**PAPER TITLE**

**First Author (First Name LAST NAME)**

First author affiliation, address,

First author email

**Second Author (First Name LAST NAME)**

Second author affiliation, address,

Second author email

…..

These instructions give you guidelines for preparing papers for the IPMA WC 2024. Please use the instructions below and **submit via ConfTool.**

**Abstract**

The abstract should contain a summary of the paper in 150 to 300 words, providing information about the purpose of the paper, research methods, and the most important findings and implications. The paper should be prepared as a Word document. The authors must follow the instructions given in this template.

The full paper should contain 3,500 to 6,000 words (excluding the bibliography). All submitted papers will undergo double-blind review process.

**Keywords**: Between 3-5 keywords in alphabetical order, separated by commas. Each keyword should not contain more than two compound words, and each keyword phrase should start with an uppercase letter.

**1. Introduction**

The authors are fully responsible for the entire content of the submitted papers. Authors can submit their manuscripts using any version of English but should use US spelling and punctuation.  Use the standard Word functions for displayed lists, type styles such as bold or italics, the indexing function, and the footnote function. Use a single main font for the entire text. We recommend Times New Roman (font size 12, double line spacing). For special characters, please use Symbol and/or Arial Unicode.

**1.1 Paper Headings**

The paper is organized in sections, sub-sections, sub-sub-sections… (up to five levels). Headingsare numbered using the decimal system (1, 1.1 and 1.1.1). Only the first three headings levels are numbered. Use the default styles in Word to identify the heading levels.

**1.2 Headings Format**

Use Title Case (Each Word Starts with a Capital Letter Excepting Prepositions) as the headings format. Headings are formatted in bold or italics. They have no end punctuation or period after heading number.

**2. Paper Body**

Emphasized words are set in italics (bold formatting is used for headings). Footnotes are always place at the bottom of the page (not at the end of the chapter). The reason for including footnotes is to provide additional information, but they should never include the bibliographic details of a reference. Reference citations are given with numbers in brackets.

**2.1 Figures and Tables**

Figures and tables should appear near the citation in the text. Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type. Figure captions have no end punctuation and no period after the figure number. If excerpts from copyrighted works (including websites) such as illustrations, tables, animations, or text quotations are included in your manuscript, please obtain permission from the copyright holder (usually the original publisher) for both the print and online format.



**Fig. 1** Dash robot. Source <https://www.makewonder.com/mediakit> by permission of Wonder Workshop

Table captions should be typed into the manuscript, directly above the table. Captions are to be listed in numerical order, labelled as “Table 1”, “Table 2”, etc.

**Table 2** Prefixes

|  |  |  |
| --- | --- | --- |
| **Prefix** | **Meaning** | **Abbreviation** |
| kilo- | Thousands | k |
| centi- | Hundredths | c |
| milli- | Thousandths | m |
| Micro- | Millionths | μ |

Figures and tables should be referred in the main text using Fig. 1, or Table 1.

**2.2 Equations**

Use the Math function, MathType, or Microsoft Equation Editor to create your equations. Please don’t include the equations as images. Equations should be numbered consecutively with bracketed Arabic numerals in the right-hand margin. Careful attention must be paid to sub- and superscript symbols, and upper- and lower-case letters. Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Italicize symbols used in paragraphs. Refer to Eq. 1 not “Equation (1),” except at the beginning of a sentence: “Equation (1) is ....”

**3. Reference System**

All sources and references should be acknowledged using the [Harvard referencing system](https://library-guides.ucl.ac.uk/harvard). References should be limited to pertinent works or papers that have been published or accepted for publication in journals covered by major scientific databases. Avoid extensive lists of references that use excessive words and space on the printed page (Yamauchi, 1997). Usually, this can be achieved with fewer than 30 references. All listed references must be cited in the text. The list of references should be alphabetically by the last name of the first author (Bailey and Durrant-White, 2006; Latombe, 1991), and numbered serially. The names of all authors should be listed. References by the same author or group of authors should be listed in chronological order. References (La Valle, 2006) are written using the Harvard Referencing Style.

**Acknowledgement** (if it is the case)

Use the singular heading even if you have many acknowledgements. The acknowledgements header is not numbered. The names of funding organizations should be written in full.

**References**

Bailey, T., Durrant-Whyte, H. (2006). Simultaneous localization and mapping: part I. IEEE Robot.Autom. Mag. 13(3), 108–117.

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