

Vol.: Issue: Date: Received: Accepted: Final Version:
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ISVOS Journal, 20xx, x(x): x-x

Title of Manuscript, The First Letter of Each Word Should Be Capitalized, and The Entire Title Should Be Bold

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Abstract

Write the abstract of the manuscript here. The font style must be Times New Roman, and the font size must be 9 points. The abstract does not exceed 300 words. We recommend using Abstract style in MS Word, Home, Styles part. For detailed abstract section information, please refer to the relevant section in the template.

Keywords: “Keyword 1, keyword 2, keyword 3.”

1. Introduction

This template describes how to write a manuscript for the ISVOS Journal. For detailed information, review the contents given in the sections. Manuscripts should only be prepared with MS Word. Only one font is used throughout the manuscript, “Times New Roman”. The language is only English.

The second section of the template contains information about the page layout and structure of the paper. The third section explains how the title of the manuscript, the abstract, and the parts of the author’s name and information should be written. In the fourth section, how the headings, paragraphs, equations, figures, tables, and references in the main text should be written. The manuscript's acknowledgments, bibliography, and appendixes should be written as specified in the fifth section.

2. Page Layout

All papers of the manuscript must be in one column. Page sizes must be as A4 standards, and the pages must be portrait orientation. Please do not use any page breaks or section breaks in the whole document. Also, hyphenation should be chosen as none. The pages' top margin, bottom margin, left margin, and right margin must be respectively 1.6 cm, 2.21 cm, 1.3 cm, and 1.4 cm. Editors will add page numbers; therefore, please do not add any page numbers.

3. About Title, Abstract, Author’s Information

3.1. Title of Manuscript

The title font style must be Times New Roman, and the font size must be 16 points. The title should be bold, and only the first letter of each word should be capitalized. The title must be centered and leave the 12 points spacing after the title. Also, line

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spacing must be chosen as single. Do not use any indentation in the title. The title of the manuscript should not be written in italics. We recommend using Title style in MS Word, Home, Styles part in the template document.

The title of the manuscript should be a maximum of 3 lines. Do not use hyphenation in the title. If equations should be used in the title, add the equations using MS Word equations. Please do not use MathType or any other Add-ins instead of MS Word equations in the title.

3.2. Abstract of Manuscript

We recommend using the Abstract style for the paragraph in which the abstract is written. The abstract must consist of a single paragraph and have a “Times New Roman” font style. Font size should be 9 points. After the abstract paragraph, a 12 points space should be left, and the keywords should be written. 0.5 cm indent should be left only in the first line of the paragraph. The abstract should not exceed 300 words.

Keywords should be in 10 font size and “Times News Roman” font style. Minimum 3, maximum 6 keywords should be written in Keywords. Please write all keywords in single quotation marks. Separate each keyword with a comma and put a period after the last keyword. Only the first letter of the first keyword should be capitalized, and all other words should be written in lower case.

Avoid giving literature information in the abstract. In the abstract, given information of the essence of the manuscript, such as the purpose of the study, what has been done, and the results will allow the study to be understood much more easily.

3.3. Author’s Information of Manuscript

The font should be Times New Roman for the author names and surnames, and the font size should be 11 points. Author names and surnames should be written centered on the page. We recommend using the AutName style in MS Word, Home, Styles part in the template document. A 12 points space should be left after the Authors’ names and surnames. Also, line spacing must be chosen as single. Only the first letter of the author's names and surnames should be capitalized, and the other letters should be lowercase. Lettering such as a, b, c, ..., should be used for the order of the authors. Footnote information will be added only to the corresponding author for the manuscript. Only the e-mail address of the corresponding author will be written in the footnote content. An example is given on the first page of the template. Please review an example.

Times New Roman font type and 9 points font size should be used for additional information of all authors. Information of the authors part should be written centered on the page. We recommend using the AutAffi style in MS Word, Home, Styles part in the template document. No space should be left, and also, line spacing must be chosen as single. Institute or University of the Authors, City, and Country must be written in one line. After that, the ORCID ID of the authors must be written. An example is given on the first page of the template. Please review an example.

4. Example of Headings

We recommend using the Headings 1 style in MS Word, Home, Styles part in the template document for the first-order Headings. Level 1 Headings must be numbered as 1., 2., 3., etc. Do not forget to use the dot after the number. The first Heading must be written as an Introduction.

Times New Roman font type and 12 points font size should be used for first-order Headings. Headings must be written in bold and justified on the page. The first letter of each word should be capitalized. Before the first-order Headings, a 24 points space must be left, and 18 points space must be left after the first-order Headings. Line spacing must be chosen as single, and indentation must be 0.8 cm selected as Hanging. Do not leave only Headings at the end of the pages.

4.1. Example of Second-Order Sub-Headings

We recommend using the Headings 2 style in MS Word, Home, Styles part in the template document for the second-order Headings. Level 2 Headings must be numbered as 1.1., 1.2., 1.3., etc. Do not forget to use the dot after the number.

Times New Roman font type and 10 points font size should be used for second-order Headings. Headings must be written in bold and justified on the page. The first letter of each word should be capitalized. Before the second-order Headings, a 12 points

space must be left, and 18 points space must be left after the second-order Headings. Line spacing must be chosen as single, and indentation must be 1.1 cm selected as Hanging. Do not leave only Headings at the end of the pages.

4.1.1. Example of Third-Order Sub-Headings

We recommend using the Headings 3 style in MS Word, Home, Styles part in the template document for the third-order Headings. Level 3 Headings must be numbered as 1.1.1., 1.1.2., 1.1.3., etc. Do not forget to use the dot after the number. Maximum third-order Headings must be used in the manuscript. Do not use other levels for Headings.

Times New Roman font type and 10 points font size should be used for third-order Headings. Headings must be written in bold and justified on the page. The first letter of each word should be capitalized. Before the third-order Headings, a 12 points space must be left, and 12 points space must be left after the third-order Headings. Line spacing must be chosen as single, and indentation must be 1.4 cm selected as Hanging. Do not leave only Headings at the end of the pages.

5. Main Text

5.1. Paragraphs

We recommend using the Normal style in MS Word, Home, Styles part in the template document for the manuscript's text. All paragraphs must be justified. Do not use any hyphenation at the end of the lines of paragraphs. Paragraphs font type must be Times New Roman, and font size must be 10 points. Only the first line has a 0.5 cm indentation of the paragraphs. Line spacing must be selected as single. A 12 points space should be left after the paragraphs. It is highly recommended to use the "Spelling Checker/Editor" function of MS Word to avoid unnecessary mistakes.

Bulleted lists can be included. All bulleted lists must be the same and chosen as a black-painted circle. Do not use any other bulleted list figures. An example of the bulleted list is given below. Left indentation must be 1.1 cm. Also, special indentation must be selected as Hanging and 0.8 cm. A 12 points space should be left after the bulleted lists. We recommend using the List Paragraph style in MS Word, Home, Styles part in the template document for the bulleted lists. Do not forget to use the comma after the bulleted lists except the last one. There must be using dot at the end of the last bulleted list.

- First item,
- Second item,
- Third item.

Footnotes can be used in paragraphs. Please review section 5.5 for the Footnotes using rules.

5.2. Equations

All equations must be centered and numbered. Equation numbers must be written in parenthesis. Equation numbers start at 1 and go on. Do not write section numbers in equation numbers. We recommend two different ways to add equations or formulas to the manuscript regularly. These are:

- Using MathType Add-in,
- Using tables.

Follow the steps to use MathType Add-in for adding equations. First, go to the MathType tab in MS Word. In the Insert Equations on MathType tab, select Display. Write the equation in the pop-up window. After writing equations, close and click to Yes for saving equations. Click at the end of the equation. After that, click the Tab button on the keyboard and write the equation number. Do not forget to adjust the equation's font size to 10 points.

$$y = x + 5 \tag{1}$$

Follow the steps to use tables for adding equations. First, add a 2x1 table. The first column must have 17.3 cm in width. The second column must have 1.2 cm in width. Do not forget to add indentation to the table as 0.5 cm. All align of the columns must be set as Align Center. Write the equation in the first column and the equation number in the second column. While writing equations, please use MS Word Equation Editor. After writing equations, the border style of the table must be none.

$$y = x + 5$$

(2)

Do not use the Space or Tab button on the keyboard to center equations on the page while writing equations. Some problems may occur during the publication of the manuscript when using this way to write equations. Therefore, if the editors determine it, a correction will be requested.

5.3. Figures

All figures should be numbered with numerals (1, 2, 3, ...). Every figure should have a caption. All photographs, schemas, graphs, and diagrams are referred to as figures. Low-quality scans are not acceptable. Figures must be embedded into the text and not supplied separately. The figures must be coded correctly in the manuscript. The preferred format of figures is PNG, JPEG, etc. Figures should be clearly defined in the relevant sections of the text. Figures should be placed as close as possible to the first reference to them in the paper. Please ensure that all the figures are of a minimum of 300 DPI resolutions to facilitate the best output.

Figure caption should be under the figures. The order of the figure captions should be Fig., figure number, dot, figure description, dot. The font of the figure caption should be Times New Roman, and the figure caption must be placed centered on the page. The figure caption should be bold, and the text font size should be 9 points. Only the first line has a 0.5 cm indentation of the figure caption. Line spacing must be selected as single. A 12 points space should be left after the figure caption. If two images fit next to each other, these may be placed next to each other to save space. We recommend using the Fig-Table style in MS Word, Home, Styles part in the template document for the figure captions. An example of the figure styles is given below. Please review Fig. 1 and Fig. 2.

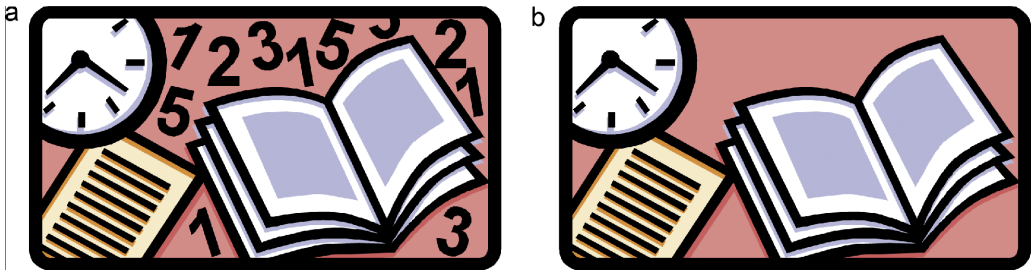


Fig. 1. (a) first picture; (b) second picture.



Fig. 2. Third picture.

5.4. Tables

All tables should be numbered, and the table caption should be above the tables. Do not give the tables as figures. The order of the table captions should be Table, table number, dot, table description, dot. The font of the table caption should be Times New Roman, and the table caption must be placed centered on the page. The table caption should be bold, and the text font size should be 9 points. Only the first line has a 0.5 cm indentation of the table caption. Line spacing must be selected as single. A 12 points space should be left after the table caption. If it is necessary to use a table that does not fit on the page, please divide the table to fit the page or reduce the font size. Never make the page horizontal. We recommend using the Fig-Table style in MS Word, Home, Styles part in the template document for the table captions. An example of the table styles is given below. Please review Table 1.

Table 1. An example of a table.

An example of a column heading	Column A (<i>t</i>)	Column B (<i>t</i>)
And an entry	1	2

And another entry	3	4
And another entry	5	6

5.5. Footnotes

Footnotes should be avoided if possible. Necessary footnotes should be denoted in the text by consecutive superscript numbers². The font of the footnotes should be Times New Roman, and the footnotes must be placed justified on the page. The footnotes should not be bold, and the text font size should be 8 points. Only the first line has a 0.5 cm indentation of the footnotes. Line spacing must be selected as single. No space should be left before or after the footnotes. The footnotes should be typed at the foot of the page in which they are mentioned and separated from the main text by a one-line space extending at the foot of the column. We recommend using the Footnote style in MS Word, Home, Styles part in the template document for the footnotes. Please do not change the margins of the template, as this can result in the footnote falling outside the printing range.

We recommend using the following order to add footnotes.

- Go to References and click Insert Footnote. Word inserts a reference mark in the text and adds the footnote mark at the bottom of the page.
- Type the footnote text.
- Select all footnote text and then click to Footnote style in MS Word, Home, Styles part in the template document.

5.6. Page Numbers, Header and Footer

Do not add Page number, header, and footer to the manuscript.

5.7. References in The Main Text, Bibliography

The bibliography must be listed at the end of the paper. Do not begin them on a new page unless this is necessary. Authors should ensure that every reference in the text appears in the bibliography list. References should be IEEE style. For example, references in IEEE format should shown citations in the text as [1] or [1, 2] or [1]-[4].

Some examples of how references should be listed are given at the end of this template in the ‘Bibliography’ section, which will allow you to assemble your reference list according to the correct format and font size. Do not forget to name the ‘Bibliography’ section as References.

5.8. General Guidelines for the Symbols and Units

Symbols denoting vectors and matrices should be indicated in bold type. Scalar variable names should generally be expressed using italics. Weights and measures should be expressed in SI units. All non-standard abbreviations or symbols must be defined when first mentioned.

5.9. File Naming and Delivery

Please title your files in this order “ISVOS – Corresponding Author – Date”. Submit both the MS Word file and the PDF file to the Editor.

Acknowledgments

Acknowledgments and References heading should be left-justified and bold, 12 points with the first letter is capitalized but having no numbers. The text below continues with the Normal style.

Appendix A. - An Example Appendix

The authors who write the appendix must put this section before the References section. The required rules for the headings are given above. Headings should continue, such as A, B, C, etc. The text of this section should continue normally.

A.1. Example of a sub-heading within an appendix

² Example of footnote.

There is also the option to include a subheading within the Appendix if you wish.

References

Electronic Documents;

- **E-books**

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[2] D. Ince, "Acoustic coupler," in *A Dictionary of the Internet*. Oxford University Press, [online document], 2001. Available: Oxford Reference Online, <http://www.oxfordreference.com> [Accessed: May 24, 2007].

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- **Newspaper Article from the Internet**

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[14] S. Bhanndahar. ECE 4321. Class Lecture, Topic: "Bluetooth can't help you." School of Electrical and Computer Engineering, Georgia Institute of Technology, Atlanta, GA, Jan. 9, 2008

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Three or More Authors

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Book by an Institutional or Organizational Author

[19] Council of Biology Editors, Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers, 6th ed., Chicago: Cambridge University Press, 2006.

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[20] Bell Telephone Laboratories Technical Staff, Transmission System for Communication, Bell Telephone Lab, 2005.

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[21] Hewlett-Packard, Appl. Note 935, pp.25-29.

Note: Titles of unpublished works are not italicized or capitalized. Capitalize only the first word.

- **Technical Report**

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