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*Abstract***— Instructions for preparing papers for SEB Proceedings Series are presented. They are intended to guide the authors in preparing the electronic version of their paper. Only papers prepared according to these instructions will be published in the paper and online version of Proceedings. Provide an abstract for the paper no longer than 300 words.**

*Keywords***— Enter up to five keywords and separate them by commas.**

1. INTRODUCTION

These are the instructions for preparing papers for the SEB Proceedings Series. English is the official language. Please, do not forget to prove the spelling with the spell checker. Set the language to English (U.S.). Read the instructions in this sample paper carefully before typing.

The papers should be submitted in their final form, and the publisher will perform no further adjustments. In the Proceedings, the papers will be reproduced directly from the files submitted by the authors. The authors must upload their papers in MS Word and Pdf format through the conference management system.

Detailed instructions for preparing the papers are listed in Chapter II - Writing the paper. When writing the paper, it is necessary to follow the descriptive rules presented in subchapter *A. Descriptive rules*.

1. Writing the paper
	1. *Descriptive rules*

*Paper Size:* Select the custom size of the paper, i.e. 21 x 27.9 cm in Page Setup in the Word Processor. Only this paper size can be accepted.

*Length:* The document size is four-six pages.

*Margins:* The page layout should be "mirror margins". Leave 2.5 cm margin at the top; 4 cm at the bottom; 1.9 cm on the inside; and 1.4 cm at the outside of the page.

*Page Layout:* Type the paper in two columns 85,5 mm wide with a space of 6 mm between the columns. Each column should be left and right justified.

*Fonts:* Use Roman typeface (e.g. Times, Times New Roman) and single line spacing throughout the paper.

*Title:* The title should be no longer than two lines. Avoid unusual abbreviations. Center the title (14 points bold). The authors' names and affiliations (Institution/Department, City, Country) shall span the entire page. Also, leave one blank line (8 point) after the title and one blank line (10 point) after the authors' names and affiliations. Leave one blank line (20 point) between the author's info and the beginning of the paper.

*Abstract:* Provide an abstract of the paper (9 point bold) no longer than 300 words.

*Style:* Use separate sections for introduction, materials and methods, results, discussion, conclusions, acknowledgements (when appropriate), and references.

*Headings:* Enumerate Chapter Headings by Roman numbers (I., II., etc.). For Chapter Headings, use ALLCAPS. The first letter of Chapter Heading is font size 12, regular and other letters are font 8 regular style. Leave one blank line (20 point) before and one blank line (10 point) after each Chapter Heading. *Subchapter Heading*s are font 10, italic. Enumerate Subchapter Headings by capital letters (*A*., *B*., etc.). Leave one blank line (15 point) before and one blank line (7,5 point) after each Subchapter Heading.

*Body Text:* Use Roman typeface (10 point regular) throughout. Use Italics only if you want to emphasize special parts of the text. Start a new paragraph by indenting it from the left margin by 4 mm (and not by inserting a blank line). Font sizes and styles to be used in the paper are summarized in Table 1.

*Tables:* Insert tables where appropriate (as close as possible to where they are mentioned in the text). Prefer positioning them at the top or at the bottom of the column. If necessary, span them over both columns. Enumerate them consecutively using Arabic numbers and provide a caption for each table (e.g. Table 1, Table 2,..). Use font 10 regular for Table caption, 1st letter, and font 8 regular for the rest of table caption and table legend. Place table captions and table legends above the table. Leave one blank line before (15 point) and one after (5 point) the captions. Please keep in mind the distinction between tables and figures: tables only contain alphanumerical characters and no graphical elements.

Table 1 Font sizes and styles

| Item | Font Size | Font Style |
| --- | --- | --- |
| Title | 14 | Bold |
| Author | 12 | Regular |
| Authors’ info | 9 | Regular |
| Abstract | 9 | Bold |
| Keywords | 9 | Bold |
| Body text | 10 | Regular |
| Chapter heading, 1st letter | 12 | Regular |
| Chapter heading, other letters | 8 | Regular |
| Subchapter heading  | 10 | Italic |
| Table caption, 1st letter | 10 | Regular |
| Table legend | 8 | Regular |
| Column titles | 8 | Regular |
| Table data | 8 | Regular |
| Figure caption, 1st letter | 10 | Regular |
| Figure legend | 8 | Regular |
| Acknowledgment  | 8 | Regular |
| References | 8 | Regular |
| Author's address | 8 | Regular |

*Figures:* Insert figures where appropriate (as close as possible to where they are mentioned in the text). Prefer positioning them at the top or the bottom of the column. If necessary, span them over both columns. Enumerate them consecutively using Arabic numbers and provide a caption for each figure (e.g. Fig. 1, Fig. 2,..). Use font 10 regular for Figure caption, 1st letter, and font 8 regular for the rest of figure caption and figure legend. Place figure legend beneath figures. Leave one blank line before (5 point) and one after (15 point) the captions. Please keep in mind the distinction between tables and figures: tables only contain alphanumerical characters and no graphical elements. Do not use characters smaller than 8 points within figures. Figures are going to be reproduced in color in the electronic versions of the Pro-



Fig. 1 XVI SEB logo

Table 2 Table caption

| Table legend |  |  |
| --- | --- | --- |
| Table data |  |  |

ceedings, but when choosing graph colors, keep in mind that they might be printed in black and white color. Figure 1 is intended to illustrate the positioning of a figure and shows the logo of the SEB.

*Equations:* For inserting equations, use the Equation Editor. Enumerate the equations using Arabic numbers in brackets on the right-hand side of the equation.

*Itemizing:* In case you need to itemize parts of your text, use either bullets or numbers, as shown below:

* First item
* Second item
1. Numbered first item
2. Numbered second item

*References:* Use Arabic numbers in square brackets to number references in such order as they appear in the text. List them in numerical order as presented under the heading 'REFERENCES' at the end of this Instructions.

* 1. *Using macros*

Unfortunately, at XVI SEB, we cannot provide the macros for preparing the papers.

1. Compliance With Ethical Requirements

## Conflict of Interest

When an author or the author's institution has a relationship, financial or otherwise, with individuals or organizations that could influence the author's work inappropriately, a conflict of interest may exist. Examples of potential conflicts of interest may include but are not limited to academic, personal, or political relationships; employment; consultancies or honoraria; and finical connections such as stock ownership and funding. Although an author may not feel that there are conflicts, disclosure of relationships and interests that others could view as conflicts of interest affords a more transparent and prudent process. All authors must disclose any actual or potential conflict of interest, and the Proceedings will publish such disclosures if judged to be necessary to readers.

## Statement of Informed Consent

Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients' names, initials, or hospital numbers, should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that a patient who is identifiable be shown the manuscript to be published. Authors should identify Individuals who provide writing assistance and disclose the funding source for this assistance.

Identifying details should be omitted if they are not essential. However, complete anonymity is difficult to achieve, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of patients is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic pedigrees, authors should assure that alterations do not distort scientific meaning, and editors should so note.

## Statement of Human and Animal Rights

When reporting experiments on human subjects, authors should indicate whether the procedures followed were following the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2000 and 2008. If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. Authors should be asked to indicate whether the institutional and national guide for the care and use of laboratory animals was followed when reporting experiments on animals.

1. CONCLUSIONS

Submit your paper at https://easychair.org/account/signin. Papers *must be uploaded* before the deadline. After a paper is accepted for oral or poster presentation, one of the authors must complete a registration form and pay the appropriate fees before the paper can be published in the Proceedings. Please pay attention to the registration deadline.

ACKNOWLEDGMENT

Format the Acknowledgment and References headlines without numbering.

Conflict of Interest

Every paper must contain a declaration of conflicts of interest. If there are no such conflicts, write, "The authors declare that they have no conflict of interest".

REFERENCES

The list of References should only include papers cited in the text and have been published or accepted for publication. Numbers in square brackets should identify citations in the text; the list of references at the end of the paper should be numbered according to the order of appearance in the text. Examples of citations for Journal articles [1], books [2], the Digital Object Identifier (DOI) of the cited literature (which should be added at the end of the reference in question if available) [3], Proceedings papers [4] and electronic publications [5].

Cited papers that have been accepted for publication should be included in the list of references with the name of the journal and marked as "in press". The author is responsible for the accuracy of the references, and Journal titles should be abbreviated according to Engineering Index Inc. References with correct punctuation.

1. Smith J, Jones M Jr, Houghton L et al. (1999) Future of health insurance. N Engl J Med 965:325–329
2. South J, Blass B (2001) The future of modern genomics. Blackwell, London
3. Smith J, Jones M Jr, Houghton L et al. (1999) Future of health insurance. N Engl J Med 965:325–329 DOI 10.10007/s002149800025
4. Lock I, Jerov M, Scovith S (2003) Future of modeling and simulation, IFMBE Proc. vol. 4, World Congress on Med. Phys. & Biomed. Eng., Sydney, Australia, 2003, pp 789–792
5. IFMBE at http://www.ifmbe.org

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