# Manuscript Guideline for Paper of ICTFocus Open Journal (Paper's title, 18 pt Type Size, Centered)

First A. Author[1], Second B. Author[2] (Authors' Names, 12 pt Type Size, Centered Under the Title)
[1]First Affiliation, City – State, Country (11 pt Type Size, Centered Under the Authors' Names)
[2]Second Affiliation (if necessary), City – State, Country (11 pt Type Size, Centered Under the Authors' Names)
e-mail: author1@email.mn, author2@email.com

## Abstract

The objective of this Guideline is to instruct the authors about the preparation of the manuscript for its submission to the ICTFocus (Information and Communication Technology Focus Open Journal). The authors should use these guidelines for preparing both the initial and final versions of their paper. Additional information about procedures and guidelines for publication can be obtained directly with the editor, or through the web site https://ictfocus.org.

---

This footnote will be used only by the Editor and Associate Editors. The edition in this area is not permitted to the authors. This footnote must not be removed while editing the manuscript.

# 1  INTRODUCTION

The ICTFocus Open Journal is an appropriate media through which the members and experts in the field of Information and Communication Technology (ICT) may present and discuss their scientific and academic activities. Therefore, the Editorial Staff invites you to submit a full format paper in the field of ICT, including advances in the state of the art, through theoretical and experimental results, as well as tutorial information on subjects of interest. In case the paper, or part of it, has been presented or published in any national or international journal or conference, it must be declared by the authors in the body of the paper (when and where).

Papers in English and Mongolian will be accepted. The texts submitted in Mongolian must include the title, the abstract and the keywords in English as well.

Authors must submit their manuscript electronically and follow the revision process through the https://ictfocus.org. From this entry page, access can be obtained to all information required for the submission of a manuscript.

It should be noted that manuscripts must be submitted as an editable PDF document. Therefore, after editing your manuscript in agreement with these guidelines, a high-quality PDF file must be generated so it can be submitted through the https://ictfocus.org. Upon Final Acceptance of the manuscript, the strong requirement for publication is a final electronic version of the paper prepared in agreement with these guidelines. In addition, papers will only be published if the Copyright form available at the https://ictfocus.org is completed.

The main objective of the Introduction section is presenting the nature of the problem that is discussed in the paper, through an adequate literature review, and the contribution of the submitted manuscript.

If relevant, a Nomenclature section may be included immediately before the Introduction, with a list of variables used in the text. This item should not contain reference numeration, as well as items Acknowledgements, References and Biographies.

## 1.1  Presentation of the Text

Papers submitted for publication to the ICTFocus Open Journal should have, preferably, eight pages or less. Authors must use International System units (SI or MKS). Authors of the paper must prepare it and then send it as a PDF file, through the https://ictfocus.org, in accordance with these guidelines. The manuscripts that do not follow these guidelines will be rejected, and the authors will be informed.

## 1.2  Text Editing

The manuscript must be prepared on A4 page format (297 mm x 210 mm), as demonstrated in these guidelines.

The recommended word processor are LaTex and Word for Windows.

### 1.2.1  Type sizes

The type sizes specified in these guidelines are according to the word processor Word for Windows and the typeface must be RomanSerif. Table I shows the standard sizes of the characters that should be used in the different sections of the manuscript.

### 1.2.2 Page Format

Set top and bottom margins to 20 mm, left margin to 30 mm and right margin to 20 mm. Paragraph indentation is 4mm.

**TABLE I**
Type Sizes.

| Size (Points) | Normal | **Bold** | *Italic* |
|---|---|---|---|
| 8 | Table texts | | |
| 9 | Page header, footer; Figure captions | | |
| 10 | Abstract body | **Keywords; Table captions** | *Keywords title* |
| 11 | Author's affilation; Main text | **Abstract title** | *Abstract title* |
| 12 | Author's names | | |
| 18 | | **Paper title** | |

# 2 ORGANIZATION OF THE PAPER

This section presents the main issues for editing the manuscript.

## 2.1 General Organization

The papers that shall be published in the ICTFocus Open Journal must contain the following main sections: 1) Title; 2) Authors and Affiliations; 3) Abstract and Keywords; 4) Introduction; 5) Body Text; 6) Conclusions; 7) References; 8) Biographies. This order must be respected, unless the authors add some items, such as: Nomenclature; Appendices and Acknowledgements.

Some comments regarding the main items of the manuscripts are presented below.

### 2.1.1 Title

The title of the paper should be as succinct as possible, stating the subject of the paper in a very clear manner. It should be centered at the top of the first page, in bold, type size 18 points, with the whole title in uppercase and lowercase letters.

### 2.1.2 Authors and affiliations

Below the title (leaving one blank line), also centered, the name(s) of the author(s) must be included. The middle names may be abbreviated, but the first and last names must be written in their complete forms (type size 12 points). Immediately below the authors' names, their affiliations, with city, state and country, must be informed (type size 11 points). The electronic addresses must be informed just below the affiliations (type size 11 points).

### 2.1.3 Abstract and keywords

This part is considered one of the most important in the whole paper. It is based on information in Abstract and Keywords that technical papers are indexed and stored in databases.

The Abstract should have no more than 200 words, indicating the main ideas contained in the paper, as well as procedures and obtained results. The Abstract should not be confused with the Introduction and should not have any abbreviations, references, figures, etc. For writing the Abstract, as well as the whole manuscript, you should use passive voice, e. g., "... the experimental results show that..." instead of "... the results we obtained show that...". The word Abstract must be written both in italic and in bold (type size 12 points). The Abstract text should be in normal (type size 10 points).

Keywords are index terms that identify the main topics of the paper. The term Keywords must be both in italic and bold (type size 10 points). The Keywords themselves should be in bold (type size 10 points).

### 2.1.4 Introduction

The Introduction must prepare the reader for the paper he/she will read, including a historical overview of the subject and also presenting the main contributions of the paper. The Introduction must not be similar to the Abstract and it is the first section of the paper to be numbered as a section (type size 12 points).

### 2.1.5 Body text

The authors must organize the body text in various sections, which should contain important information about the proposal of the paper, facilitating its comprehension for readers (type size 12 points).

### 2.1.6 Conclusions

The conclusions should be as clear as possible, highlighting the importance of the paper in the respective research area. The advantages and disadvantages of the proposed subject should be clearly emphasized, as well as the obtained results and possible applications (type size 12 points).

### 2.1.7 References

The citation of references throughout the text should appear between square brackets, just before the punctuation mark at the end of the sentence in which the reference is inserted. Only the number of the references should be used, avoiding citations such as "... according to the reference [2]...".

Papers that were accepted for publication, but were not published yet, should also be in the references along with the citation "in Press".

Papers from journals and conferences must begin with the name of the authors (initials followed by the last name), followed by the title, journal or conference name (in italic), number of volume, pages, month and year of publication (IEEE citation format).

Regarding books, following the name of the authors (initials followed by last name), the title should be in italic, and then should come the publisher, number of edition and place and year of publication.

At the end of these guidelines, there is an example of how the references should be inserted [1–3].

### 2.1.8 Biographies

The biographies of the authors should appear in the same order as in the beginning of the paper and should basically contain the following items:

- Full name (in bold);

- Place and year of undergraduation and graduation conclusions;

- Professional experience (Institutions and companies in which they have worked, number of patents obtained, areas of expertise, relevant scientific activities, scientific societies in which they are members, etc.).

In case additional items are used, such as Nomenclature, Appendices and Acknowledgements, the following instructions should be considered:

### 2.1.9 Nomenclature

The nomenclature consists of the definition of quantities and symbols used throughout the paper. Its inclusion is not mandatory and this item must not be numbered. If this item is included, it should precede the Introduction. In case the authors do not include this item, the definition of quantities and symbols must occur during the text, right after they appear. In the beginning of these guidelines there is an example of this optional item.

### 2.1.10 Acknowledgements and appendices

The acknowledgements to any collaborators, as well as appendices, do not receive any numeration and should be at the end of the text, before the references. At the end of this text there is an example of this optional item.

## 2.2 Organization of the Sections of the Paper

The organization of the manuscript in titles and subtitles is important to divide it in sections, which help the reader to find subjects of interest in the paper. They also help the authors to develop their paper in an orderly form. The paper can be organized in primary, secondary and tertiary sections.

The primary sections are the titles of the actual sections. They are written in uppercase letters (type size 12 points) with Arabic numerals.

The secondary sections are the subtitles of the sections. Just the first letter of each word of the section should be written with a uppercase and lowercase letter. It should be located at the left part of the column.

The tertiary sections are subdivisions of the secondary sections. Only the first letter of the first word of the section should be a uppercase and lowercase letter. The designation of the tertiary sections should be done with Arabic numerals.

## 3 OTHER INSTRUCTIONS

## 3.1 Editorial Rules

For papers with multiple authors, it is necessary to inform the order of presentation of the authors and filling out the Copyright form at the https://ictfocus.org, authorizing the publication of the paper.

The ICTFocus Open Journal should be considered source of original publication. It reserves its right to make normative, spelling and grammatical modifications in the original

files, but respecting the style of the authors. The final versions cannot be sent to the authors.

The published papers will become property of the ICTFocus Open Journal, and its total or partial reprinting must be authorized by ICTFocus Open Journal.

Figures, tables and equations should follow the following guidelines.

## 3.2 Figures and Tables

Tables and figures (drawings or pictures) should be inserted in the text right after they are mentioned for the first time, as long as they fit the size of the columns; if necessary, use the whole page. Figures resolution should be at least 300 dpi and vector files should be preferably used for better print quality. Table captions should be above the tables and figure captions should be below the figures. The tables should have titles and they are designated by the word Table, being numbered in sequence by Roman numerals. Table captions must be centered and in bold.

Figures also need captions and they are designated by Figure in the text (Fig. in the caption itself), numbered with Arabic numerals in a sequenced manner, left- and right-justified, as shown in the example. The designation of the parts of a figure is done by adding lowercase letters to the numbers of the figures starting with the letter a, e.g. Figure 1.

Fig. 1. Logo of the ICTFocus Open Journal.

To better understand graphs, the definition of their axes should be done with words not letters, except when referring to waveforms and phase planes. The units should be between parentheses. For example, use the denomination "Magnetization (A/m)", instead of "M (A/m)".

Figures and tables should be positioned preferably in the beginning or the end of the column, avoiding putting them in the middle. Avoid tables and figures whose sizes exceed the size of the columns. The figures should preferentially be in black, with a white background, since the printed version of the journal is in black and white. Their lines should be thick, so the impression is readable.

## 3.3 Abbreviations and Acronyms

Abbreviations and acronyms must be defined the first time they are used in the text, e.g. "... Pulse-Width Modulation (PWM)...".

## 3.4 Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). The equations should be written in a compact form, centered in the column. If a nomenclature section is not included in the beginning of the text, the quantities should be defined right after the equation, such as:

$$\Delta I_L = I_o + \frac{\sqrt{3}}{2}\frac{V_i}{Z} \tag{1}$$

where:

$\Delta I_L$ - resonant inductor peak current;
$I_o$  - load current;
$V_i$  - source voltage;
$Z$   - characteristic impedance.

# 4  CONCLUSIONS

This paper was fully written in accordance with the guidelines for submissions of papers in English.

# ACKNOWLEDGEMENTS

# BIOGRAPHIES

**FirstName LastName**, born in 02/30/1975 in Somewhere is an communication engineer (1998), master (2001) and doctor in Communication Engineer (2005) with the University of Z.

Between 2010 and 2015 he was the coordinator of Laboratory X. He is currently a full professor at University of Y. His areas of interest are: Information and Communication Technology, Mobile and Wireless access, Deep learning and Data Processing.

Dr. LastName is member of the IEEE, etc. Between 2021 and 2000, he was editor of the ICTFocus Open Journal.

# REFERENCES

[1] Full Name Author1. The title of the article, March 2020.

[2] Full Name Author1 and F. N. Author2. The title of the article, March 2021.

[3] Full Name Author1, F. N. Author2, and Full Name Author3. The title of the article, March 2022.

[4] Full Name Author1, Full Name Author3 F. N. Author2, and Full Name Author4. The title of the article, March 2022.

[5] Full Name Author1, Full Name Author3 F. N. Author2, and Full Name Author5. The title of the article, March 2022.