

Paper Title (use style: *paper title*)

Subtitle as needed (*paper subtitle*)

Authors Name/s per 1st Affiliation (Author)

line 1 (of Affiliation): dept. name of organization

line 2: name of organization, acronyms acceptable

line 3: City, Country

line 4: e-mail address if desired

Authors Name/s per 2nd Affiliation (Author)

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Abstract—This electronic document is a “live” template. The various components of your paper [title, text, heads, etc.] are already defined on the style sheet, as illustrated by the portions given in this document. Avoid modifying the embedded styles and changing any technical elements of this template. The final version of the conference article should be at least 2, and at most 4 pages long. Submitted articles that do not comply with these specifications will be returned to authors and eventually removed from the conference program. These short articles can then be expanded to full length articles and submitted to a special issue of the Transactions in GIS journal (Geomorphometry 2011).

I. INTRODUCTION (HEADING 1)

This conference proceedings template has been prepared in Open Office 3, and following the IEEE eXpress Conference Publishing templates. It provides authors with most of the formatting specifications needed for preparing electronic versions of their papers. All standard paper components have been specified for three reasons: (1) ease of use when formatting individual papers, (2) automatic compliance to electronic requirements that facilitate the concurrent or later production of electronic products, and (3) conformity of style throughout a conference proceedings.

Margins, column widths, line spacing, and type styles are built-in; examples of the type styles are provided throughout this document and are identified in italic type, within parentheses, following the example. Some components, such as multi-leveled equations, graphics, and tables are not prescribed, although the various table text styles are provided.

The formatter will need to create these components, incorporating the applicable criteria that follow. At the end of the review process, the formatter will need to submit a Camera Ready Copy (CRC) of the final version of the manuscript.

II. EASE OF USE

A. Selecting a Template (Heading 2)

This template has been tailored for output on the A4 paper size. If you prefer to use the LaTeX template, please obtain it from the conference website.

B. Maintaining the Integrity of the Specifications

The template is used to format your paper and style the text. All margins, column widths, line spaces, and text fonts are prescribed; please do not alter them. You may note peculiarities. For example, the head margin in this template measures proportionately more than is customary. This measurement and others are deliberate, using specifications that anticipate your paper as one part of the entire proceedings, and not as an independent document. Please do not revise any of the current designations.

III. PREPARE YOUR PAPER BEFORE STYLING

Before you begin to format your paper, first write and save the content as a separate text file. Keep your text and graphic files separate until after the text has been formatted and styled. Do not use hard tabs, and limit use of hard returns to only one return at the end of a paragraph. Do not add any kind of pagination anywhere in the paper. Do not number text heads—the template will do that for you.

To insert the upper right header (author names) open the document properties and modify the fields required (title and summary). Then select save and this will automatically update the embedded fields.

Do not remove line numbers in the document. You should remove them once you submit the final CRC version of the document.

76 Finally, complete content and organizational editing before
 77 formatting. Please take note of the following items when
 78 proofreading: (1) turn the spelling and grammar on (English
 79 USA), (2) turn the hyphenation on, (3) print a test PDF and com-
 80 pare with the recommended format available via the conference
 81 website.

82 *A. Abbreviations and Acronyms*

83 Define abbreviations and acronyms the first time they are
 84 used in the text, even after they have been defined in the abstract.
 85 Abbreviations such as IEEE, SI, MKS, CGS, sc, dc, and rms do
 86 not have to be defined. Do not use abbreviations in the title or
 87 heads unless they are unavoidable.

88 There is no need to abbreviate common terms such as DEM
 89 (Digital Elevation Model), GIS (Geographical Information Sys-
 90 tem).

91 *B. Units*

- 92 • Use either SI (MKS) or CGS as primary units. (SI units
 93 are encouraged.) English units may be used as secondary
 94 units (in parentheses). An exception would be the use of
 95 English units as identifiers in trade, such as “3.5-inch
 96 disk drive”.
- 97 • Avoid combining SI and CGS units, such as current in
 98 amperes and magnetic field in oersteds. This often leads
 99 to confusion because equations do not balance dimension-
 100 ally. If you must use mixed units, clearly state the
 101 units for each quantity that you use in an equation.
- 102 • Do not mix complete spellings and abbreviations of
 103 units: “Wb/m2” or “webers per square meter”, not
 104 “webers/m2”. Spell out units when they appear in text:
 105 “. . . a few henries”, not “. . . a few H”.
- 106 • Use a zero before decimal points: “0.25”, not “.25”. Use
 107 “cm3”, not “cc”. (bullet list)

108 *C. Equations*

109 The equations are an exception to the prescribed specifica-
 110 tions of this template. You will need to determine whether or not
 111 your equation should be typed using either the Times New Ro-
 112 man or the Symbol font (please no other font). To create multi-
 113 leveled equations, it may be necessary to treat the equation as a
 114 graphic and insert it into the text after your paper is styled.

115 Number equations consecutively. Equation numbers, within
 116 parentheses, are to position flush right, as in (1), using a right tab
 117 stop. To make your equations more compact, you may use the
 118 solidus (/), the exp function, or appropriate exponents. Italicize
 119 Roman symbols for quantities and variables, but not Greek sym-

120 bols. Use a long dash rather than a hyphen for a minus sign.
 121 Punctuate equations with commas or periods when they are part
 122 of a sentence, as in

$$123 \qquad \qquad \qquad \alpha + \beta = \chi. \qquad \qquad \qquad (1)$$

124 Note that the equation is centered using a center tab stop. Be
 125 sure that the symbols in your equation have been defined before
 126 or immediately following the equation. Use “(1)”, not “Eq. (1)”
 127 or “equation (1)”, except at the beginning of a sentence: “Equa-
 128 tion (1) is . . .”. Consider using the OpenOffice.org’s MATH
 129 component to insert and format mathematical equations.

130 *D. Some Common Mistakes*

- 131 • The word “data” is plural, not singular.
- 132 • In American English, commas, semi-/colons, periods,
 133 question and exclamation marks are located within quo-
 134 tation marks only when a complete thought or name is
 135 cited, such as a title or full quotation. When quotation
 136 marks are used, instead of a bold or italic typeface, to
 137 highlight a word or phrase, punctuation should appear
 138 outside of the quotation marks. A parenthetical phrase or
 139 statement at the end of a sentence is punctuated outside
 140 of the closing parenthesis (like this). (A parenthetical
 141 sentence is punctuated within the parentheses.)
- 142 • A graph within a graph is an “inset”, not an “insert”. The
 143 word alternatively is preferred to the word “alternately”
 144 (unless you really mean something that alternates).
- 145 • Do not use the word “essentially” to mean “approximat-
 146 ely” or “effectively”.
- 147 • In your paper title, if the words “that uses” can accurately
 148 replace the word “using”, capitalize the “u”; if not, keep
 149 using lower-cased.
- 150 • Be aware of the different meanings of the homophones
 151 “affect” and “effect”, “complement” and “compliment”,
 152 “discreet” and “discrete”, “principal” and “principle”.
- 153 • Do not confuse “imply” and “infer”.
- 154 • The prefix “non” is not a word; it should be joined to the
 155 word it modifies, usually without a hyphen.
- 156 • There is no period after the “et” in the Latin abbreviation
 157 “et al.”.
- 158 • The abbreviation “i.e.” means “that is”, and the abbrevia-
 159 tion “e.g.” means “for example”.

160 An excellent style manual for science writers is [7]. To im-
 161 prove your vocabulary, consider also obtaining the WordWeb
 162 dictionary [http://wordweb.info].

163 IV. USING THE TEMPLATE

164 After the text edit has been completed, the paper is ready for
 165 the template. Duplicate the template file by using the Save As
 166 command, and use the naming convention prescribed by your
 167 conference for the name of your paper. In this newly created file,
 168 highlight all of the contents and import your prepared text file.
 169 You are now ready to style your paper; use the scroll down win-
 170 dow on the left of the MS Word Formatting toolbar.

171 A. Authors and Affiliations

172 The template is designed so that author affiliations are not re-
 173 peated each time for multiple authors of the same affiliation.
 174 Please keep your affiliations as succinct as possible (for example,
 175 do not differentiate among departments of the same
 176 organization). This template was designed for two affiliations.

177 For author/s of only one affiliation: To change the default, ad-
 178 just the template as follows.

- 179 • Selection: Highlight all author and affiliation lines.
- 180 • Change number of columns: Select the Columns icon
 181 from the MS Word Standard toolbar and then select
 182 “1 Column” from the selection palette.
- 183 • Deletion: Delete the author and affiliation lines for the
 184 second affiliation.

185 For author/s of more than two affiliations: To change the default,
 186 adjust the template as follows.

- 187 • Selection: Highlight all author and affiliation lines.
- 188 • Change number of columns: Select the “Columns” icon
 189 from the MS Word Standard toolbar and then select
 190 “1 Column” from the selection palette.
- 191 • Highlight author and affiliation lines of affiliation 1 and
 192 copy this selection.
- 193 • Formatting: Insert one hard return immediately after the
 194 last character of the last affiliation line. Then paste down
 195 the copy of affiliation 1. Repeat as necessary for each ad-
 196 ditional affiliation.

- 197 • Reassign number of columns: Place your cursor to the
 198 right of the last character of the last affiliation line of an
 199 even numbered affiliation (e.g., if there are five affili-
 200 ations, place your cursor at end of fourth affiliation). Drag

the cursor up to highlight all of the above author and
 affiliation lines. Go to Column icon and select “2
 Columns”. If you have an odd number of affiliations, the
 final affiliation will be centered on the page; all previous
 will be in two columns.

206 B. Identify the Headings

207 Headings, or heads, are organizational devices that guide the
 208 reader through your paper. There are two types: component heads
 209 and text heads.

210 Component heads identify the different components of your
 211 paper and are not topically subordinate to each other. Examples
 212 include Acknowledgments and References and, for these, the cor-
 213 rect style to use is “Heading 5”. Use “figure caption” for your
 214 Figure captions, and “table head” for your table title. Run-in
 215 heads, such as “Abstract”, will require you to apply a style (in
 216 this case, italic) in addition to the style provided by the drop
 217 down menu to differentiate the head from the text.

218 Text heads organize the topics on a relational, hierarchical
 219 basis. For example, the paper title is the primary text head be-
 220 cause all subsequent material relates and elaborates on this one
 221 topic. If there are two or more sub-topics, the next level head (up-
 222 percase Roman numerals) should be used and, conversely, if
 223 there are not at least two sub-topics, then no subheads should be
 224 introduced. Styles named “Heading 1”, “Heading 2”, “Heading
 225 3”, and “Heading 4” are prescribed.

226 C. Figures and Tables

227 Positioning Figures and Tables: Place figures and tables at the
 228 top and bottom of columns. Avoid placing them in the middle of
 229 columns. Large figures and tables may span across both columns.
 230 Figure captions should be below the figures; table heads should
 231 appear above the tables. Insert figures and tables after they are
 232 cited in the text. Use the abbreviation “Fig. 1”, even at the begin-
 233 ning of a sentence.

234 TABLE I. TABLE TYPE STYLES

Table Head	Table Column Head		
	Table column subhead	Subhead	Subhead
copy	More table copy ^a		

235 a. Sample of a Table footnote. (Table footnote)
 236

237

We suggest that you use a text box to insert a graphic (which is ideally a 300 dpi JPG or WMS file that includes vector graphics, with all fonts embedded) because, in an MSW document, this method is somewhat more stable than directly inserting a picture. To have non-visible rules on your frame, use the MSWord "Format" pull-down menu, select Text Box > Colors and Lines to choose No Fill and No Line. Only use Sans Serif font (e.g. Arial) in the figures and schemes.

238

Figure 1. Example of a figure caption. (figure caption)

239 Figure Labels: Use 8 point Times New Roman for Figure labels. Use words rather than symbols or abbreviations when writing Figure axis labels to avoid confusing the reader. As an example, write the quantity "Magnetization", or "Magn-etization, M", not just "M". If including units in the label, present them within parentheses. Do not label axes only with units. In the example, write "Magnetization (A/m)" or "Magnetization {A[m(1)]}", not just "A/m". Do not label axes with a ratio of quantities and units. For example, write "Temperature (K)", not "Temperature/K".

249

ACKNOWLEDGMENT (HEADING 5)

250 The preferred spelling of the word "acknowledgment" in America is without an "e" after the "g". Avoid the stilted expression, "One of us (R. B. G.) thanks . . ." Instead, try "R. B. G. thanks". Put sponsor acknowledgments in the unnumbered footnote on the first page.

255

REFERENCES

256 The template will number citations consecutively within brackets [1]. The sentence punctuation follows the bracket [2]. Refer simply to the reference number, as in [3]—do not use "Ref. [3]" or "reference [3]" except at the beginning of a sentence: "Reference [3] was the first . . ."

261 Number footnotes separately in superscripts. Place the actual footnote at the bottom of the column in which it was cited. Do not put footnotes in the reference list. Use letters for table footnotes.

265 References to material published on the Internet should give the full Universal Reference Locator [URL].

267 Unless there are six authors or more give all authors' names; do not use "et al.". Papers that have not been published, even if they have been submitted for publication, should be cited as "submitted" [4]. Papers that have been accepted for publication should be cited as "in press" [5]. Capitalize only the first word in a paper title, except for proper nouns and element symbols.

273 For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [6].

276

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