Format Instructions for KES Open Access Library: Title Formatted in Title Case (use style 'Heading 1')

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Abstract (style 'Abstract Heading')

An abstract of 100-200 words in 10 point Arial Italic should be provided. The abstract is a concise summary of the research and the research results. The abstract also allows the paper to be catalogued, categorized and searched by subject and keywords (style 'Abstract Italic').

1. Introduction (style 'Heading 2')

An introduction section is usually required for all articles. Papers must be written in English. Use paper size of A4. (Paragraph style 'Body Text').

2. Margins and Formatting

Margins should be 5.5cm top and bottom, 4cm left and right. Use Arial throughout with 10 point justified text, numbered 10 point bold headings and sub-numbered 10 point bold sub-headings. All text should be single-spaced. The style 'Body Text' can be used for all paragraph text.

Leave a single blank line after each paragraph. No indentation is required for paragraphs.

3. Typographical Style and Layout

MS Word Quick Styles are featured in this template for your convenience. To use this document, save it in your preferred format (.doc or .docx) with your own title, delete its text as required, and then *only* use the quick styles to format your own text 'over the top'. Users of other word processors will have to import/replicate the styles/formatting.

3.1. Section Headings (style 'Sub-Headings')

The following sections are suggested for guidance in the case of a Full Paper. It is not necessary for Short Papers to include all these sections:

- Abstract
- Introduction including aims
- Background and related work
- Body text (divided by numbered sub-headings) including results and discussion
- Conclusions
- References
- This list uses the style 'List Bullet'
- Bulleted lists can also be tab indented if necessary

3.2. Numbered List

1. A numbered list looks like this
2. It uses the style 'List Numbered'
3. Numbered lists can also be tab indented if necessary

3.3. Sub-Headings and Columns

Use only one or two levels of heading. The paper should be in single column format throughout (i.e. not two-column style as required by, for example, the IEEE) all sections in the Paper.

3.4. Page Start and End

Do not end a page with a heading or sub-heading and avoid starting a page with an incomplete line. There is no need to include page numbers or running heads; this will be done at our end.

3.5. Quotations

Quotations should be embedded within text as follows:

'Always use single quotation marks (style 'Quotations'). This is an example of how to cite a quotation that is longer than two lines. For shorter quotations, embed in the normal flow of text, but for two lines or longer use this style with the indentation. State the source page number. Quotations can be edited through use of … three dots.' (p. 13)

4. Diagrams and Figures

Where possible, enclose diagrams and figure at appropriate points in the main text, rather than appending them at the end of the paper.

4.1. Tables

See below for an example table:

Row 1	Tables should be numbered in sequence, Table 1, Table 2 etc.
Row 2	Each table should have a brief explanatory title
Row 3	The text should refer to each table and explain its significance

Table 1. An example table and caption (style: Figure/Table Caption).

Table rows should not cross a page break where possible.

4.2. Figures (including Diagrams and Graphs)

Figures should be numbered in sequence, Figure 1, Figure 2 etc. Each Figure should have a brief explanatory title. The text should refer to each table and explain its significance. Electronic images should be provided at an adequately high resolution.
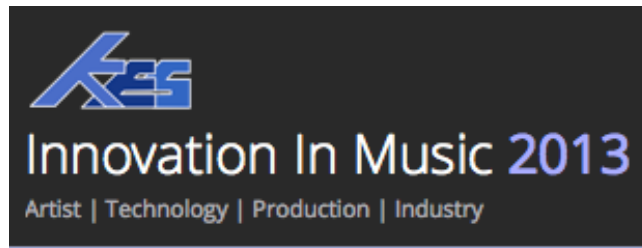

Figure 1. An example figure and caption (style: Figure/Table Caption).

All figures should be centered.

5. Footnotes

Use of footnotes should be avoided. Important and necessary references (including internet links to referenced diagrams and further background details) should be included in the final references section.

6. References

References should be numbered using the conventional scientific scheme, using number in square brackets embedded in the text [1]. For those using a reference manager such as Zotero, please import and employ the citation style, *Journal of Scientific Computing*.

For internet references, where possible reference the webpage author in the same way as a standard reference. If no author is credited then reference the main webpage (see examples below). For all internet references give the title of the web article, the full web link and the date the web link was accessed.

Use style 'Reference list' and leave a single blank line between each reference).

[1] Moore, B. C. J., Tan, C. T., Zacharov, N. and Mattila, V. V. Measuring and predicting the perceived quality of music and speech subjected to combined linear and nonlinear distortion, J. Audio Eng. Soc., Vol. 52, No. 12, pp. 1228–1244, (2004)

[2] Massey, H. Behind the Glass Volume 1: Top record producers tell how they craft the hits. Backbeat Books, San Francisco, (2002), p. 116

[3] Moore, B. C. J. and Tan, C. T. 'Perceived Naturalness of Spectrally Distorted Speech and Music,' J. Acoust. Soc. Am., Vol. 114, pp. 408–419, (2003)

[4] Dutilleux, P., Dempwolf, K., Holters, M and Zolzer, U. Nonlinear Processing in DAFX Digital Audio Effects (Zolzer, U. Editor) 2nd edition, Wiley, Chichester, pp. 101-137, (2011)

[5] Katz, B. Mastering Audio, 2nd edition, Focal Press, Oxford (2007), p. 220

[6] Bogdan, G. Is the music album app the next game changer? Accessed August 2013 from http://www.theguardian.com/media-network/2013/aug/21/music-album-app

[7] PPL UK. What is an ISRC. Accessed April 2013 from http://www.ppluk.com/I-Make-Music/Why-Should-I-Become-A-Member/What-is-an-ISRC

[8] UK Music Producers Guild. Credit Where Credit Is Due. Accessed April 2013 from http://www.creditisdue-mpg.co.uk