

## Instructions to Authors

1. Page 1 of your presentation **must** have the following information:

- Title of talk
- Name, and complete mailing address, of author(s)
- Phone and fax numbers of author(s)
- E-mail address of author(s)
- Optionally, a URL for a web site
- The text:  
Presented at the THIC Meeting at the *site name, date*

Example:

The example shows a slide layout within a double-line border. The title "THIC on the World Wide Web" is at the top left. Below it is the author's name and address: "P C Hariharan, 368 Jamie Court, Glen Burnie MD 21060-8249". Further down are contact details: "Phone: +1-410-255-1186; FAX: +1-301-441-3697" and "e-mail: [pch@hari.glen-burnie.md.us](mailto:pch@hari.glen-burnie.md.us)". At the bottom is the presentation information: "Presented at the THIC meeting at the Del Mar Hilton, Del Mar CA, January 21, 1998". Two callout boxes are present: one pointing to the title with the text "This is the title", and another pointing to the presentation information with the text "Site and date of presentation".

2. The submission may be a soft copy of viewgraphs (presentations), and/or word processor documents.

3. Please provide the soft copy in one of the following formats:

- Adobe Portable Document Format (PDF). You will need the Adobe Acrobat Distiller application to create PDF files from presentations and word processor documents.
- Microsoft Powerpoint
- Microsoft Word
- Postscript. If you have installed a Postscript printer on your system, creating a Postscript file is as easy as selecting *Print to file* in the Print dialog box. A Postscript printer is not essential, one only needs a driver for a Postscript printer which provides a Postscript printer as an option in the Printer selection box. If you generate a Postscript file from Frame or LaTeX, be sure to specify Type 1 fonts. Type 3 fonts are not handled well by Distiller/PDFWriter. Also, if your presentation includes fonts which are not part of the Acrobat font set (generally, this means exotic, unusual fonts), be sure to embed them in the Postscript/PDF file.

***If you do not use Microsoft Office applications, please ensure that you give either a PDF file, or a Postscript file.***

4. Both Mac and PC floppy diskettes and Zip disks are accepted. Name the file(s) on the media as follows:

- if your system supports long file names (Mac, Windows 95, Windows NT and UNIX do):  
organization.firstinitiallastname.date.ext  
where organization is a recognizable abbreviation for the institution you are affiliated with, date is in the format: *yymmdd*, and *ext* is a two- or three-letter file extension: *doc* for Microsoft Word documents, *pdf* for Adobe Portable Document Format files, *ppt* for Microsoft Powerpoint presentations, *ps* for Postscript.  
example: ibm.svogel.970122.pdf
- if your system does not support long file names (Windows 3.x, DOS), you are probably restricted to the 8.3 convention, an eight-character file name separated from a three-letter extension by a period. In this case, abbreviate further. The above example can be truncated to:  
ibmsv97.pdf

***Please do not submit a file with the name THIC.ext.***

5. If your files are too large to fit on media available to you, please contact me for ftp upload authorization.
6. If you *must* compress your submission, please use either PKZip on Windows, or Aladdin's Stuffit on Mac, or Gzip on Unix. *No other compression utilities are acceptable.*
7. Please plan the oral presentation to be no longer than 30 min. The softcopy may have backup slides and/or documentation.

P C Hariharan  
368 Jamie Court  
Glen Burnie MD 21060-8249  
Phone: +1-410-255-1186  
e-mail: [pch@hari.glen-burnie.md.us](mailto:pch@hari.glen-burnie.md.us)