SAMPLE PAPER AND AUTHOR'S KIT FOR SPS5
PLEASE USE TIMES ROMAN 14 POINT, BOLD, CAPITALIZED HERE

For author's names use Times Roman 12 point

For your Affiliation use Times Roman 12 point, italics

`Email: use 12 point Typewriter (optional)`

ABSTRACT

Welcome to the SPS5 (5th Speech Production Seminar) Author Kit. The Author Kit contains the information you need to prepare your full paper and final abstract for SPS5. This is the PostScript version, which is the sample paper at the same time and provides an example of how your paper should look. A LaTeX style file, a BibTeX style file, and an author kit in HTML is avaiable here[1]. In order to encourage you to read this document you will find details of a small prize to be won somewhere in it.

The camera-ready paper and its machine-readable counterpart must not exeed 4 PAGES. All material should be received by the SPS5 Secretariat no later than 6th March 2000 (post or courier submission only). When you submit your paper you must also include, or have previously sent, your deposit on the conference fee. Payment details have been sent by email to all participants. If any of these rules are disregarded your paper may not be included in the proceedings.

1 GENERAL INSTRUCTIONS

The SPS5 conference proceedings will be published in two formats, hard-copy paper proceedings and CD-ROM based proceedings. As a consequence, you will need to submit both hard-copy (2 copies) and machine-readable versions of your full paper. In addition a machine-readable final abstract and optional additional files (see section 3 and section 4) will need to be submitted. The abstract will be made available online before the conference. The names of all files will be based on the two-digit paper number you recently received from us. This will be referred to in this document as "NN". File names based on paper numbers less than 10 should retain the leading zero to maintain the "NN" format.

2 INSTRUCTIONS FOR FULL PAPER PREPARATION

1. Please follow the style of this sample paper with regard to title, authors, addresses, abstract, heading, and subheadings.

2. The paper must be no longer than four pages.

3. Please use Times Roman font for your paper. Use **9 point** as basic fontsize.

4. Write your paper single spaced in the two-column format given below.

5. Print the paper on A4 (21 x 29.7cm, 8.27 x 11.69inch) white paper or US letter (8.5 x 11inch, 21.59 X 27.94cm) white paper, following the exact margins described in this document. These margins are the same as on this sample paper, which provides an example of how your paper should look.

6. All printed and electronic text should be within the following margins:

   - All text and figures must be contained in a 17 x 23.2cm (6.69 x 9.13inch) area.
   - **For A4:**
     The top margin is to be 2.8 cm (1.10 inch)
     The bottom margin is to be 3.7 cm (1.46 inch)
     The left margin is to be 2.0 cm (0.79 inch)
     The right margin is to be 2.0 cm (0.79 inch)
   - **For US letter:**
     The top margin is to be 2.8 cm (1.10 inch)
     The bottom margin is to be 1.94 cm (0.76 inch)
     The left margin is to be 2.0 cm (0.79 inch)
     The right margin is to be 2.59 cm (1.02 inch)
   - Centre each page within this area in two column format.
   - Columns are seperated by 0.5cm (0.2inch) of white space.
   - Columns are 8.25cm (3.25inch) wide.

7. Your first or title page should have the paper title, author(s), and affiliation(s) centered on the page across both columns. The remainder of the text must be in the two column format, staying within the indicated area (figures and tables may extend over both columns).

8. Try and use the following formatting details, but servile adherence is not required (for the font sizes use what is convenient with your word processor, e.g. for a basic 9 point font Word Perfect gives 13.4 point when formatted as "very large". This is an acceptable approximation to 14 point). Format citations/references in your preferred manner, but do not use a smaller font than 9 point.

   - Title: Times Roman 14 point, bold, capitalized.
   - Authors: Times Roman 12 point.
   - Affiliation: Times Roman 12 point, italics.
   - Email address: 12 point Typewriter.
   - Level 1 headings: Times Roman 9 point, bold, capitalized, centered.
   - Level 2 headings: Times Roman 9 point, bold, left justified.
   - Level 3 headings: Times Roman 9 point, bold, left justified. Text runs on on same line.

[1] http://www.phonetik.uni-muenchen.de/~sps5/author/authorkit.html

9. Master hard-copies of the full paper need to be of high enough quality that they will not degrade under reproduction. Beware of using fine-grained patterns or subtle shades of grey in figures such as bar-charts.

10. Write the assigned paper number and page sequence (e.g. "#NN page 1 of 4" where NN stands for two-digit paper number) lightly in pencil on the blank back side of each sheet in the upper left corner.

11. Page numbers and conference identification will be inserted by the printer.

12. Do not use staples or clips.

13. Additional image, movie and sound files may also be submitted for inclusion in the CD-ROM version of the proceedings (see section 4). You may indicate the relevant point in the paper for these additional files using the following notation in square brackets [SOUND NN.WAV] or [IMAGE NN.GIF].

14. Create a machine-readable version of your full paper in PostScript format:

    - To create a PostScript file when using a typical word processing program you must first ensure that you have a PostScript printer driver installed and selected. Then you must select "Print to File" (or something similar) and then print the file. The output file should be a standard PostScript file. (Note that recent versions of MS Word will produce a file with a ".PRN" extension. As long as you are using a PostScript printer driver, it will actually be a PostScript file and you should rename it to have a ".PS" extension when you have finished.)
    - Check that the pages are in the correct order.
    - After generating the file, test it by sending it to your printer, and proofreading the output.
    - Name the file "NN.PS".
    - If you are unable to provide a PostScript version of your paper, contact us as quickly as possible.
    - You may also provide a version in Adobe Acrobat (PDF-format) if you have the facilities to do so.

15. The author of the first submission received that contains a note correctly identifying the conference from which we "borrowed" much of this author's kit will receive a crate of Bavarian beer (and bottle-opener).

3 INSTRUCTION FOR PREPARATION OF FINAL ABSTRACT

As well as the full paper, you are required to submit a final abstract which will be included in the conference programme book, which will be linked to the contents and index sections of the CD-ROM proceedings and which will also appear in a conference web page. This final abstract is not the same as the summary that you submitted originally for review. The final abstract need not necessarily be exactly the same as the abstract that will appear in your full paper.

Your final abstract must be included in the machine-readable package.

1. The body of the abstract should be preceed by title, authors and affiliation.

2. The body of the abstract should consist of one paragraph and be no longer than 400 words.

3. The body of the abstract should contain only characters in the standard ASCII range (i.e. ASCII values 32–127).

4. Name the file containing the abstract "NN_ABS.TXT".

5. You can include an accompanying WWW URL address in your abstract to refer to any online information related to your paper, like accompanying audio/video files, links of relevant publications and demos.

4 ADDITIONAL FILES

The CD-ROM proceedings will contain Acrobat PDF versions of the technical papers and indexing material. However, additional files may also be stored on the CD-ROM.

File names must stick to 8.3 conventions, i.e. maximum 8 characters of basename, and 3 characters of extension. The base of each filename should be the paper number, that has been referred to here as "NN". All characters must be alphanumeric or underscore. Spaces in file names are not acceptable. The file name extension determines the content of the file.

If several files of similar content are submitted for the same paper, they should be differentiated by appending the strings "_01", "_02", "_03" and so on, to the base name. For instance, if 3 sound files in Microsoft's WAV file format are to be submitted for paper number 78 then the files should be called: "78_01.WAV, 78_02.WAV, 78_03.WAV".

Please include a brief description of the contents each of these files in an ASCII-file named "NNREADME.TXT". The different types of additional files and their extensions are listed below. Authors are encouraged to use standard file formats.

- Graphic image files: NN.GIF, NN.TIF, NN.PCX, NN.BMP, NN.JPG, etc.

- Sound files: NN.WAV, etc.

- Video files: NN.MOV, NN.MPG, etc.
  QuickTime video files (*.MOV) can be played by the software in the Adobe Acrobat distribution. Other formats will require the end user to find a suitable playback program.

- Source file collections: NN.M, NN.C, NN.PAS, etc.

5 COMPRESSION OF MACHINE READABLE FILES

Compress the machine-readable full paper, the abstract and any accompanying electronic files into a single compressed file using PKZIP, GNU-ZIP (GZIP), or Macintosh SEA compressor.

All submitted files should be compressed even if compression does not reduce the file size. The reason is that compression places an envelope around the files which makes corruption of any file easy to detect. The filename of the compressed file should also based on your paper number, for example, "78.ZIP". Recommended compression schemes are:

- PC:

    - PKZIP: name the resulting file NN.ZIP

  - LHA: name the resulting file NN.LHA
  - GNU GZIP: name the resulting file NN.GZ

- Macintosh:
  - Self Extracting Archive: name the resulting file: NN.SEA

- UNIX:
  - TAR: name the resulting file: NN.TAR
  - TAR and GZIP: name the resulting file: NN.TGZ
  - Compress: name the resulting file: NN.Z
  - GNU GZIP: name the resulting file: NN.GZ.

Copy the compressed file to one of the following media:

- On magnetic media: either MSDOS 3.5inch 1.4MB format, or MSDOS ZIP-DISC (100MB) format, or Macintosh 3.5inch floppy.
- On compact disc: Use standard CDR medium with ISO 9660 filesystem.

6 FINAL CHECKLIST FOR SUBMISSION

1. Two printed camera-ready copies of your paper.
2. One of the acceptable media containing the compressed file that in turn contains the following files:
   - NN.PS (required)
   - NN_ABS.TXT (required)
   - NN.PDF (optional)
   - NNREADME.TXT and any additional files (optional).
3. Include the deposit or ensure that it has already reached us by bank transfer.
4. Send this material altogether contained in a single envelope by post to:

Dr. Phil Hoole
SPS5 Secretariat
Institut fuer Phonetik und Sprachliche Kommunikation
Ludwig-Maximilians-Universitaet Muenchen
Schellingstr. 3
D-80799 Munich
Germany

In case of problems with the above instructions contact:
Email: sps5@phonetik.uni-muenchen.de
or send a fax to Phil Hoole: +49 89 2800362