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Instructions for Preparing a IDAMAP 2004 Paper ← 14pt, bold

Heather Smith^a, William Fox^b, John Goodyear^c ← 12pt, bold

^a *Department, Institution, City, Country ← 10pt, italic*

^b *Department, Institution, City, Country ← 10pt, italic*

^c *Department, Institution, City, Country ← 10pt, italic*

Abstract ← 10pt, Times bold

The abstract should be clear, descriptive and 125 to 175 words in length. It should provide a brief introduction to the problem. This should generally be followed by a statement regarding the methodology and a brief summary of results. The abstract should end with a comment on the significance of the results or a brief conclusion. Abstracts are written in 10 pt Times Italic.

Introduction ← 12pt, Times bold

This template is designed to assist you in preparing your submission. It is an exact representation of the format expected by the editors. The template in Microsoft Word is available on the IDAMAP web pages at <http://idamap.org/idamap2004>.

The official language of the IDAMAP 2004 Workshop is English. Values should be in *International System* units.

Section titles should be set in 12pt, Times bold. The regular text in the paper should use 10pt Times.

General Organization of the Paper ← 12pt, Times bold

Papers should in general include an introduction, describing the main idea of the paper and review of the related work, following with sections on material and methods, discussion and conclusion.

Following is an example of setting the subsection heading.

Document length restrictions ← 10pt, Times bold

IDAMAP invites submissions of either short papers (2 pages, up to 1500 words), leading to a poster/short presentation at the meeting or full papers (up to 6 pages), leading to a panel presentation at the meeting).

Document format ← 10pt, Times bold

Font and Spacing ← 10pt, Times italics

The font used throughout the paper is Times. The paper size is A4 (i.e., 210 x 297mm), two-column format with a 2.5cm

margin at the top, a 2.5cm margin at the bottom, 1cm margins on the left and right with a 1cm space between the two columns. Lines are single spaced, justified. If the last page of your paper consists of less than two columns then divide the text into two columns of equal length.

Paper Title

The title of the paper should be in 14 pt bold and be centered over both columns; the title should have 60 pts space above (2 cm) and 12 pts below.

Authors

Author names should be in 12 pt bold with 12 pts above and 12 pts below. Given names should precede the family name. Indexes to author addresses are superscript, sequential alphabetical lettering commencing at a (a, b, c....)

Author affiliations

Author affiliations should be in 10 pt italic with regular line spacing. The body of the text should commence 2 lines below the last address (24 pts). The address for correspondence for the main author is to be included at the end of the paper following the references.

Headings

Three levels of heading are allowed as follows:

- Level 1 (Heading1 format) - 12pt, Times bold, left justified
- Level 2 (Heading2 format) - 10pt, Times bold, left justified
- Level 3 (Heading3 format) - 10pt, Times bold italic, left justified

Body text

The body of the text of the submission is a set of body text paragraphs defined as follows:

- 10pt Times font
- Single space, defined as 12pt
- Spacing before is 3pt

- Spacing after is 3pt
- There is no indentation for the first line of a paragraph

Bullets

There are two levels of allowed bulleting:

- This the first bullet level
 - This is a subbullet level

Enumerated lists

Lists are sequentially numbers as follows:

1. Spacing before is 3pt
2. Spacing after is 3pt

Tables

Tables are sequentially numbered in numeric fashion with the table title and number above the table. Tables should be centered in the column OR on the page. Tables should be followed by a line space (12pt). Elements of a table should be single spaced, however double spacing can be used to show groupings of data or to separate parts of the table. Table column headings should be in 10pt bold. Tables are referred to in the text by the table number as shown in Table 1.

Table 1 - Formatting rules

Object	Font	Align	Space above	Space below
Title	14pt bold	centered	60pt	12pt
Author(s)	12pt bold	centered	12pt	12pt
Addresses	10pt italics	centered	0pt	0pt
Heading1	12pt bold	left	12pt	12pt
Heading2	10pt bold	left	6pt	6pt
Heading3	10pt bold italics	left	3pt	3pt
Body	10pt	justified	3pt	3pt
Bullet	10pt	justified	3pt	3pt
Table title	10pt italics	centered	12pt	6pt
Figure title	10pt italics	centered	6pt	12pt

Figures

Figures are sequentially numbered in numeric fashion commencing at 1 with the figure title and number below the figure as shown in Figure 1. Detailed recommendations for figures are as follows:

- Ensure that figures are clear and legible
- Black & white only is allowed
- If a figure spans two columns it should be placed at the top or bottom of a page.

- Hard copy illustrations should, preferably, be scanned and included in the electronic version of the submission in an appropriate format as follows.

- BMP - Microsoft bitmap file
- WMF - Windows Metafile Format
- EPS - Encapsulated Postscript
- JPG - JPEG file
- GIF - Graphics Interchange Format
- TIFF – Tag Image File Format

- The following included files are permissible

- Microsoft PowerPoint
- Microsoft Draw
- Adobe FrameMaker Graph
- Macintosh PICT

Figure 1 shows an included Microsoft Draw object.

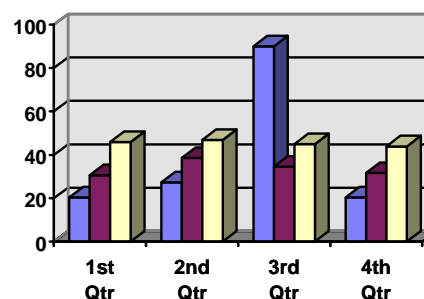


Figure 1- The caption of the figure

In Figure 2 is an example of an included Windows Bitmap Image file.



Figure 2 – The caption of the figure

Equations

Equations should be numbered serially at the right-hand side in parentheses as shown in Equation (1).

$$(Paper) \sum_0^n Author \equiv Accept \quad (1)$$

Footnotes

Footnotes should be in 9pt Times and placed at the bottom of the column in which they appear¹. Footnotes should be used sparingly. Footnote numbers in text should be in superscript.

¹ This a footnote

References

All publications cited in the text should be included in a list of references following the text of the manuscript. References are sequentially numbered as they appear in the text. Reference numbers are indicated in square brackets.

Recommendations for references are:

- Use Vancouver style as provided for by Index Medicus.
- Include ALL authors, not only the first three followed by *et al.*, for multiple author papers.
- The internationally recognized abbreviated title of journals is in 10pt, Times italics.
- For papers with multiple authors, there is no punctuation between the surname and given name within each of the authors. There is a comma following the given name of one author and the surname of the next author listed. For an example, see the references listing at the end of this document.
- When referencing in the body of text, use 10pt Times in square brackets.
- Types of references are as follows
 - For a standard reference see [1]
 - For a paper in a collection see [2]
 - Books should be referenced as per [3] where the book title appears in Italics.

When preparing your reference list the following errors should be avoided:

- including references not cited in the text,
- excessively referencing your own work,
- insufficiently referencing the work of others, and
- including references where you are not in possession of a copy of the reference.

Conclusion ← 12 pt, Times Bold

Deadlines

Authors should send an electronic submission in PDF format to both IDAMAP Workshop chairs (blaz.zupan@fri.uni-lj.si, jholmes@cceb.med.upenn.edu); please use "IDAMAP SUBMISSION YOUR_NAME" as a subject, where YOUR_NAME is the surname of the first author. Alternatively to preferred PDF, submissions using Post Script or MS Word format are also welcome. **The deadline for submission is June 5, 2004.**

Publication

Accepted papers will appear in workshop notes that will be distributed to registered participants. A subsequent publication of selected and revised papers in peer-reviewed journal is planned.

Acknowledgments

Remember to thank those that have supported you and your work. This template was prepared based on the template for Medinfo 2004, for which we thank Medinfo organizers.

References ← 12pt, Times bold

- [1] Fetter RB, Shin Y, Freeman JL, Averill RF, and Thompson JD. Casemix definition by diagnosis-related groups. *Med Care* 1980; 18 (2 Suppl): 1-53.
- [2] Zadeh LA. Is probability theory sufficient for dealing with uncertainty in AI: a negative view. In: Kanal LN and Lemmer JF, eds. *Uncertainty in Artificial Intelligence*. Amsterdam: Elsevier, 1986; pp. 103-16.
- [3] Weed L. *Medical Records, Medical Education and Patient Care*. 2nd ed. Cleveland: Case Western Reserve University Press, 1971.

Address for correspondence ← 10pt, Times bold

Lead author contact details go here ← 9pt, Times