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Instructions and Template for ITME Articles

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ABSTRACT

This document describes the required formatting of papers, including margins, fonts, citation styles, and figure placement[cite: 4]. 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[cite: 4]. Abstract must not exceed 200-250 words[cite: 4]. The abstract appears at the beginning of the paper, indented 0,5 cm from the left and right margins[cite: 4]. The title "Abstract" should appear in bold face 11 pt, centered above the body of the abstract[cite: 4]. The abstract body should be in 10 pt[cite: 4]. Spacing between Abstract and author(s) affiliations is 36 pt, and spacing between "Abstract" title and abstract text is 6pt[cite: 4].

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1. Introduction

To ensure that all articles published in the journal have a uniform appearance, authors must produce both-Word and PDF document that meets the formatting specifications outlined in this document[cite: 4]. The same document will be used for digital and hard copy version of the journal[cite: 4]. Paper submission must be made in one ZIP archive which must include source document (ie. MS Word file) and PDF[cite: 4]. When crating PDF make sure all fonts are embedded[cite: 4].

This document briefly describes and illustrates format used by ITME journal[cite: 4]. Your article should look as similar as possible to this document[cite: 4]. This template can be obtained form journal web site at the address http://www.itme.com Below the basic specifications, including font sizes, margins, etc. will be outlined[cite: 4]. We encourage you to use this sample in case of any dilemma[cite: 4]. For any questions you cannot decide, feel free to contact[cite: 4].

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ITME is published twice a year[cite: 4]. 1st volume is published in July, and in December[cite: 4]. All papers that enter copyediting process at least one month before publishing date will be included in current volume[cite: 4]. All papers that enter copyediting process less than one month from the publishing date will be included in the next volume[cite: 4]. The introduction should provide a background of the research problem, highlight its significance in the engineering domain, and state the objectives of the study[cite: 4]. Relevant citations should be included to position the work within existing research [...], [...][cite: 4].

2. Format and Margins

Papers must be in the single column format as shown in the enclosed sample[cite: 4]. Left, right and top margin should be set to 2,2 cm while bottom margin should be set to 2,5 cm[cite: 4]. Headers should be 1,27 cm from top and footer should be 2,18 cm from bottom of page[cite: 4]. Title should be 36 pt below the header[cite: 4].

2.1. Fonts

You should use Times Roman style fonts and font size should be 11[cite: 4]. Please, do not use any non-standard fonts on your paper[cite: 4]. They could make problems in formatting of the paper, as well as in printing[cite: 4].

2.2. Authors

Authors' names should appear in designated areas below the title of the paper in 36 pt bold type[cite: 4]. Authors' affiliations and complete addresses should be in italics 11 pt, and their email addresses in 10 pt italic[cite: 4]. If author is part of institution, organization or company, information should include full author name, full institution/organization/ company name, town/city and country[cite: 4]. If author is publishing as a private person, information should include full author name, full address (street address and number), town/city and country[cite: 4]. Authors' affiliations and email address must be aligned according to the left paper margin[cite: 4].

2.3. Title, Headings and Sections

The title of the paper should be in 36 pt bold[cite: 4]. When necessary, headings should be used to separate major sections of your paper[cite: 4]. First headings should be in 12 pt bold and second headings should be in 11 pt bold[cite: 4]. The text and body of the paper should be in 11 pt[cite: 4]. Third-level headings should also be in 11 pt italic[cite: 4]. Each heading should have 18 pt spacing above and 6 pt spacing below it[cite: 4]. Do not skip a line between paragraphs[cite: 4]. After a heading, the first sentence should not be indented[cite: 4].

Paper title and all headings should be capitalized[cite: 4]. Please refer to Rules for Capitalization in Titles regarding capitalization of paper tile and section headings[cite: 4]. References to sections (as well as figures, tables, theorems and so on), should be capitalized, as in "In Section 4, we show that..."[cite: 4].

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Figures and tables should be inserted in proper places throughout the text[cite: 4]. Do not group them together at the beginning of a page, nor at the bottom of the paper[cite: 4]. Number figures sequentially, e.g., Figure 1, and so on[cite: 4].

The figure number should appear under the illustration and the table number should appear over the illustration[cite: 4]. Spacing around caption should be 6 pt above and 11 pt below[cite: 4]. Captions, labels, and other text in illustrations must be at least 9 pt[cite: 4].

Table 1. Note well that expects table captions below the table. ¿= 9pt font.[cite: 4]

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B	–	–
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Please do not add any page numbers in the article[cite: 4]. 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[cite: 4].

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We encourage authors to use footnotes sparingly, especially since they may be difficult to read online[cite: 4]. Footnotes should be numbered sequentially and should appear at the bottom of the page, as shown below.[1][cite: 4]

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The reference section should be labeled "References" and should appear at the end of the paper[cite: 4]. References must be ordered according to their appearance in the paper[cite: 4]. Please prepare complete and accurate citations[cite: 4]. References should be formatted according to the IEEE Citation reference[cite: 4]. Do not include references that are not cited in the text of the paper[cite: 4].

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Acknowledgements

The acknowledgments section, if included, appears after the main body of the text and is headed "Acknowledgments."[cite: 4] The section should not be numbered[cite: 4]. This section includes acknowledgments of help from associates and colleagues, financial support, and permission to publish[cite: 4].

Appendix A: Title of the Appendix

Appendices, if included, follow the acknowledgments[cite: 4]. Each appendix should be lettered, e.g., "Appendix A"[cite: 4].

[1] A footnote should appear like this. Please ensure that your footnotes are complete, fully punctuated sentences.[cite: 4]

References

[1] IEEEDataPort, "How to Cite References: IEEE Documentation Style" [Online]. Available: http://jios.foi.hr/guidelines/IEEE_Documentation_Style.pdf [Accessed: Jun. 5, 2018][cite: 4].
[2] References should be indented on the left side by 0,63 cm and hanging must be set to 0,83 cm[cite: 4].
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