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Abstract

In this paper, we describe the formatting requirements for the full manuscript and offer recommendations on writing for the conference proceeding publication.

Keywords: *Guides, instructions, author's kit, conference publications*

1. Introduction

This format is to be used for submissions that are published in the conference proceeding. We wish to give this volume a consistent, high-quality appearance. We, therefore, ask that authors follow some simple guidelines. In essence, you should format your paper exactly like this document. The easiest way to do this is simply to download the template sent by email and replace the content with your material.

2. Text formatting

Please use an 11-pts Book Antiqua font, in which these guidelines have been set. (The “Text body and First-line indent” style for this document automatically gives you this font setting).

3. Language, style, and content

The written and spoken languages are English and Vietnamese. Spelling and punctuation may use any dialect of English (e.g., British, Canadian, US, etc.) provided this is done consistently. Hyphenation is optional. To ensure suitability for an international audience, please pay attention to the following:

- Write in a straightforward style. Use simple sentence structure. Try to avoid long sentences and complex sentence structures. Use semicolons carefully.
- Use common and basic vocabulary (e.g., use the word “unusual” rather than the word “arcane”).

- Briefly define or explain all technical terms. The terminology common to your practice/discipline may be different in other design practices/disciplines.
- Spell out all acronyms the first time they are used in your text. For example, “World Wide Web (WWW)”.
- Explain local references (e.g., not everyone knows all city names in a particular country).

3. Figures

The examples on this and the following pages should help you get a feel for how screen-shots and other figures should be placed in the template. *Be sure to make images large enough so the important details are legible and clear.* Your document may use colour figures, which are included in the page limit; the figures must be usable when printed in black and white. A raster format of the figure should be at least in 300dpi resolution and is better saved in PNG format rather than JPEG (a looser compression image format).

If you aren’t familiar with Word’s handling of pictures, we offer one tip: the “format picture” dialogue is the key to controlling the position of pictures and the flow of text around them. You access these controls by selecting your picture, then choosing “Picture...” from the “Format” menu. The picture format dialogue has five tabs, with three—size, position, and wrapping—probably being the most useful here.

As for the “picture” tab in that dialogue, we recommend using Photoshop or other graphics software to scale images, rather than scaling them after you have placed them in Word. Word’s scaling tends to reduce the clarity and legibility of images more so than dedicated graphics software.

The title of the figure should be placed below it. E.g:

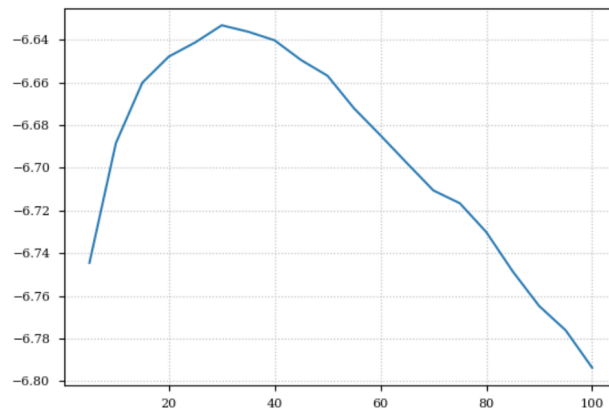


Fig. 1: Bound of perplexity on the test set

4. Tables

The table should also be centred and its title is on the top.

5. References and Citations

Use an author-year citation (Elsevier - Havard with titles style) and a list of references at the end of the article. For example, a paper from two authors could be cited as (Balyer and Öz, 2018) and more than two authors could be cited (Altman et al., 2010). For papers from conference proceedings, including the title of the paper and the name of the conference such as (Cheng et al., 2020). Do not include the location of the conference or the exact date. And ("FFIEC Home Mortgage Disclosure Act," n.d.) for citing a website. See the examples of references at the end of this document.

Your references should be published materials accessible to the public. Internal technical reports may be cited only if they are easily accessible (i.e., you provide the address for obtaining the report within your citation) and may be obtained by any reader for a nominal fee. Private communications should be acknowledged in the main text, not referenced (e.g., "(Robertson, personal communication)").

Acknowledgments

We thank everyone for their abstract submissions. We hope to see you in Nha Trang, Vietnam for this December conference.

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