Format for the PGRES2016

Siti Halimah Salam¹, and Chen Wong Teck²
¹University of Malaya, siti@um.edu.my
²SLS Sdn Bhd, Malaysia, teck@sls.com.my

ABSTRACT

This electronic document is a “live” template. The various components of your paper [title, text, heads, etc.] are already defined on the style sheet, as illustrated by the portions given in this document. The abstract should briefly state the purpose of the manuscript, the problem to be addressed, the objectives to be achieved, the approach taken, and the nature of results or conclusions that can be expected. It should stand independently and tell enough about the manuscript to permit the reader to decide whether the subject is of specific interest. Abstract should not exceed 250 words.

Keywords: PGRES, template, research seminar.

I INTRODUCTION

The Postgraduate Research Excellence Symposium (PGRES) The PgRES organized by the Faculty of Computer Science and Information Technology, University of Malaya seeks to help postgraduate students in the middle to latter part of their doctoral studies (i.e., after their first year of the program) to develop an effective research plan based on their personal and professional goals. PGRES provides an opportunity for graduate students to explore and share their research interests, under the guidance of a panel of distinguished experts in the field. The symposium has two primary objectives: (a) provide networking opportunities for students with peers and faculty, (b) help students strategize about their research and dissertation, as well as publication of their research in peer-reviewed journals. PGRES comprises two sections: Research Seminar and Doctoral Consortium.

This document is intended to serve as a visual and instructional guide, and as a Microsoft Word document template, for whom who does not have intended journal to be submitted to. Most importantly, it includes predefined styles to provide the basic formatting in order to standardize all the paper for review purpose. Such styles include the Normal style for body text, the Abstract style for abstract text, the Endnote Text style for bibliographical references, the Author style, Title style, Paper Number style, and so on. There are also styles for centered equations, figure and table captions, section and sub-section headings, footnote text, etc. To use this electronic document as a template, simply copy and change its contents with your own information while maintaining the required predefined style, rather than starting a new one. Since this document is not a tutorial on how to use Microsoft Word, please refer to Microsoft Word Help for more information on formatting using predefined styles.

Your manuscript should include a title, an author listing, an abstract, an introductory section, one or more sections containing the main body of the manuscript, a concluding summary section, and a reference section. You may also include a section on notation, an acknowledgements section, and appendices, as illustrated in this sequel. However, the total page number should not exceed 6 pages. You should not include a leading cover sheet. Author affiliation shall appear on the first page, added as a footnote to the last name of each the author. If a distributional release statement or copyright notice is required by your sponsor, this is added as a footnote to the title of the manuscript, appearing on the first page only. Page numbers should be centered halfway between the lower margin and the bottom edge of the page (i.e., approximately 0.5 inches from the bottom).

The recommended font for the title and author listing is Times New Roman. The title font should be: 16-point Times New Roman, centered, and bold. The author-listing font should be 12-point Times New Roman, centered, and bold. The recommended Times New Roman font for body text, headings, etc., is Times New Roman at 11 point. The captions for figures and tables are bold 10-point Times New Roman. The endnote reference text and footnote text is 10-point Times New Roman font. The right-hand margin of body text should be justified; if not, it should be fairly even nevertheless. All text and text background shall remain uncolored (black on white). These conventions should be automatically implemented by Microsoft Word when the predefined styles of this template are used.

II THIS IS A SAMPLE OF A GENERAL SECTION HEADING

A heading should not appear at the bottom of a page without at least two lines of text. Equations, figures, and tables must be sequentially numbered with no repeated numbers or gaps. Excessive white space—such as large gaps before, between, and after text and figures—should be eliminated.
A. This Is a Sample of a Secondary (Sub-Section) Heading

First Secondary, or sub-section, headings are title case (miniscule lettering with the first letter of major words majuscule), flush left, and bold. Secondary headings use the same font style as the body text. Tertiary headings should be avoided, but if necessary, they are run-in, italic, and end with a period, as illustrated with the next six (6) paragraphs.

\[ a = b^2 \]  \hspace{1cm} (1)

Equations. Equations are centered with the equation number flush to the right. In the text, these equations should be referenced by name as Eq. (1) not eq. 1, (1), or Equation 1. To improve readability, scalar variable names such as \( a \) and \( b \) are usually italicized when appearing in text and equations.\(^1\)

Abbreviations. When units of measure are abbreviated, lower case without periods is preferred in most instances; e.g. km, kg, sec, m/s, etc., but in. for inch.

Figures. Illustrations are referenced by name and without formatting embellishments, such as Error! Reference source not found., Figure 2, etc., or, Figures 3 and 4 (e.g., not figure (1), Fig. 1, Figure 1, etc.). Each illustration should have a caption unless it is a mere sketch. Single-phrase captions are usually in title case; they are bold 10-point serif font and centered below the figure as shown in Error! Reference source not found. An explanatory caption of several sentences is permissible. Ideally, every illustration should be legibly sized – usually about one-half or one-quarter page – and appear in the text just before it is called out or mentioned. Alternatively, it is also permissible to place all figures together at the end of the text as a separate appendix; however, these two conventions should not be mixed. All figures and callouts should remain clearly legible after reduction.

Figure 1. A Caption Goes Here.

Graphic Formats. The highest quality formats are Encapsulated PostScript (EPS) and PDF vector-graphic formats. These formats are recommended for all illustrations, unless they create document files that are excessively large. Specifically, you should change the graphic format or compress the image resolution whenever an illustrated page takes more than two seconds to render onscreen, or, whenever the total manuscript file size starts to approach 5 Mb. Photographs, illustrations that use heavy toner or ink (such as bar graphs), and figures without text callouts, may be suitably displayed with picture formats such as BMP, GIF, JPEG, PNG, TIFF, etc. Line drawings, plots, and callouts on illustrations, should not use picture formats that do not provide sharp reproduction. Note that the Windows Metafile Format (WMF) should be avoided.

References and Citations. The parenthetical citation of bibliographical references is indicated in the text preferably at the end of a sentence (Hipp, 2000). Citations should precisely follow APA method for both, parenthetical citation and reference entries. The reference section of this article provide samples of the 6th edition APA reference format. The reference list must be sorted alphabetically. The citation of private communication is especially discouraged, but if required it should be cited as a footnote and include the date, professional affiliation, and location of the person cited.

Tables. Tables are referred to by name in the text as Error! Reference source not found., or, Tables 2 and 3 (e.g., not table 1, Tbl. 1, or Table 1). The title is centered above the table, as shown in Error! Reference source not found. The font size inside tables should be no larger than the body text, but may be adjusted down to 9-point if necessary (10-point serif font is considered nominal). Note that table units are in parentheses. Only the minimum number of table lines needed for clarity is desired. Ideally, every table should appear within the text just after it is called out.

\(^1\) Although footer may be used, it is NOT encouraged. Use it sparingly or when there is no other way to clarify the meaning of the texts.
<table>
<thead>
<tr>
<th>Animal</th>
<th>Description</th>
<th>Price ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gnat</td>
<td>per gram</td>
<td>13.65</td>
</tr>
<tr>
<td>Gnu</td>
<td>stuffed</td>
<td>92.50</td>
</tr>
<tr>
<td>Emu</td>
<td>stuffed</td>
<td>33.33</td>
</tr>
<tr>
<td>Armadillo</td>
<td>frozen</td>
<td>8.99</td>
</tr>
</tbody>
</table>

Equations, figures, and tables must be sequentially numbered with no repeated numbers or gaps. Each figure and table shall be called out in the text; gratuitous figures and tables that are not called out should be eliminated. Intermediate equations may be numbered without being called out.

III MANUSCRIPT SUBMISSIONS

The Microsoft Word (.doc) or (.docx) format is the preferred format for electronic submissions.

IV CONCLUSION

Your final manuscript must be free from technical, typographical, and formatting errors.

ACKNOWLEDGMENT

Any acknowledgements by the author may appear here. The acknowledgments section is optional.

REFERENCES


Goyen, A. (2016). Downtown Marquette dog sled races [Video file]. Retrieved from [http://www.youtube.com/watch?v=gW3CNCGGgTY](http://www.youtube.com/watch?v=gW3CNCGGgTY)


