line (12 pt) should be inserted before and after each formula.

Formulas should be numbered.

8. FOOTNOTE

The following parameters should be selected:

Font: Arial (10 pt)

Reference

Footnote: Bottom of the page

Format, Number format: 1, 2, 3, ...

Start at: 1

Numbering: Continuous

9. LITERATURE

Literature (11 pt) should be given in alphabetical order, as it is shown in the following example:

Format / Bulets and Numbering / Numbered / Customize / Customize Numbered List:

Number position	Left
Aligned at	0.63 cm
Tab space after	1.27cm
Intent at	1.27cm

1. Ачеркан Н.С., Вукалович М.П. : *Справочник машиностроителя*, Машиностроение, Москва, 1964.
2. Humbert, L., Carlouz, H., Baudoin, A., Skalli, W., Mitton, D.: *3D Evaluation of the acetabular coverage assessed by biplanar X-rays or single anteroposterior X-ray compared with CT-scan*, Computer Methods in Biomechanics and Biomedical Engineering, Vol. 11, No. 3, 2008, pp. 257–262.
3. Chronis P.N.: *Mechanisms, linkages and Mechanical Controls*, International Student Edition, McGraw-Hill, London, 1965.
4. Đurić S.: *Mehanika - Dinamika i teorija oscilacija*, Mašinski fakultet, Beograd, 1981.