

# Microsoft Word Template for the Central European Conference on Information and Intelligent Systems (CECIIS)

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**Abstract.** *The abstract is to be in fully-justified italicized text, at the top of the left-hand column as presented here, below the author information. Use the word "Abstract." in 10-point Times, boldface type, left positioned, initially capitalized, followed by the abstract in 10-point, single-spaced type, up to 100 words long.*

*Leave one blank line after the abstract, and then begin the keywords. Use the word "Keywords." in 10-point Times, boldface type, left positioned, initially capitalized, followed by up to ten keywords in 10-point, separated by comma, as below.*

*Leave two blank lines after the keywords, and then begin the main text.*

**Keywords.** CECIIS, conference paper, template

## 1 Introduction

This is an example of a Central European Conference on Information and Intelligent Systems (CECIIS) submission. These guidelines include complete description of the paper style including formatting, fonts, spacing, and related information for producing your proceedings manuscripts.

This template can be used to create your own paper but if you have any troubles or if in doubt do not hesitate to contact us via e-mail: [ceciisoo@foi.hr](mailto:ceciisoo@foi.hr) or via the conference web site at <http://www.ceciis.foi.hr>.

## 2 Structure and Requirements for Research Paper (Examples)

Central European Conference on Information and Intelligent Systems (CECIIS) welcomes research papers on all topics of interest (Data and Knowledge Bases, Economics and Information Systems, Education for Information Society, Information and

Communication Technologies, Information Systems Security, Intelligent Information Systems, Intelligent Transport Systems and Autonomous Vehicles, Software Engineering, Quality of Software and Services) as well as on the Conference theme/special emphasis announced on yearly base, addressing both, research theory and practice.

The following paper structure examples regarding the research type could be used for preparing a CECIIS paper:

1. Quantitative questionnaire-based: background research (state of the art); research problem; hypothesis or research question; description of instrument used; sampling; statistical methods used for analysis; discussion of results with limitations of research.
2. Qualitative research: background research (state of the art); research problem; research question; qualitative method used (case study research, interviews, content analysis etc.); discussion of results with limitations of research.
3. Algorithms and theoretical research: theory description with references; original theoretical contribution (theorem, algorithm etc.) with proofs or confirmations; future research and conclusion
4. Systematic literature review with meta-analysis: scope of research, research questions or research purpose; sources of literature with period covered (data bases, journals etc.), methods of analysis, conclusions with future research

Research paper should be theoretically and evidence based, clearly and consistently as well as ethically prepared and written. Central European Conference on Information and Intelligent Systems (CECIIS) has zero-tolerance policy on any kind of plagiarism. Paper containing text copied and used from another author(s) work without permission or from authors previously published own work, without referencing, will be retracted.

### 3 Paper Organization and Formatting

All papers should be written in English, up to 8 pages long (approximately 20 000 characters), and arranged in the following order:

- Main title
- Author(s), affiliation(s), full and e-mail addresses
- Abstract
- Keywords
- Body text (Main text)
- Footnotes
- Acknowledgements
- References

All printed material, including text and figures, must be kept within a print area of 16 cm (6.3") wide by 24.7 (9.7") high. Do not write or print anything outside the print area. Paper size is A4: 21x29.7 cm (8.3x11.7"). Margins (top, bottom, left, right) are 2.5 cm (1"). All *text* must be in a two-column format. Columns are to be 7.7 cm (3") wide, with a 0.6 cm (0.24") space between them. Text must be fully justified. Indent each paragraph by 0.5 cm (0.2").

The final submission has to be submitted in a single PDF file with all fonts that are used embedded, and also the source file (Microsoft Word, LaTeX - zip original files and images).

### 4 Main Title

The main title (on the first page) should begin 3,5 cm from the top edge of the page, centred, and in Times 18-point, bold face. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Leave a blank line after the title.

### 5 Author Name(s) and Affiliation(s)

Author names and affiliations are to be centred beneath the title and printed in Times 10-point type. Author names should be in bold face. Multiple authors shall be grouped by affiliation as shown in the title above. Include also e-mail addresses in 9-point Courier/Typewriter face. Follow the author information by two blank lines before main text.

### 6 Type-style and Fonts

Wherever Times is specified, Times Roman or Times New Roman may be used. If neither is available on

your word processor, please use the font closest in appearance to Times that you have access to. Please avoid using bit-mapped fonts if possible. True-Type 1 fonts are preferred.

**Also make sure that all fonts in the final PDF file are embedded.** Thus we strongly encourage the use of LaTeX especially if you use non-standard fonts for formulas for your examples. You can make sure that your fonts are embedded by opening the PDF file in some PDF viewing program and taking a look at the properties of the document.

### 7 First-order Headings (May Extend to the Next Line)

For example, "1 Introduction", should be Times 14-point boldface, initially capitalized, flush left, with two blank lines before, and one blank line after.

Don't use periods (".") after the heading number, use them only in lower order headings to separate them from higher order headings. For *long* headings use a *hanging indent* aligning the text to the right of the heading number as shown above.

All paragraphs in the text should be indented except for the first paragraph in a section.

#### 7.1 Second-order Headings (May Extend to the Next Line)

As in this heading, they should be Times 12-point boldface, initially capitalized, flush left, with one blank line before, and one after. Use a hanging indent for long headings.

##### 7.1.1 Third-order Headings (May Extend to the Next Line)

Third-order headings, as in this paragraph, are discouraged. However, if you must use them, use 10-point Times, boldface, initially capitalized, flush left, with one blank line before, and one after. Use a hanging indent for long headings.

### 8 Main Text

Type your main text in 10-point Times, single-spaced. Do not use double-spacing. All paragraphs should be indented 0.5 cm (0.2") except for the first paragraph in a section.

Be sure your text is fully justified—that is, flush left and flush right. Please do not place any additional blank lines between paragraphs.

#### 8.1 Figures

All figures are to be included within the text. **Figure captions** are to be *below* the figures, in 10-point

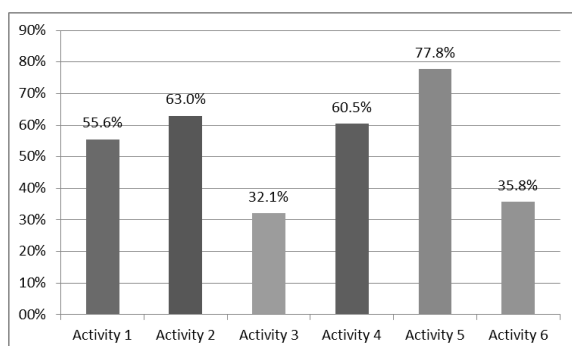
Times (or a similar serif font), normal face. Initially capitalize only the first word of each figure caption.

Figures are to be numbered consecutively with Arabic numerals throughout the paper, for example: “Figure 1. Database contexts”, and are referred to in the text as Fig. 1, Fig. 2, etc.

### 8.1.1 Illustrations, Photographs and Graphs

Illustrations, photographs and graphs are considered as figures. All graphics should be centred. Your artwork must be in place in the article (preferably printed as part of the text rather than pasted up). If you are using photographs and are able to have halftones made at a print shop, use a 100- or 110-line screen. Supply the best quality photographs and illustrations possible.

Pencilled lines and very fine lines do not reproduce well. Remember, the quality of the book cannot be better than the originals provided. The conference proceedings will be printed in grey scale, but you can provide images in colour since the papers will also be published on the web site of the conference.



**Figure 1.** Times, 10 points, normal face

## 8.2 Tables

All tables are to be included within the text. **Table titles** are to be *above* the tables, in 10-point Times (or a similar serif font), normal face. Initially capitalize only the first word of each table title. Tables are to be numbered consecutively with Arabic numerals throughout the paper, for example: “Table 1. Input data”, and are referred to in the text as Table 1, Table 2, etc. Column headings should be as brief as possible.

**Table 1.** Times, 10 points, normal face

	Column 1	Column 2	Column 3
Row 1	1	2	3
Row 2	4	5	6
Row 3	3	4	7
Row 4	2	6	4
Row 5	2	2	4

## 8.3 Equations

Equations should be numbered serially on the right-hand side by Arabic numerals in parentheses, and referred to in the text by eq. 1, eq. 2 etc.

$$3x^2 + 3x - 23 = 0 \quad (1)$$

## 8.4 Footnotes

Use footnotes sparingly (or not at all!) and place them at the bottom of the column on the page on which they are referenced.<sup>1</sup>

## 9 In-text Citations and Referencing

In-text citation must be used to denote all text used from another author(s) work or from authors previously published own work. When referenced in the text, enclose the author surname(s) and the publication year in brackets, for example (Surname, year) or (Surname, year, p. x) where x is the page number of the cited reference. When referenced paper has more than three authors, cite the paper as (Surname et al., year).

List and number all bibliographical references, alphabetically sorted, in 10-point Times, single-spaced, with a hanging indent, at the end of your paper. Use 6-point paragraph spacing after each reference. References should be distributed evenly in both columns as much as possible, so use a column break where appropriate.

In the References section below you will find examples of common types of bibliographical items: book (Mayer, 2009, p. 52), journal paper (Bule & Peer, 2014), journal paper with more than three authors (Shukor et al., 2014), conference proceedings paper (Steingartner & Novitzká, 2015), report or standard (*ISO/IEC 25010: Systems and software engineering - Systems and software Quality Requirements and Evaluation (SQuaRE) - System and software quality models*, 2011) and web page (“Web Content Accessibility Guidelines (WCAG) 2.0,” 2008). For other types of bibliographical items refer the **APA style guidelines**. It should be ensured that every reference cited in the text is also listed in the References section (and vice versa).

## Acknowledgments

Acknowledgments, if necessary, should appear in a separate paragraph preceding the references.

<sup>1</sup> Use Times 8-point type, single-spaced. Avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

## References

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