

# LaTeX Template for iPRES 2015

1st Author  
1st author's affiliation  
1st line of address  
2nd line of address  
Tel # incl. country code  
1st author email

2nd Author  
1st author's affiliation  
1st line of address  
2nd line of address  
Tel # incl. country code  
2nd author email

3rd Author  
1st author's affiliation  
1st line of address  
2nd line of address  
Tel # incl. country code  
3rd author email

## ABSTRACT

In this paper, we describe the formatting guidelines for iPRES 2015 Proceedings.

## General Terms

Your general terms must be any of the following nine designated terms: Institutional opportunities and challenges; Infrastructure opportunities and challenges; Frameworks for digital preservation; Preservation strategies and workflows; Innovative practice; Training and education.

## Keywords

Keywords are your own designated keywords.

## 1. INTRODUCTION

The proceedings are the records of the conference. iPRES hopes to give these conference by-products a single, high-quality appearance. To do this, we ask that authors follow some simple guidelines. In essence, we ask you to make your paper look exactly like this document. The easiest way to do this is simply to start with this document and replace the content with your own material.

## 2. PAGE SIZE

All material on each page should fit within a rectangle of 18 x 23.5 cm (7 inches x 9.25 inches), centered on the page, beginning 1.9 cm (0.75 inch) from the top of the page and ending with 2.54 cm (1 inch) from the bottom. The right and left margins should be 1.9 cm (.75 inch). The text should be in two 8.45 cm (3.33 inches) columns with a .83 cm (.33 inch) gutter.

## 3. TYPESET TEXT

### 3.1 Normal or Body Text

Please use a 9-point Times Roman font, or other Roman font with serifs, as close as possible in appearance to Times Roman in which these guidelines have been set. The goal is

Table 1: Table captions should be placed above the table

Graphics	Top	In-between	Bottom
Tables	End	Last	First
Figures	Good	Similar	Very well



Figure 1: A sample black and white graphic (.eps format).

to have a 9-point text, as you see here. Please use sans-serif or non-proportional fonts only for special purposes, such as distinguishing source code text. If Times Roman is not available, try the font named Computer Modern Roman. On a Macintosh, use the font named Times. Right margins should be justified, not ragged.

### 3.2 Title and Authors

The title (Helvetica 18-point bold), authors' names (Helvetica 12-point) and affiliations (Helvetica 10-point) run across the full width of the page – one column wide. We also recommend phone number (Helvetica 10-point) and e-mail address (Helvetica 12-point). See the top of this page for three addresses. If only one address is needed, center all address text. For two addresses, use two centered tabs, and so on. For more than three authors, you may have to improvise.<sup>1</sup>

### 3.3 First page copyright notice

Please leave 3.81 cm (1.5 inches) of blank text box at the bottom of the left column of the first page for the copyright notice. (Note that the LaTeX processor will produce this automatically for you using the provided .cls file; you should not need to modify it).

### 3.4 Subsequent Pages

For pages other than the first page, start at the top of the page, and continue in double-column format. The two columns on the last page should be as close to equal length as possible.

iPres 2015 conference proceedings will be made available under a Creative Commons license.

With the exception of any logos, emblems, trademarks or other nominated third-party images/text, this work is available for re-use under a Creative Commons Attribution 3.0 unported license. Authorship of this work must be attributed. View a copy of this licence at <http://creativecommons.org/licenses/by/3.0/legalcode>.

<sup>1</sup>If necessary, you may place some address information in a footnote, or in a named section at the end of your paper.

### 3.5 References and Citations

Footnotes should be Times New Roman 9-point, and justified to the full width of the column.

Use the “Reference format” for references – that is, a numbered list at the end of the article, ordered alphabetically and formatted accordingly. See examples of some typical reference types, in the new “Reference format”, at the end of this document. Within this template, use the style named references for the text. Acceptable abbreviations, for journal names, can be found here: <http://library.caltech.edu/reference/abbreviations/>. The correct style for links in your references is NO underlining.

The references are also in 9 pt., but that section (see Section 7) is ragged right. References should be published materials accessible to the public. Internal technical reports may be cited only if they are easily accessible (i.e. you can give the address to obtain the report within your citation) and may be obtained by any reader. Proprietary information may not be cited. Private communications should be acknowledged, not referenced (e.g., “[Robertson, personal communication]”).

*L<sup>A</sup>T<sub>E</sub>X-specific notes:*

Citations to articles [1, 3, 2, 4], conference proceedings [3] or books [6, 5] listed in the Bibliography section of your article will occur throughout the text of your article. You should use BibTeX to automatically produce this bibliography; you simply need to insert one of several citation commands with a key of the item cited in the proper location in the .tex file [5].

### 4. FIGURES/CAPTIONS

Place Tables/Figures/Images in text as close to the reference as possible (see Figure 1). It may extend across both columns to a maximum width of 17.78 cm (7 inches). Captions should be Times New Roman 9-point bold. They should be numbered (e.g., “Table 1” or “Figure 2”), please note that the word for Table and Figure are spelled out. Figure’s captions should be centered beneath the image or picture, and Table captions should be centered above the table body.

### 4.1 Subsections

The heading of subsections should be in Times New Roman 12-point bold with only the initial letters capitalized. (Note: For subsections and subsubsections, a word like *the* or *a* is not capitalized unless it is the first word of the header.)

#### 4.1.1 Subsubsections

The heading for subsubsections should be in Times New Roman 11-point italic with initial letters capitalized and 6-points of white space above the subsubsection head.

#### 4.1.2 Subsubsections

The heading for subsubsections should be in Times New Roman 11-point italic with initial letters capitalized.

#### 4.1.3 Subsubsections

The heading for subsubsections should be in Times New Roman 11-point italic with initial letters capitalized.

## 5. ACKNOWLEDGEMENTS

Our thanks to ACM for allowing us to modify templates they had developed.

## 6. REFERENCES

- [1] M. Bowman, S. K. Debray, and L. L. Peterson. Reasoning about naming systems. *ACM Trans. Program. Lang. Syst.*, 15(5):795–825, November 1993.
- [2] J. Braams. Babel, a multilingual style-option system for use with latex’s standard document styles. *TUGboat*, 12(2):291–301, June 1991.
- [3] M. Clark. Post congress tristesse. In *TeX90 Conference Proceedings*, pages 84–89. TeX Users Group, March 1991.
- [4] M. Herlihy. A methodology for implementing highly concurrent data objects. *ACM Trans. Program. Lang. Syst.*, 15(5):745–770, November 1993.
- [5] L. Lamport. *LaTeX User’s Guide and Document Reference Manual*. Addison-Wesley Publishing Company, Reading, Massachusetts, 1986.
- [6] S. Salas and E. Hille. *Calculus: One and Several Variable*. John Wiley and Sons, New York, 1978.