

GUIDELINES TO AUTHORS FOR UNIFORM PRINTING OF TECHNICAL PAPERS

Metering India 2024

1. FORMAT OF TECHNICAL PAPER

Final papers should be submitted only in the soft format (WORD file & PDF file) as per the specifications below. The paper once prepared as per the given format may be uploaded on:

<https://meteringindia.ieema.org/vfair/register/author>

For better understanding, please refer to the attached Sample Paper. The objective is to maintain uniformity at processing and printing stages, which will reflect uniformity in conference bound volume too.

Language, use of appropriate words, correct grammar and spelling etc. is the responsibility of authors. Authors will appreciate that the quality of the final volume, (as also of each technical paper) would depend on the presentation of paper conforming to the standard/norms. We strongly recommend that authors should submit the papers as per norms laid down here.

2. GENERAL INSTRUCTIONS

Type face	: Arial
Text font size (Body Text)	: 11 pt. with 6 pts. before & 0 pts. after
Spacing between lines	: Single
Printing of paper	: On one side of A4 (297 mm x 210 mm) Bond Paper.
Printing	: Two Columns The title, author's name and location will be centralized and set to single column.
Column size	: 85 mm
Gutter	: 10 mm
Margins	: Top - 25 mm Bottom - 25 mm Sides - On both sides: 15 mm
Pagination	:
Header	: Top-right aligned -name of the conference- Metering India 2024
Footer Page Nos.	: Alignment at Centre- eg: 1-4, 2-4, 3-4 &4-4.

3. TITLE OF PAPER AND AUTHOR'S NAME

Title of paper and author's name should be on the top part of page No. 1. Only author's name, organisation's name, and location (not full address) should be indicated.

Title	: Single Column, Centre, 14 pt. Arial Bold, All Capitals with 6 pts. space before and 24 pts. after. Title should be restricted to two lines only.
Author's name	: Single Column, Centre, 11 pt. Arial Bold, Upper lower with 0 pts. space before and 6 pts. after.

Organization's name & location: Single Column, Centre, 11 pt. Arial Upper lower with 0 pts. space before and 12 pts. after.

4. HEADINGS OF PARAGRAPHS

- i. Main Heading: Double Column, Left, 11 pt. Arial Bold, All Capital with 12 pts. space before and 6 pts. space after e.g. INTRODUCTION, MATERIAL PROPERTIES
- ii. Sub Heading: Double Column, Left, 11 pt. Arial Bold, Upper lower (First letter capital, other letters lower but all bold) with 6 pts. space before and 3 pts. space after. e.g. **Bare conductor**
- iii. Sub-sub Heading: Double Column, Left, 11 pt. Arial, Upper lower (First letter capital, other letters lower but all bold) with 6 pts. space before and 3 pts. space after. e.g. Appearance

5. MATHEMATICAL EXPRESSIONS AND EQUATIONS

Complicated mathematical expressions and equations which are not possible to set as desired using MS Word, should be scanned and inserted as image file at appropriate places in the paper. This will enable printer to use the mathematical expressions and equations, as they are sent, directly for printing purpose.

6. GRAPHS, TABLES, DIAGRAMS AND PHOTOGRAPHS

Graphs and tables must be created in Excel and included in the Word document at the appropriate places.

Diagrams should be placed as separate image file at appropriate places in the paper. Diagrams should be clear and neat and they should be numbered (e.g. Fig 1, Fig. 2 etc.) properly along with suitable captions.

All photographs should be of high resolution (300 dpi) and should be placed at appropriate spaces in the paper. Photographs should be given captions.

Authors are requested not to use any images, photographs downloaded from any of the Websites as these are low resolution images and therefore not suitable for quality printing. It is desired that if any such images are to be used, they should be used with minimum 300 dpi, resolution at actual font size.

OTHER INSTRUCTIONS

1. **DECLARATION:** The papers presented previously in any Seminar/Conference or published in any Journal in India are not acceptable. The authors are required to give a declaration to this effect (**Format enclosed**). While **Principal Author would be exempted from payment of any participation fee**, all co-authors will have to register as delegate by paying the delegate fee.
2. **AUTHORS' PHOTOGRAPHS:** Soft copy of photographs of main author / co-authors should be uploaded while uploading bio-data, as jpg or tiff format. The digital photograph should be at least of 300 dpi resolution and of image size 55 mm x 45 mm, so there is a scope for cropping for the printer.
3. **BIO-DATA:** Authors should submit their brief bio-data along with photographs to: rajnish.kaushik@ieema.org & vishakha.chaudhary@ieema.org . (**Format enclosed**)
4. Trade name or Brand name of any particular product or service is not to be highlighted or promoted in any form. While critical reviews and analysis may be included, the paper should not be critical of any product, process, service, technology or performance in particular.