

# Further Instructions and Checklist for Preparing DB&IS 2008 Post-Conference Proceedings Camera-Ready Manuscript

Tarmo ROBAL <sup>a,1</sup>, Ahto KALJA <sup>a,b</sup> and Hele-Mai HAAV <sup>b</sup>  
<sup>a</sup> *Department of Computer Engineering, Tallinn University of Technology*  
<sup>b</sup> *Institute of Cybernetics at Tallinn University of Technology*

**Abstract.** These are additional instructions and a checklist for the preparation of the camera-ready manuscript to be included in the post-conference proceedings of selected papers of the Eighth International Baltic Conference on Databases and Information Systems published by IOS Press in the series "Frontiers in Artificial Intelligence and Applications. This is provided for your convenience.

**Keywords.** camera-ready manuscript, instructions, checklist

## Introduction

This is a sample document provided for your convenience to help you to format the camera ready version of your paper correctly.

The sample document is formatted according to the IOS Press template and recommendations provided by this document. Please note that colored and/or otherwise highlighted text **does not conform** the template and is provided only for drawing your attention.

## 1. Formatting Your Paper

In order to have your paper included in the post-conference proceedings of selected papers published by IOS Press in the series "Frontiers in Artificial Intelligence and Applications, you need to make sure that it conforms to the guidelines presented herein.

Use only the instructions and templates provided by IOS Press available at [http://www.iospress.nl/authco/instruction\\_crc.html](http://www.iospress.nl/authco/instruction_crc.html)

Read the instructions carefully to provide us with proper camera-ready submission. If your submission does not follow the guidelines, we may have to exclude it from the proceedings.

Please ensure that the format of your final PDF file is **A4** and **not Letter**. When processing the initial file into PDF, please use High Quality Print settings (for Acrobat) and page size A4.

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<sup>1</sup> Corresponding Author: Tarmo Robal, Tallinn University of Technology, Raja 15, 12618 Tallinn, Estonia; E-mail: [tarmo@pld.ttu.ee](mailto:tarmo@pld.ttu.ee).

## 2. Checklist to Follow Before Submitting Your Manuscript

Before submitting the camera-ready paper, please ensure that:

- Your submission does not exceed the **12 page limit**.
- The page size of your submission is **A4 (210 x 297 mm)**. DO NOT USE paper size LETTER!
- You have applied necessary capitalization in the title of your paper.
- Author names and affiliations are formatted according to the template (See the 1<sup>st</sup> page of these instructions). Do note the word "and" before the last author name!
- Keywords are included and formatted according to the template.
- Introduction has no section number, all other sections must be consecutively numbered, except References.
- The first paragraph of running text after headings is not indented; all other paragraphs are indented left by 0,63 cm.
- There are no page numbers and headers included in your submission. If any, delete them before submitting the paper.
- All the equations have been numbered consecutively with numbers in parentheses.
- The type area is used at its maximum.
- References are mentioned in the text using Arabic numbers in square brackets and **listed in the sequence in which they are first cited**.
- References are formatted using the style "References" in the IOS template and according to the given instructions (please refer to Section 2.3).
- While numbering the references in the list, ensure using square brackets. Do not use MS-Word automatic numbering in the list of references.

### 2.1. Additional Checklist for Figures

Before submitting your camera-ready paper, please ensure that:

- All your figures fit into the type area.
- All your figures are inline with text.
- The text includes references to all of your figures, and the references are in the form "**Figure X**" and not "Fig X", where X represents the number of your figure.
- Figure captions are **below** the figure, and only the label (e.g. **Figure 1.**) is presented in bold (including the full stop after the figure number).
- Only short figure captions are centered, all others are aligned as justify.
- All the figures have sufficient quality (at least 300dpi) and are readable also after printing them out from the final submission.
- The **minimum** character size in tables is **6 points**.
- There is at least 2 lines extra space between figures and the running text.

### 2.2. Additional Checklist for Tables

Before submitting your camera-ready paper, please ensure that:

- All the tables fit into the type area.

- The text includes references to all tables, and the references are in the form “**Table X**”, where X represents the number of your table.
- Table captions are above the table, and only the label (e.g. **Table 1.**) is presented in bold (including the full stop after the figure number).
- Only short table captions are centered, all others are aligned as justify.
- The minimum character size in tables is 8 points.
- There is at least 2 lines extra space between tables and the running text.

### 2.3. Example References

As the IOS Template does not explicitly state the content, form and punctuation of the References, leaving it a matter of the volume editor, we strongly advise you to follow the formats given in this section.

To produce the reference list at the end of the article, type the reference number in square brackets, insert a tab and type the text. (Use a hard return at the end of each reference only. When the references are complete, select them all, and apply the style References from the template. For manual editing choose Format/Paragraph, and from the Indentation Special menu select "Hanging": 0.63 cm. Click OK.

The references given in the subsections herein are formatted as they should appear at the end of your paper in the References section, i.e. having applied the style References.

#### 2.3.1. Example References for Books

- [1] Kimball, R., & Margy, R. (2002) The data warehouse toolkit: the complete guide to dimensional modelling. John Wiley & Sons, 2nd ed., 464 p.
- [2] Kimball, R., & Margy, R. (2002) The data warehouse toolkit: the complete guide to dimensional modelling. John Wiley & Sons, 2nd ed., 464 p.

#### 2.3.2. Example References for Journals

- [1] Srivastava, J. Cooley, R., Deshpande, M., & Tan, P-T. (2000) Web Usage Mining: Discovery and Applications of Usage Patterns from Web Data, SIGKDD Explorations, 1(2): 12-23
- [2] Kolari, P., & Joshi, A. (2004) Web Mining - Research and Practice, IEEE Computing in Science and Engineering - Web Engineering Special Issue, 6(4): 49-53

#### 2.3.3. Example References for Conference Proceedings

- [1] Lang, M. (2002) The Use of Web-based International Surveys in Information Systems Research. In Remenyi, D. (ed), Proceedings of European Conference on Research Methodology for Business and Management Studies (ECRM), April 29-30, Reading, England, pp. 187-196.
- [2] Robal, T., & Kalja, A. (2007) Applying User Profile Ontology for Mining Web Site Adaptation Recommendations. In Ioannidis, Y., Novikov, B. & Rachev, B. (eds) 11th East-European Conference on Advances in Databases and Information Systems (ADBIS 2007), September 29 - October 03, Varna, Bulgaria, pp. 126-135.
- [3] Robal, T., Haav, H-M., & Kalja, A. (2007) Making web users' domain models explicit by applying ontologies. In Hainaut, J.-L., et. Al (eds) Advances in Conceptual Modeling - Foundations and Applications: ER 2007 Workshops CMLSA, FP-UML,ONISW, QoIS, RiGiM, SeCoGIS, November 5-9, Auckland, New Zealand, Berlin: Springer, (LNCS), pp. 170 - 179.

For resources taken online, please add the address of the resource at the end of the reference in the parentheses as follows:

- [1] Bernard, M. L., & Chaparro, B. S. (2000) Searching within websites: A comparison of three types of sitemap menu structures. In Proceedings of The Human Factors and Ergonomics Society 44th Annual Meeting in San Diego, pp. 441-444. (available at <http://psychology.wichita.edu/hci/projects/sitemap.pdf>)
- [2] The Protégé Ontology Editor and Knowledge Acquisition System, (available at <http://protege.stanford.edu/>)

### **3. Submitting Your Final Paper**

Please submit your final papers in the form of ZIP-file that includes the source file(s) and the corresponding PDF-file.

The DEADLINE for the submission is August 25. The book will be out in December 2008.

The paper submission system is at <http://www.cs.ioc.ee/openconf/openconf.php>

### **4. Final Notes**

If you have any questions regarding formatting your final paper or the document presented herein, please do not hesitate to contact the BalticDB&IS PC co-chair and editor of the book Hele-Mai Haav via e-mail [balt2008@cs.ioc.ee](mailto:balt2008@cs.ioc.ee).