FULL PAPERS – Frequent template no compliances

The list below is not exhaustive, but reports the most frequent no compliance cases found in the full papers. It is intended to help the authors finalizing their final paper by providing a first check list. It does not refrain **the authors from carefully reading the template and the instructions, and using this template and the styles incorporated**.

- the full template with TRA logo on the first page, authors' names and conference title/city on the other page headers should be used;
- please use the page headers with the TRA logo;
- the first page shall only contain the title, authors' names and affiliations, the two abstracts (in English and French) and keywords;
- paper title, authors' names and affiliations should fully comply with the template;
- do not capitalize each word in the paper title/section headings, but only the first one;
- abstracts must be left and right justified;
- **abstract** should not exceed **10 lines max.**; the French abstract must be in relation;
- page headers (but page 1) should contain the authors' names;
- odd page headers should contain the authors' names like the even pages;
- the Introduction should be numbered: 1. Introduction
- a blank line (or 12 pts space) should separate the paragraphs;
- (sub-)section headings should comply with the style (font, size and numbering format);
- the spacing before (1 line or 12 pts) and after (sub-)section headings should comply with the style;
- the text should be justified left and right;
- no set back at the beginning of the paragraphs;
- table and table captions should comply with the style[1];
- figure and figure captions should comply with the style[2];
- all references should be cited in the main text, like (Smith, 2013);
- references should NOT be numbered, but cited like (Smith, 2013);
- references should be sorted by alphabetical order in the reference list, and separated by a blank line (or 12 pts);
- the **whole paper** should not exceed **10 page max**.;
- avoid partly empty pages by revising the page layout (move some text).

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[1] no vertical lines in tables, one blank line between caption and table/before/after a table, table must be centered, caption left aligned, caption above the table, a table should be on one page with its caption but not split on two pages,

[2] figure and caption must be centered, one blank line between figure and caption /before/after a figure, caption under the figure and on the same page