

GUIDELINES TO PREPARE CAMERA-READY FULL PAPER & SHORT COMMUNICATION

GENERAL

Unpublished papers and extended versions of papers presented at conferences may be submitted for possible publication. The University will reserve the copyright of the accepted papers. Responsibility for the contents of a paper rests upon the authors and not upon the editors or the publisher.

SUBMISSION DETAILS

Submitted papers must report new results substantiated by experimentation, simulation, or analysis, but must not be currently under review for any other publication. All contributions should be sent electronically both in .doc and .pdf format as email attachments directly to diujst@daffodilvarsity.edu.bd. Please include the corresponding author's e-mail address, phone, and fax numbers (if any) in the email.

FORMATTING REQUIREMENTS

Please be sure your paper is formatted properly for submission. In particular, please note the following format requirements:

- Your submission *must* be both in DOC and PDF format.
- Your submission *must* be correctly formatted to fit on A4 size paper. Please be sure you have a margin of 1.2 inch on left and right and 1 inch on top and bottom edges of each page.
- Camera-ready papers must not exceed 10 pages including text, figures, references, and appendices using double column with single spacing and 0.25 inch gaps between two columns. Generally use Times New Roman font everywhere.
- The font size in the main body of the paper must be 11 point.
- The content is the most important part of your paper. Your paper must have a Title (Write in all Small Caps letters in title case with 18 point); complete names (in 12 point) and affiliation(s) (in 11 point) including e-mail addresses (in 10 point) of all authors; an Abstract (not exceeding 200 words) and five to ten Keywords in 10 point italics; an Introduction (Explain the nature of the problem, previous work, purpose, and the contribution of the paper.); a Conclusion (Indicate clearly the advantages, limitations and possible applications); Acknowledgement (Optional, but only to appear in the accepted papers); Nomenclature (Optional); a Reference section in 9 point; Appendices in 10 point (Optional); and finally brief Biographies in 10 point (Optional) for all authors. Small passport-size Photographs of the authors may also be included.
- All headings and subheadings should be flush left and set in bold face (NOT underlined), including Abstract" and "Keywords", and in upper and lower case letters.
- Number each section of the paper beginning with the introduction (i.e., 1. Introduction) and ending with the conclusion (i.e., 7. Conclusion). For subheadings, the numbers used should be 1.1, 1.2, etc and font size is 11 point bold. If a subsection is further divided, the numbers 1.1.1, 1.1.2, etc. are to be used and the number and associated title are to be set 11 point in *italics* instead of boldfaced.
- The first paragraph following a heading or subheading should be flush left and all paragraphs that follow should be indented 0.25 inch. Be sure that your text is fully justified. Please do not place any additional blank lines between paragraphs. However, any necessary spacing (e.g. spacing between Title and Author's name(s), between consecutive Sections, etc.) should be a single blank line of 10-point Times.
- Avoid placing 'Figures' and 'Tables' in the middle of columns. Large Figures and Tables may span across both columns. Figure and Table captions should be 10-point Times New Roman font. Initially capitalize only the first word of each Figure caption and

Table title. Each Figure must have a glossy finish. Figures and Tables must be numbered separately. For example: "Figure 1. Database contexts", "Table 1. Input data". Figure captions are to be flushed left *below* the figures. Table titles are to be centered *above* the tables.

- Equations should be numbered (1), (2), etc. When referring to an equation in the body of the text, only the number enclosed in round brackets should be used. A colon should be inserted before an equation, but there should be no punctuation following the equation.
- Use footnotes sparingly (or not at all) and place them at the bottom of the column on the page on which they are referenced. Use Times 8-point type, single-spaced.
- British/Canadian spelling should be adopted. Acronyms should be spelled out at first mention, but not thereafter unless there will be any good reason to do so.
- List and number all references in 9 point Times, single-spaced, at the end of your paper. When referenced in the text, enclose the citation number(s) in square brackets, for example [1, 5]. Only those references actually cited in the paper should be listed. References should be numbered according to when they are first mentioned in the paper. All authors of a paper must be listed in the references. We do not support the use of et al. in the reference list.
- References are to be presented in the following style:

Journal Papers:

- [1] M. Ozaki, Y. Adachi, Y. Iwahori, and N. Ishii, "Application of fuzzy theory to writer recognition of Chinese characters", *International Journal of Modeling and Simulation*, Vol. 18, No. 1, 1998, pp. 11–16.

Proceedings Papers:

- [2] W. J. Book, "Modeling design and control of flexible manipulator arms: A tutorial review", *Proceedings of the 29th IEEE International Conference on Decision and Control*, San Francisco, CA, USA, 1990, pp. 500–506.

Books:

- [3] R. E. Moore, *Interval analysis*, Englewood Cliffs, NJ: Prentice Hall, 1966.

Theses:

- [4] D. S. Chan, *Theory and implementation of multidimensional discrete systems for signal processing*, doctoral dissertation, Massachusetts Institute of Technology, Cambridge, MA, USA, 1978.

Short communication should not be more than 4 pages. It should include title, authors' name(s), affiliation(s) and e-mail address(es), keywords, figures (if any), tables (if any), acknowledgement (if any) and references, but must not contain abstract, introduction, any other sub-sections, discussions, conclusions etc, and should also maintain all other formatting requirements of full papers for short communication.

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The objective is to provide detailed, constructive feedback on submitted papers and to publish high quality papers within a very short period of time. However, the length of the review process to be completed varies among papers, as many factors affect the time it takes to review a paper. The time it takes to locate qualified referees who are available to review a paper depends on the complexity and the type of material submitted for review. This journal makes a rigorous effort to keep the review time to a minimum that is consistent with keeping reputation for its quality and integrity. Each submission placed into review is sent to at least two independent reviewers, making one submission correspond to roughly two review requests. Based on this information, a first reply may take approximately three months. After review, you may be requested to submit a revision. Please assist us in achieving our ambitious goals for short publication time by submitting the camera-ready papers at the earliest.