Preparation of the Papers for the International Conference of Biophotonics and Biomedical Engineering (ICBBE)

F. A. Author1 a, S. B. Author2 b, and T. C. Author3 a

a Department of ?, University of ?, City?, Country?

b Biophotonics Group, Department of ?, University of ?, City?, Country?

Abstract— These instructions give you guidelines for preparing papers for International Conference of Biophotonics and Biomedical Engineering (ICBBE). Use this document as a template if you are using MS-Word 6.0 or later versions. Otherwise, use this document as an instruction set. Copy from this file or define all the paragraphs and section styles in your file and select appropriate style for different parts of your paper. Define all the symbols used in the abstract. Do not cite references in the abstract.

Keywords: Please write 3-5 keywords, separated by commas.

# Introduction

This document is a template for Microsoft Word versions 6.0 (2003). If you are preparing a manuscript for the International Conference of Biophotonics and Biomedical Engineering (ICBBE), download this electronic file named:
**ICBBE Paper Format**, from the Conference site <https://icbbe.tabriz.iau.ir/en/>.

You can use this file as a template and type your manuscript in it. You can copy the texts from another document and paste to the corresponding place of this file. All the sections, titles, captions, etc have special format **Style**s. For example, the style of the paper title, authors names and affiliations, abstract, keywords, body text, etc. are defined and given in Table 1. If you type in this file, all the styles will be selected automatically. If any style is changed, you can use markup styles from the pull-down style menu at the left of the Formatting Toolbar at the top of your Word window.

You can **copy all the styles** from this file to your manuscript. To copy the styles from this file to your own document, follow the steps:
Tools 🡪 Templates and Add-ins 🡪 Organizer… (Left box file is this file) 🡪 Close the right box file and open your own file 🡪 Select all the lines of the left box Styles (Click on the first line, keep Ctrl Shift and click on the last line of this box) 🡪 Copy 🡪 Save All. Then you will have all the pre-defined ICBBE styles in your document.

Table **1** Styles of different parts of the manuscript

|  |  |
| --- | --- |
| Manuscript part | Style |
| Title | Title |
| Authors names and affiliations | Authors |
| Abstract | Abstract |
| Keywords | Keywords |
| Body text | Body |
| Main sections Title | I. Heading 1 |
| Subsections Title | A. Heading 2 |
| Figures | Figure |
| Figure Captions | Figure Caption |
| Table Heading | Table Heading |
| Appendix, Acknowledgment, and References Title | Reference Title |
| References | [1] References |

If you check the style of each part of this file, you can click on that part of your own manuscript and select the same style from 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.

To insert **images** in the MS-Word file, position the cursor at the insertion point and either use:
Insert 🡪 Picture 🡪 From File 🡪 find the image file, or copy the image to the Windows clipboard and then paste to your file. The format style of the figure must be Figure.

Check the format of your manuscript to be exactly the same as this template file. Check the **spelling** of the file to remove any red underlines that indicate spelling errors. Also, read carefully the file to remove any mistakes caused by common spelling words, such as to, two, and too. When your manuscript is completed, save it as an MS-Word file with extension "**.doc**." You can print your MS-Word file to Adobe pdf to create and save the **pdf file** required for the submission.

# Procedure for Paper Submission

## Submission

Please **submit** your manuscript **electronically** in the Conference site <https://icbbe.tabriz.iau.ir/en/>. You have to **register** first and then submit it step by step by giving all information required.

## Figures, Photograph, and Tables

If you have a scanner, **scan** the figure and save it in the jpg format. High-contrast color figures should be prepared with 200-300 dpi resolution and saved with no compression. The **width** of the figures must be up to **75mm** (**5mm** less than one-column width).

Experienced computer users can convert figures and tables from their original format to TIFF. Some useful image converters are Adobe Photoshop, Corel Draw, and Microsoft Photo Editor.

All **tables** and **figures** should be created or embedded in your document. Place "**figure captions**" below the figures and "**table heading**" above the tables. If your **figure** has **two parts**, include the labels “(a)” and “(b)” as part of the artwork.

The **figures' layout** should be "**In line with text**". To do this, follow the steps:
Right click on the figure 🡪 Format picture 🡪 Layout (click on "In line with text"). With the same method you can change the **size** of your figures in **Size**.

**Figure axis labels** are often a source of confusion. Use words rather than symbols. Put units in parentheses after one or two space(s). As an example, as shown in Fig. 1, write the quantity “Magnetization{spaces}(A/m),” or “Magnetization{spaces}(Am−1),” not just “M{spaces} (A/m),” or "M{spaces} (Am−1).” Do not label axes only with units. Multipliers can be especially confusing. Write “Magnetization{spaces}(kA/m)” or “Magnetization{spaces}(103 A/m).” Do not write “Magnetization (A/m)×1000” because the reader would not know whether the axis label in Fig. 1 means 16000 A/m or 0.016 A/m. Figure labels and all writings must be legible and with proper font size.

## References

Add **citations'** numbers consecutively in square brackets [1]. The sentence **punctuation** follows the brackets [2]. Multiple references [2], [3] are each numbered with separate brackets [1]–[3]. When citing a section in a book, please give the relevant page numbers [2]. In sentences, refer simply to the reference number, as **in [3]**. Do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “**Reference [3] shows** …” Type the reference list at the end of the paper using the “References” style.



Fig. **1** Magnetization Vs. applied field. Note that “Fig.” is abbreviated. It is good practice to explain the significance of the figure in the caption.

# Page Setup

In the **Page Setup** (from Bottom):
Preview is **Whole document.**
The **Pages** is **Mirror margins**.
The **Orientation** is **Portrait**.
The **Top** and **Bottom** margins are 24mm.
The **Inside** and **Outside** margins are 16mm.
The **Gutter** is 8mm.
The paper size is **A4**, not Letter.
The **Headers** and **Footers** are with:
The spaces from the edge of **Header** and **Footer** are 10mm and 12mm, respectively.

The paper has a **Double column** format:
Format 🡪 Columns 🡪 click on **Two columns** 🡪 click on **Equal column width**, then **Column width** and **Spacing** must be 80mm and 10 mm, respectively.

In the case of **large figures and tables**, you need to put a section break:
Insert 🡪 Break 🡪 Section break (Continuous). Then change the format from standard Toolbar to **Single column** and insert the large figure or table. Again insert a new section break (Continuous), and change the format to **Double column** one.

# Mathematics

Use the **Microsoft 2003** or **MathType** **Equation Editor** for equations in your paper:
Insert 🡪 Object 🡪 Create New 🡪 Microsoft or MathType Equation:

 (1)

 (2)

where , , , and  are the electric and magnetic fields and flux densities, respectively.

All the **parameters** of the equation must be defined one by one. Be sure that the parameters in your equation have been defined with **the same format** (Italic, Bold, etc.), before the equation appears or immediately following it. Parameter *T* might refer to the temperature, but **T** is used for a vector or tensor. All **vectors** must appear regular and bold. To do so, it is better to select the **vector** and in style click on **Vector-Matrix**.

For numbering the equations, after creating the equation, close the editor and insert a tab after it and with the sign ⎦ on the top of the left vertical ruler of the window, click on the horizontal ruler and drag it to the far right of the column. Type two parentheses, (). The **equations' numbers** can be added automatically:
Insert curser between two parentheses 🡪 Insert 🡪 Reference 🡪 Caption 🡪 Equation (🗹 Exclude label from equation). The equation style is "**Body**" and its format must be the same as figures "**In line with text**".

Refer to equations as **Eq. (1)**, not “(1)” or “equation (1),” except at the beginning of a sentence: “**Equation (1) is** ... .”

## Units

Use of SI (MKS) is preferred. In some cases such as Ǻ (e.g. for atomic scale thicknesses), cm–3 (e.g. for concentrations) or cm–3s–1 (e.g. for recombination rates) use of CGS is also allowed. However, avoid combining SI and CGS units, such as current in amperes and magnetic field in Oersteds. This often leads to confusion because equations do not balance dimensionally. If you must use mixed units, clearly **state the units** for each quantity in an equation.

# Helpful Hints

## 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 ICBBE, ISI, AC, and DC do not need to be defined. Abbreviations that incorporate periods do **not need to have spaces**, such as “C.N.R.S,” but with spaces “C. N. R. S,” is also correct. Do not use abbreviations in the title unless they are unavoidable (for example, “IJOP” in the title of this Template).

## Other Recommendations

Use **one space after periods and colons**. Hyphenate complex modifiers: “zero-field-cooled magnetization.” Avoid dangling participles, such as, “Using Eq. (1), the potential was calculated.” [It is not clear who or what used Eq. (1).] Write instead, “The potential was calculated by using Eq. (1),” or “Using Eq. (1), we calculated the potential.”

# Editorial Policy

Do not submit a reworked version of a paper you have submitted or published elsewhere. Do not publish “preliminary” data or results. The submitting author is responsible for obtaining the agreement of all co-authors and any consent required from sponsors before submitting a paper. ICBBE strongly discourages courtesy authorship.

# Conclusion

A conclusion section is 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.

References

1. G.O. Young, “Synthetic structure of industrial plastics (**Book style with paper title and editor**),” in Plastics, 2nd ed. vol. 3, J. Peters, Ed. New York: McGraw-Hill, pp. 15–64, 1964.
2. W.-K. Chen, Linear Networks and Systems (**Book style**). Belmont, CA: Wadsworth, pp. 123–135, 1993.
3. H. Poor, *An Introduction to Signal Detection and Estimatio*n, New York: Springer-Verlag, Ch. 4, 1985.
4. B. Smith, “An approach to graphs of linear forms (**Unpublished work style**),” unpublished.
5. E. H. Miller, “A note on reflector arrays (**Accepted for publication**),” IEEE Trans. Antennas Propagat., to be published.
6. J. Wang, “Fundamentals of erbium-doped fiber amplifiers arrays (**Submitted for publication**),” IEEE J. Quantum Electron., submitted for publication.
7. C. J. Kaufman, Rocky Mountain Research Lab., Boulder, CO, **private communication**, May 1995.
8. Y. Yorozu, M. Hirano, K. Oka, and Y. Tagawa, “Electron spectroscopy studies on magneto-optical media and plastic substrate interfaces (**Translation Journals style**),” IEEE Transl. J. Magn.Jpn., vol. 2, pp. 740–741, Aug. 1987, [Dig. 9th Annu. Conf. Magnetics Japan, p. 301], 1982.
9. M. Young, *The Techincal Writers Handbook*, Mill Valley, CA: University Science, 1989.
10. J.U. Duncombe, “Infrared navigation—Part I: An assessment of feasibility (**Periodical style**),” IEEE Trans. Electron Devices, vol. ED-11, pp. 34–39, Jan. 1959.
11. S. Chen, B. Mulgrew, and P.M. Grant, “A clustering technique for digital communications channel equalization using radial basis function networks,” IEEE Trans. Neural Networks, Vol. 4, pp. 570–578, 1993.
12. R.W. Lucky, “Automatic equalization for digital communication,” Bell Syst. Tech. J., Vol. 44, pp. 547–588, 1965.
13. S.P. Bingulac, “On the compatibility of adaptive controllers (**Published Conference Proceedings style**),” in Proc. 4th Annu. Allerton Conf. Circuits and Systems Theory, New York, pp. 8–16, 1994.