Layout guide for Conference Proceedings using Microsoft Word

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**Abstract.** All articles *must* contain an abstract. The abstract text should be formatted using 10 point Times or Times New Roman and indented 25 mm from the left margin. Leave 10 mm space after the abstract before you begin the main text of your article, starting on the same page as the abstract. The abstract should give readers concise information about the content of the article and indicate the main results obtained and conclusions drawn. The abstract is not part of the text and should be complete in itself; no table numbers, figure numbers, references or displayed mathematical expressions should be included. It should be suitable for direct inclusion in abstracting services and should not normally exceed 200 words in a single paragraph. Since contemporary information-retrieval systems rely heavily on the content of titles and abstracts to identify relevant articles in literature searches, great care should be taken in constructing both.

1. Introduction

These guidelines, written in the style of a submission to *Conf. proc.*, show the best layout for your paper using Microsoft Word. If you don’t wish to use the Word template provided, please use the following page setup measurements.

1. Formatting the title, authors and affiliations

Please follow these instructions as carefully as possible so all articles within a conference have the same style to the title page. This paragraph follows a section title so it should not be indented.

* 1. Formatting the title

The title is set 17 point Times Bold, flush left, unjustified. The first letter of the title should be capitalized with the rest in lower case. It should not be indented. Leave 28 mm of space above the title and 10 mm after the title.

* 1. Formatting author names

The list of authors should be indented 25 mm to match the abstract. The style for the names is initials then surname, with a comma after all but the last two names, which are separated by ‘and’. Initials should not have full stops—for example **A J Smith** and not**A. J. Smith**. First names in full may be used if desired. If an author has additional information to appear as a footnote, such as a permanent address or to indicate that they are the corresponding author, the footnote should be entered after the surname.

* 1. Formatting author affiliations

Please ensure that affiliations are as full and complete as possible and include the country. The addresses of the authors’ affiliations follow the list of authors and should also be indented 25 mm to match the abstract. If the authors are at different addresses, numbered superscripts should be used after each surname to reference an author to his/her address. The numbered superscripts should not be inserted using Word’s footnote command because this will place the reference in the wrong place—at the bottom of the page (or end of the document) rather than next to the address. Ensure that any numbered superscripts used to link author names and addresses start at 1 and continue on to the number of affiliations. Do not add any footnotes until all the author names are linked to the addresses. For example, to format

**J Mucklow**1,3**, J E Thomas**1,4 **and A J Cox**2,5

where there are three addresses, you should insert numbered superscripts 1, 2 and 3 to link surnames to addresses and then insert footnotes 4 and 5. Note that the first footnote in the main text will now be number 6.

An example.In this example we can see that there are footnotes after each author name and only 5 addresses; the 6th footnote might say, for example, ‘Author to whom any correspondence should be addressed.’ In addition, acknowledgment of grants or funding, temporary addresses etc might also be indicated by footnotes.



1. Formatting the text

The text of your paper should be formatted as follows:

* 11 point Timesor Times New Roman.
* The text should be set to single line spacing.
* Paragraphs should be justified.
* The first paragraph after a section or subsection heading should not be indented; subsequent paragraphs should be indented by 5 mm.

1. Sections, subsections and subsubsections

The use of sections to divide the text of the paper is optional and left as a decision for the author. Where the author wishes to divide the paper into sections the formatting shown in table 2 should be used.

* 1. Style and spacing

|  |  |  |
| --- | --- | --- |
| **Table 2.** Formatting sections, subsections and subsubsections. | | |
|  | Font | Spacing |
| Section | 11 point **Times bold** | 1 line space before a section  No additional space after a section heading |
| Subsection | 11 point *Times Italic* | 1 line space before a subsection  No space after a subsubsection heading |
| Subsubsection | 11 point *Times Italic* | Subsubsections should end with a full stop (period) and run into the text of the paragraph |

* 1. Numbering

Sections should be numbered with a dot following the number and then separated by a single space:

* sections should be numbered 1, 2, 3, etc
* subsections should be numbered 2.1, 2.2, 2.3, etc
* subsubsections should be numbered 2.3.1, 2.3.2, etc

1. Footnotes

Footnotes should be avoided whenever possible. If required they should be used only for brief notes that do not fit conveniently into the text.

1. Figures

Each figure should have a brief caption describing it and, if necessary, a key to interpret the various lines and symbols on the figure.

* 1. Space considerations

Authors should try to make economical use of the space on the page; for example:

* avoid excessively large white space borders *around* your graphics;
* try to design illustrations that make good use of the available space—avoid unnecessarily large amounts of white space *within* the graphic;
  1. Text in figures

Wherever possible try to ensure that the size of the text in your figures (apart from superscripts/subscripts) is approximately the same size as the main text (11 points).

* 1. Line thickness

In general, try to avoid extremely fine lines (often called ‘hairline’ thickness) because such lines often do not reproduce well when printed out—your diagrams may lose vital information when downloaded and printed by other researchers. Try to ensure that lines are no thinner than 0.25 pt. Note that some illustrations may reduce line thickness when the graphic is imported and reduced in size (scaled down) inside Microsoft Word.

* 1. Positioning figures

Individual figures should normally be centred but place two figures side-by-side if they will fit comfortably like this as it saves space. Place the figure as close as possible after the point where it is first referenced in the text. If there are a large number of figures it might be necessary to place some before their text citation. Figures should never appear within or after the reference list.

* 1. Figure captions/numbering

Captions should be below the figure and separated from it by a distance of 6 points—although to save space it is acceptable to put the caption next to the figure. Figures should be numbered sequentially through the text—‘Figure 1’, ‘Figure 2’ and so forth and should be referenced in the text as ‘figure 1’, ‘figure 2’,… and not ‘fig. 1’, ‘fig. 2’, ….

For captions not placed at the side of the figure, captions should be set to the width of the figure for wider figures, centred across the width of the figure, or, for narrow figures with wide captions, slightly extended beyond the width of the figure. The caption should finish with a full stop (period).

1. Tables

Note that as a general principle, for large tables font sizes can be reduced to make the table fit on a page or fit to the width of the text.

* 1. Positioning tables

Tables should be centred unless they occupy the full width of the text.

* 1. Tables in parts

If a table is divided into parts these should be labelled (a), (b), (c) etc but there should only be one caption for the whole table, not separate ones for each part.

* 1. Table captions/numbering

Tables should be numbered sequentially throughout the text and referred to in the text by number (table 1, **not** tab. 1 etc). Captions should be placed at the top of the table and should have a full stop (period) at the end. Except for very narrow tables with a wide caption (see examples below) the caption should be the same width as the table.

* 1. Rules in tables

Tables should have only horizontal rules and no vertical ones. Generally, only three rules should be used: one at the top of the table, one at the bottom, and one to separate the entries from the column headings. Table rules should be 0.5 points wide.

* 1. Examples

Because tables can take many forms, it is difficult to provide detailed guidelines; however, the following examples demonstrate our preferred styles.

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| --- | --- | --- |
| **Table 3.** A simple table. Place the caption above the table. Here the caption is wider than the table so we extend it slightly outside the width of the table. Justify the text. Leave 6 pt of space between the caption and the top of the table. | | |
|  |  |
| Distance (m) | Velocity (ms–1) |
| 100 | 23.56 |
| 150 | 34.64 |
| 200 | 23.76 |
| 250 | 27.9 |

1. References

A complete reference should provide the reader with enough information to locate the article concerned, whether published in print or electronic form, and should, depending on the type of reference, consist of:

* name(s) and initials;
* date published;
* title of journal, book or other publication;
* titles of journal articles may also be included (optional);
* volume number;
* editors, if any;
* town of publication and publisher in parentheses for *books*;
* the page numbers.

[1] Aderhold J, Davydov V Yu, Fedler F, Klausing H, Mistele D, Rotter T, Semchinova O, Stemmer J and Graul J 2001 *J. Cryst. Growth* **222** 701

**Acknowledgments**

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