

Instructions for Formatting JIOS Articles: A Microsoft Word Template

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Abstract

This document describes the required formatting of JIOS papers, including margins, fonts, citation styles, and figure placement. The template provided here is made to coincide with `jios.sty` LaTeX style. While the format requirements are only compulsory for final submissions, we strongly encourage authors to adopt this template, as well as its recommendations throughout the submission process.

Keywords: format, Microsoft word template, JIOS

1. Introduction

To ensure that all articles published in the journal have a uniform appearance, authors must produce a PDF document that meets the formatting specifications outlined in this document. The same document will be used both for digital and hard copy version of the journal. Paper submission must be made in one ZIP archive which must include Word or LaTeX document and PDF. When crating PDF make sure all fonts are embedded.

This document briefly describes and illustrates format used by JIOS journal. Your article should look as similar as possible to this document. This template can be obtained form journal web site at the address <http://www.jios.foi.hr>. Below the basic specifications, including font sizes, margins, etc. will be outlined. We encourage you to use this sample in case of any dilemma. For any questions you cannot decide of, feel free to contact JIOS.

JIOS is published twice a year. 1st volume is published 30th of June, and 2nd volume 31st of December. All papers that enter copyediting process at least one month before publishing date will be included in current volume. All papers that enter copyediting process less than one month from the publishing date will be included in the next volume.

2. Style and Format

Papers must be printed in the single column format as shown in the enclosed sample. The page format should be set to A4. Margins should be 3.17 cm left and right. Headers should be 1.27 cm from top and footer should be 2.18 cm from bottom of page. Title should start 3.81 cm from the top of the page.

2.1. Fonts

You should use Times Roman style fonts. Please, do not use any non-standard fonts in your paper. They could make problems in formatting of the paper, as well as in printing paper.

Headers and Footers should be in 9 point type. The title of the paper should be in 14 point bold type. The abstract title should be in 11 point bold type, and the abstract itself should be in 10 point type. First headings should be in 12 point bold type and second headings should be in 11 point bold type. The text and body of the paper should be in 11 point type.

2.2. Title and Authors

The title appears near the top of the first page, centered. Authors' names should appear in designated areas below the title of the paper in twelve point bold type. Authors' affiliations and complete addresses should be in italics, as well as their email addresses. If author is part of institution, organization or company, information should include full author name, full institution/organization/company name, town/city and country. If author is publishing as private person, information should include full author name, full address (street address and number), town/city and country. Authors' affiliations and email address must be justified aligned.

2.3. Abstract

The abstract appears at the beginning of the paper, indented 0.64 cm from the left and right margins. The title "Abstract" should appear in bold face 11 point type, centered above the body of the abstract. The abstract body should be in 10 point type.

2.4. Headings and Sections

When necessary, headings should be used to separate major sections of your paper. First-level headings should be in 12 point bold type and second-level headings should be in 11 point bold type. Do not skip a line between paragraphs. Third-level headings should also be in 11 point italic type. All headings should be capitalized. After a heading, the first sentence should not be indented.

References to sections (as well as figures, tables, theorems and so on), should be capitalized, as in "In Section 4, we show that...".

2.4.1. Appendices

Appendices, if included, follow the acknowledgments. Each appendix should be lettered, e.g., "Appendix A".

2.4.2. Acknowledgements

The acknowledgments section, if included, appears after the main body of the text and is headed "Acknowledgments." The section should not be numbered. This section includes acknowledgments of help from associates and colleagues, financial support, and permission to publish.

2.5. Figures and Tables

Figures and tables should be inserted in proper places throughout the text. Do not group them together at the beginning of a page, nor at the bottom of the paper. Number figures sequentially, e.g., Figure 1, and so on.

The figure or table number and the caption should appear under the illustration. Leave a margin of 0.64 cm around the area covered by the figure and caption. Captions, labels, and other text in illustrations must be at least nine-point type.

	CPU Speed	Wage
A		
B		
C		

Table 1. Note well that JIOS expects table captions below the table. >= 9pt font.

We strongly suggest not to use color figures and pictures. If you include color picture in your article, in the printed version the picture will be printed in grayscale. Author can demand color printing of the paper, but in that case author will have to cover expenses of the color printing. The expenses are 100 euro per page.

2.6. Headers and Footers

All information in headers should be in small caps, respecting capital first letters. The first page of your article should include the short journal name, volume, number and year in the upper left corner, and the submission date and acceptance date in the upper right corner. The editor will let you know the volume, number, year, submission date and acceptance date.

On the even numbered pages, the header of the page should be the authors' names in the upper left corner and short title of the paper in the upper right corner. If paper title is too long to fit in the header, please shorten the title and add three dots (...) at the end. On the odd pages, starting with page 3, the header should be the full name of the journal, aligned right.

2.6.1. Page Numbering

Please do not add any page numbers in the article. They will be assigned by the publishing board at the bottom of the page in the center, as well as added in the footer of the article.

2.6.2. Footnotes

We encourage authors to use footnotes sparingly, especially since they may be difficult to read online. Footnotes should be numbered sequentially and should appear at the bottom of the page, as shown below.¹

2.7. References

The reference section should be labeled "References" and should appear at the end of the paper in the format described in this sample. References must be ordered alphabetically. A sample list of references is given in Appendix A. Please prepare complete and accurate citations. Do not include references that are not cited in the text of the paper.

Citations within the text should include the number of the reference in the reference section in the brackets, for example [1]. In the case of three or more authors, the reference can be shortened by referring only the first author, followed by "et al.", as in [2]. Multiple citations should be separated by a colon, as in [1], [2].

3. Formatting Templates

To ready your work for publication, please typeset it using software such LaTeX that produces PDF output. A LATEX style file is available at <http://www.jios.foi.hr/guidelines/jios.sty>. There is also a template for Microsoft Word, which can produce PDF files via the Acrobat product. The MS Word template is available at <http://www.jios.foi.hr/guidelines/jios.dot>. We recommend working from the LaTeX source of

¹ A footnote should appear like this. Please ensure that your footnotes are complete, fully punctuated sentences.

the sample article (at <http://www.jios.foi.hr/guidelines/sample.tex>), which has been annotated to simplify use of the macros in the style file or MS Word template file. If you must use a document preparation system other than LaTeX or MS Word, please discuss this with the editor prior to submitting your final document. If you do not have the software necessary to produce acceptable PDF files, the editor will recommend a professional service for formatting your article. (Authors will be responsible for paying for this service).

Acknowledgements

Who helped, funded, etc.

Appendix A: Reference Examples

Any appendix comes before the references. The following formatting examples are intended to be illustrative, not exhaustive. If you are uncertain about the proper format for a reference, please contact the JIOS editors.

- Proceeding papers as in [1]
- Journal Articles as in [2]
- Technical reports as in [3]
- Books as in [4]
- Edited books as in [5]
- Dissertations and theses as in [6]
- Fortcoming papers as in [7]

We strongly recommend that you do not use URLs as references. They are highly unstable and you have very good chance that URL you give, as reference will be dead in short time. If you use URLs as references anyway, use references as in [8].

References

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- [8] JIOS. <http://www.jios.foi.hr/>, downloaded: April, 1st 2008.