Preparation of Papers for SUTIS
 Conference

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*Abstract* - These instructions give you guidelines for preparing papers for SUTIS 2023*.* Use this document as a template if you are using Microsoft *Word* 6.0 or later. Otherwise, use this document as an instruction set. The electronic file of your paper must be in this format. Define all symbols used in the abstract. Do not cite references in the abstract.

*Keywords* - Approximately five keywords separated by commas.

# INTRODUCTION

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HIS document is a template for Microsoft *Word* versions 6.0 or later. If you are reading a paper version of this document, please download the electronic file, “paper\_format.doc”, so you can use it to prepare your manuscript.

When you open **paper\_format.doc**, highlight a section that you want to designate with a certain style, and then select the appropriate name on the style menu. The style will adjust your fonts and line spacing. **Do not change the font sizes or line spacing to squeeze more text into a limited number of pages.** Use italics for emphasis; do not underline.

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# Procedure for Paper Submission

Please submit your manuscript by electronically for review. Follow the online submission guidelines when submitting. Please give all the required details.

Include full mailing addresses and e-mail addresses. This information will be used with the communication of the authors.

All tables, figures and pictures must be inserted in the text in a convenient place.

The paper size must be set to A4 (210x297 mm). The document margins should be the following:

* Top: 1.8 cm;
* Bottom: 1.8 cm;
* Left: 1.65 cm;
* Right: 1.65 cm.

It is advisable to keep all the given values. The font throughout the paper is Times New Roman with 10 point font style, justified in each of two columns. The title font is 24 point bold style, centered. Authors’ font is set to 11 point, address 10 point. Abstract and keywords section is justified with a font of 9 point bold style. The number of pages is between 5-20 pages

# MATH

Use the Microsoft Equation Editor for equations in your paper (Insert | Object | Create New | Microsoft Equation). “Float over text” should *not* be selected.

# Helpful Hints

## Figures and Tables

Position figures and tables at the top and bottom of each column if possible.



Figure 1: This caption is centered.

Large figures and tables may span both columns. Place figure captions below the figures; place table titles above the tables. If your figure has two parts, include the labels “(a)” and “(b)” as part of the artwork. Please verify that the figures and tables you mention in the text actually exist. **Please do not include captions as part of the figures. Do not put captions in “text boxes” linked to the figures. Do not put borders around the outside of your figures.**

Table 1: This caption is centered.

|  |  |
| --- | --- |
| Example column 1 | Example column 2 |
| Example text 1 | Example text 2 |

Figure axis labels are often a source of confusion. Use words rather than symbols. Do not label axes only with units. Figure labels should be legible, approximately 8 to 12 point type.

## References

Number citations consecutively in square brackets [1]. Multiple references should be numbered as [2, 3] or [1-4].

Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations such as SI, ac, and dc do not have to be defined. Do not use abbreviations in the title unless they are unavoidable (for example, “SUTIS 2022” in the title of this article).

## Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). To make your equations more compact, you may use the solidus ( / ), the exp function, or appropriate exponents. Use parentheses to avoid ambiguities in denominators. Punctuate equations when they are part of a sentence, as in

 (1)

Be sure that the symbols in your equation have been defined before the equation appears or immediately following.

# Editorial Policy

Submission of a manuscript is not required for participation in a symposium. Do not submit a reworked version of a paper you have submitted or published elsewhere. The submitting author is responsible for obtaining agreement of all coauthors and any consent required from sponsors before submitting a paper. It is the obligation of the authors to cite relevant prior work.

For papers, the decision to accept or reject a paper is made by the symposium scientific committee; the recommendations of the referees are advisory only. Undecipherable English is a valid reason for rejection.

# Publication Principles

The contents of SUTIS 2023 are peer-reviewed. The symposium will publish scholarly articles of archival value as well as tutorial expositions and critical reviews of classical subjects and topics of current interest.

Authors should consider the following points:

1. Technical papers submitted for publication must advance the state of knowledge and must cite relevant prior work.
2. The length of a submitted paper should be commensurate with the importance, or appropriate to the complexity, of the work.
3. Authors must convince both peer reviewers and the editors of the scientific and technical merit of a paper; the standards of proof are higher when extraordinary or unexpected results are reported.
4. Because replication is required for scientific progress, papers submitted to the symposium must provide sufficient information to allow readers to perform similar experiments or calculations and use the reported results.

# Conclusion

A conclusion section is not required. Although a conclusion may review the main points of the paper, do not replicate the abstract as the conclusion. A conclusion might elaborate on the importance of the work or suggest applications and extensions.

Appendix

Appendixes, if needed, appear before the acknowledgment.

Acknowledgment

if any, should be placed here before the references section without numbering.

References

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