# Format Instructions for KES Open Access Library (KOALA)

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## Abstract

*An abstract of 100-200 words in 10 point Arial should be provided. Authors are required to adhere to the following guidelines when preparing their contributions. Where abstracts are submitted in advance of full papers, they should feature title, names and affiliation, formatted as above.*

## Typing Area

Papers must be written in English. Use paper size of A4.

## Margins and formatting

Margins should be 5cm top and bottom, 4cm left and right.

Use Arial throughout with 10 point justified text, numbered 10 point bold headings and sub-numbered 10 point bold sub-headings. All text should be single-spaced, with double spacing between paragraphs.

## Typographical Style and Layout

MS Word Quick Styles are featured in this template for your convenience. To use this document, save it in your preferred format (.doc or .docx) with your own title, delete its text as required, and then *only* use the quick styles to format your own text ‘over the top’.

Users of other word processors will have to import/replicate the styles/formatting.

* 1. Section Headings

The following sections are suggested for guidance in the case of a Full Paper. It is not necessary for Short Papers to include all these sections:

* Abstract
* Introduction including aims
* Background and related work
* Body of text (divided by numbered sub-headings) including results and discussion
* Conclusions
* References
	1. Example Sub-Heading

Use only one or two levels of heading.

* 1. Columns

The paper should be in single column format throughout (i.e. not two-column style as required by, for example, the IEEE) all sections in the Paper.

* 1. Page Start and End

Do not end a page with a heading or sub-heading and avoid starting a page with an incomplete line. There is no need to include page numbers or running heads; this will be done at our end.

* 1. Quotations

 ‘Always use single quotation marks. This is an example of how to cite a quotation that is longer than two lines. For shorter quotations, embed in the normal flow of text, but for two lines or longer use this style with the indentation. State the source page number. Quotations can be edited though use of … three dots.’ (p. 13)

## Diagrams and figures

Where possible, enclose diagrams and figure at appropriate points in the main text, rather than appending them at the end of the paper.

* 1. Tables
* Tables should be numbered in sequence, Table 1, Table 2 etc.
* Each table should have a brief explanatory title
* The text should refer to each table and explain its significance
	1. Figures (including Diagrams and Graphs)
* Figures should be numbered in sequence, Figure 1, Figure 2 etc.
* Each Figure should have a brief explanatory title
* The text should refer to each table and explain its significance
* Electronic images should be provided at an adequately high resolution

## References

References should be numbered using the conventional scientific scheme, using number in square brackets embedded in the text. [1]

For those using a reference manager such as Zotero, please import and employ the citation style, *Journal of Scientific Computing*.

1. Smith, T.F., Waterman, M.S.: Identification of Common Molecular Subsequences. J. Mol. Biol. 147, 195–197 (1981)
2. May, P., Ehrlich, H.C., Steinke, T.: ZIB Structure Prediction Pipeline: Composing a Com- plex Biological Workflow through Web Services. In: Nagel, W.E., Walter, W.V., Lehner, W. (eds.) Euro-Par 2006. LNCS, vol. 4128, pp. 1148–1158. Springer, Heidelberg (2006)
3. Foster, I., Kesselman, C.: The Grid: Blueprint for a New Computing Infrastructure. Mor- gan Kaufmann, San Francisco (1999)
4. Czajkowski, K., Fitzgerald, S., Foster, I., Kesselman, C.: Grid Information Services for Distributed Resource Sharing. In: 10th IEEE International Symposium on High Perform- ance Distributed Computing, pp. 181–184. IEEE Press, New York (2001)