

GUIDELINES FOR PREPARING AND SUBMITTING A FULL PAPER

1. Instructions on How to Submit Full Paper

Papers and posters must be submitted through ICUG 2017 Website-:<http://icug.teriuniversity.ac.in/>. Submissions must be on Microsoft Word format (*.docx preferred) and use the structure and the style guidelines given in the following template. There are no style guidelines for posters. Submissions must include up to 5 keywords as given in the template below

GUIDELINES FOR AUTHORS INTERNATIONAL CONFERENCE ON URBAN GEOINFORMATICS (ICUG) -2017

¹Nithiyanandam Yogeswaran*, ²Vimalathitthan Shanmugam

¹*TERI University,*

10 Institutional areas, Vasanth Kunj, New Delhi, social.icug17@gmail.com

²*India Meteorological Department,*

New Delhi, India, vimal09182@gmail.com

KEY WORDS: List three to five keywords relevant to your topic.

ABSTRACT: These guidelines are provided to make it easy to read with a consistent format. Please complete your full paper in **strict conformance** with these guidelines and send it to the Conference Secretariat no later than 1st February 2017.

1. MANUSCRIPT

1.1 Sheets for Papers and Typing

Prepare the camera-ready manuscripts in A4 paper sheet size 297 mm x 210 mm (11.69 x 8.27 inches). Set upper margin to 26 mm and lower margin to 22 mm, left margin to 24 mm and right margin to 22 mm. The entire text is to be typed in a single wide column across the whole page.

The font and size should be Times New Roman 10pt, except the paper title, which should be 12pt. All text is to be single-spaced. Left and right justified typesetting is preferred. Do not set page numbers. All papers should be submitted in word format (*.docx) without any protection.

1.2 Length

All manuscripts are limited to 6 single-spaced pages, including the Title block, abstract, figures, tables and references. Additional pages are not accepted.

1.3 Page Numbering

Do not type the page number on the manuscript sheet.

2. TITLE AND ABSTRACT BLOCKS

2.1 Title Block

The title should appear in bold uppercase letters without underlining, centered across the two columns, near the top of the first page of the paper. Use more than one line if you wish, but always use single spacing. After one blank line type the author(s)' name(s) and affiliation in uppercase and lowercase letters centered under the title. In the case of multi-authorship, group them by firm or organization. Affiliation should include the institution(s) and the postal address. For convenience of readers of the proceedings, it is recommended to include the e-mail address (es). A slight change of the title and authors of full paper from the submitted Abstract would be accepted.

2.2 Key Words

Leave two blank lines under the Title Block. Type "**KEY WORDS:**" flush left in bold uppercase letters, followed by three to five English key words which are not included in the paper title.

2.3 Abstract

Leave one blank line under the key words. Type "**ABSTRACT**" flush left in bold uppercase letters followed by the abstract. Please write a concise abstract (limited to 300 words) which presents in short the content and, very importantly, the news and results of the paper in words understandable also to a non-specialist. The text must be always single spaced, without blank lines between paragraphs. Start paragraphs flush with left margin.

3. MAIN BODY OF TEXT

Type text single-spaced with one blank line between paragraphs and headings. Start paragraphs flush left with margin.

3.1 Headings

MAJOR HEADINGS

Major headings or chapter headings are to be flush left with the margin, in bold capitals without underlining. Major headings are on a separate line between two single blank lines.

Subheadings

Type subheadings should be flush left with the margin, in bold uppercase and lowercase letters (Title Case). Subheadings are on a separate line between two single blank lines.

Sub-subheadings: Sub-subheadings are to be typed in bold uppercase and lowercase letters after one blank line flush left with the margin of the column, with text following on the same line.

Decimal numbering of all headings is appreciated. If there is no bold printing available to you, use underlining, instead, but only for subheadings and sub-subheadings, not for major headings.

3.2 Footnotes

Avoid footnotes, but if you need them, mark footnotes in the text with an asterisk (*); use a double asterisk (**) for a second footnote on the same page.

3.3 References and/or Selected Bibliography

References should be cited in the text, thus (Smith, 1987b), and listed in alphabetical order in the reference section. The following arrangements should be used:

References from Journals:

Smith, J., 1987a. Calibration tests of industrial and scientific CCD cameras. *Photogrammetica*, 42 (1), pp. 47-56.

References from Books:

Smith, J., 1989. *Architectural Photogrammetry*. Elsevier, Amsterdam, pp. 321-332.

Thomas, L., 1990. Close-range camera calibration. In: *Industrial Photogrammetry*, edited by Smith, J., John Wiley & Sons, New York, pp. 403-445.

References from Other Literature:

Smith, J., 1987b. Economic printing of color photos. Report KRL-3, Kennedy Laboratories, Arlington, VA-USA. Smith, J., 1988. Single Station Self-Calibration Technique. In: *International Archives of Photogrammetry and Remote Sensing*, Kyoto, Vol. XXVII, Part B5, pp.456-469.

References from websites:

Smith, J., 2010. Optimizing Remote Sensing for Disaster Monitoring, Retrieved May 13, 2005, from <http://www.remotesensing.net/index.htm>.

3.4 Illustrations

3.4.1 Placement: Figures and tables may be either one or two columns in width. Large figures and tables sometimes need to be turned on their sides. If you must turn a figure or table sideways, be sure that the top of it is always on the left-hand side of the page.

3.4.2 Captions: All captions should be typed in uppercase and lowercase letters, centered above the tables, and beneath the figures. Figures and tables are to be numbered in their respective order, e.g. Figure 1, Table 1, Figure 2, Figure 3, Table 2, etc.

3.4.3 Copyright: If your article contains any copyrighted illustrations or imagery, please include a statement of copyright such as: c SPOT Image Copyright 20xx (fill in year) CNES. It is the author's responsibility to obtain any necessary copyright permission.

3.5 Equations, Symbols and Units

3.5.1 Equations: Equations should be numbered consecutively throughout the paper. The equation number should be enclosed in parentheses and placed flush right. Leave one blank line before and after the equations.

3.5.2 Symbols and Units: Use the SI (International System of Units) units and symbols. All units and symbols should be typed.

4. TRANSMITTAL

4.1 Transmittal of Full Papers

The author should upload the camera-ready full final manuscript in *.docx format using the facility given in the paper submission page no later than 1st February 2017. Sending the final manuscript to the Conference Secretariat via e-mail (icug.submission@teriuniversity.ac.in) is also accepted. However, **late papers will not be included in the proceedings**. The author – presenter should register before the submission of the full paper to ensure that at least one author will show up at the conference. Papers without any author registering before 1st of February 2017 will not be included in the final program and proceedings.

4.2 Conference Secretariat

If you need any assistance regarding full paper submission, please contact ICUG-2017 Team at icug.submission@teriuniversity.ac.in. For general queries, please contact ICUG-2017 Director at icug@teriuniversity.ac.in.