

PREPARATION GUIDE AND SAMPLE FORMAT OF SYMPOSIUM PAPERS

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Abstract. Authors of symposium papers can use the present guide as a sample paper to see an example of layout and specifications. This Guide incorporates most features of a paper and demonstrates what it should look like for publishing in the Proceedings of HAKONE VIII.

1. INTRODUCTION

Symposium papers must be written in English and submitted to the LOC as camera-ready electronic files. Authors are kindly requested to prepare their papers preferably in Portable Document Format (PDF) for best results and a shorter publishing process. If the appropriate software is unavailable, only PostScript (PS), MS Word (DOC) and Rich Text Format (RTF) formats will be accepted as alternatives. **Camera-ready** submissions in PS, DOC or RTF format will be converted into PDF format by the LOC but this might result in slight loss of resolution and possible misprints. Manuscript preparation according to the required styles and format is most convenient when using Word 97 [template](#) (PC platform only) available for download on the [Symposium web page](#).

[Instructions on the use of the template](#) can be found along with the template. All authors who have access to MS Word 97 are highly recommended to use this template. The other authors should follow the present guidelines in detail.

The symposium organizers will publish the accepted papers in the Symposium Proceedings and in Web as they are prepared by authors, without any editing for spelling, grammar and formatting. Therefore, all authors are strongly encouraged to preview and check their papers before submission. The symposium organizers reserve the right not to publish papers that do not meet the requirements of the present Guide.

As a sample paper, you can use this [Guide](#). It incorporates most features of a paper and demonstrates what it should look like for publishing in the Symposium Proceedings. The present Guide is also available as a [PDF file](#) on the Symposium web page.

2. SPECIFICATIONS

The full length of a paper must not exceed **five pages**. Please use the standard A4 210 × 297 mm page and the **single-column** format. Set margins as follows: **Top** – 2 cm; **Bottom** – 3 cm; **Left** – 2.5 cm; **Right** – 2.5 cm. The above specifications must be followed exactly.

Do **not** insert page numbers into your file. Do **not** leave extra space in the text area for the page numbers.

As font, **Times New Roman** should be used throughout.

Spacing: Use single line spacing. Check your system for handling superscripts and subscripts. If

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necessary, insert an extra half space to accommodate super- and subscripts.

Font size and layout of headings and text have to follow next rules:

Title of paper: Times 14, caps, bold, centered. Place the title 42 points below the top margin. Leave 18-point spacing after the title. Avoid nonstandard abbreviations and acronyms. Unnecessary words (a, an, on, the, etc.) at the beginning of the title should be dropped.

Authors of the paper: Times 12, first letter of each name capitalized. List centered. Leave 12-point spacing after the list of names. Name of the corresponding author must be underlined.

Authors affiliations and addresses: Times 10, italic, country name with caps. List centered. Write out the names and postal addresses of all institutions in full, including postal or zip codes. For more than one affiliation, relate each name to affiliation by use of superscripted symbol or letter (a, b, c...). Different affiliations and addresses should occupy separate lines without any additional spacing between lines. Leave 12-point spacing after the listed author addresses. E-mail address of the corresponding author should be given as an lettered footnote (for the style see below) that begins with "Electronic address:".

Abstract: Times 10, justified. Set indentation of 10 mm from the left and right margins. Each paper should be provided with an abstract, usually less than 100 word long. Type the word "**Abstract**" followed by a period (full stop), both in bold, and continue with regular font style. The abstract should be completely self-contained, i.e. it cannot contain numbered references and all nonstandard symbols and abbreviations should be defined there.

Main body of the paper: Times 11, justified, no indentation, single-space typing, additional 6-point spacing after the paragraphs.

Footnotes¹: Times 9. Footnotes for short comments relevant to the text appear at the bottom of the page where superscript numbers cites them. Place a 1/2-point line of 50 mm in length above the footnote.

3. STRUCTURE OF THE MAIN BODY OF THE PAPER (THIS HEADING IS ALSO THE EXAMPLE OF A FIRST-LEVEL HEADING)

3.1. General remarks (Example of a second-level heading)

The body of the paper (text, math, tables and figures) should be divided into sections with the use of section headings and subheadings, if necessary. Equations, tabular material and figures should follow a sequential numerical scheme in order to ensure a logical development of subject matter.

Types of headings: The major divisions in a paper are indicated by **first-level headings** (Times 12, bold, all caps). An arabic number and a period precede each first-level heading. When needed, each major section can be further divided into subsections by **second-level headings** (Times 12, bold). Begin the second-level headings with the arabic number of the major section followed by a period, the arabic number of the subsection, and a period. Begin only the first word with a capital letter. All headings are aligned left. Leave 18-point space before and 12-point space after a first-level heading. Leave 12-point space before the second-level headings except they follow the first-level headings immediately. Leave 6-point space after the second-level headings. Headings of this section represent a relevant example.

3.2. Equations

Place each equation on a separate line and number equations sequentially. Enclose the equation number in parentheses, and place it flush with the right-hand margin. Equations must be centered and separated by an adequate space from the running text. Use in equations the same font sizes as in the

¹ This is an example of the footnote.

main text. As an equation forms a part of the text, it needs to be punctuated accordingly. Detailed instructions about composing mathematical materials are available in other [style manuals](#) on the web.

3.3. Tables

Place tables at the top or bottom of the page, close to where they are first cited. Center the table in the width of the text area. If the table is narrow, a text column may be inserted by the side of the table, 10 mm from the table. Use Times 10 for the entire table, including the table title. Always capitalize the first word in all column and row headings.

Table titles: Type the word “**TABLE**” in bold caps followed by the appropriate arabic number and a period, both in bold, and a title. Use regular font style in the title and begin the first word with a capital letter. Table number and title should be placed above the table and aligned left.

TABLE 1. Example of a table title.

3.4. Figures

Papers may include line drawings or diagrams in black and white, but no photographs. Figures must have unbroken lines as much black and white contrast as possible. Make symbols, line thickness and lettering in proper scale. Solid or open symbols are easier to read. When several curves are shown, additional information may be given by legends and data labels in the chart area provided they do not cause overcrowding; otherwise put the explanatory material in the caption. Label parts of figure (a), (b), (c), etc.; curves A, B, C, etc. Treat graphs so that they are completely self-explanatory. Label each axis (horizontal and vertical) with the quantity being plotted, including the appropriate units, which should be spaced off and enclosed in brackets, i.e., T [K]. Place the figures as close as possible to their first mention in the text at the top or bottom of the page, with the figure caption positioned below, all centered. A text column may be inserted by the side of small figures, 10 mm from the figure. As an alternative, prepare small figures of common height so that they may be placed side by side, at least 10 mm apart from each other. **To minimize the possible changes during the conversion of the article file into PDF format, insert the figures into your documents in TIFF format.**

Figure captions: Use Times 10. Type the word “**FIGURE**” in bold caps followed by the arabic number of the figure and a period, both in bold, and a caption. Use regular font style in the caption and begin the first word with a capital letter. Within the explanatory material of a caption include definitions of all symbols, abbreviations and acronyms used in the figure that have not been previously defined in text. Also describe separate figure parts or inserts. Figure caption should be placed 6 points below the figure. Leave 6-point space after the caption. The caption should be of the full width of the text area. If the caption runs shorter than the width, center the caption.

FIGURE 1. This is an example of a figure caption.

3.5. Specific items

Define unusual technical terms and all abbreviations or acronyms at their first use. Once an acronym has been defined, use it in place of the full-length term.

SI units should be used whenever possible.

For figures that are taken from other sources, it is the author’s responsibility to obtain permission from the original author and publisher to reproduce the material.

ACKNOWLEDGMENTS

The **unnumbered** acknowledgment section follows the main body of the paper and precedes the reference section. The word “**ACKNOWLEDGMENTS**” should be set as a first-level heading.

APPENDIX

Appendixes, if any, are placed after the acknowledgement section and before the listing of references. All appendixes must have a heading like so: **APPENDIX** (in the case of a single appendix) or **APPENDIX A**, **APPENDIX B**, etc. (in the case of more than one appendix). These headings must be set as first-level headings. Equations that require numbering in appendixes are treated separately from those in the main body of the paper. The appendix equations are numbered consecutively having the label of the appendix in which they appear: (A1), (A2), (A3), etc. The equations must be numbered separately in each appendix. The same (A1), (A2), (A3) form is used for numbering of equations in a single appendix.

REFERENCES

The reference section is the last one of the paper, but it is not numbered. The word “**REFERENCES**” should be set as a first-level heading. The references themselves are in Times 10. Do not space between entries. When referring to literature citations in the body of the paper, show them as the arabic numbers in square brackets [] in the order of appearance. Standard journal abbreviations should be used. The general rules of referring to books [1, 2], journal [3] and conference proceedings [4] are described and exemplified below.

Reference to a book: Last Name(s) and Initial(s) of Author(s), *Book Title* (in italics), Publisher, Place of Publication, year, Chapter or inclusive page numbers.

Reference to a journal: Last Name(s) and Initial(s) of Author(s), *Name of Journal* (in italics), **vol. number** (bold), inclusive page numbers, year (in parentheses).

Reference to a paper presented in conference proceedings: Last Name(s) and Initial(s) of Author(s), Title of Paper. In: *Title of Proceedings* (in italics), ed. by Editor Name, Publisher and series number, Place of Publication, year, inclusive page numbers.

- [1] Green A. J., Yellow B., and Red S., *Corona Physics in Action*, Compromise Press, Tartu, 2001, pp. 201-9
- [2] Green A. J., Title of the Paper. In: *Modern Technology*, ed. by O. L. Hacker and J. Bond, Publisher, Tartu, 2002, pp. 89-102
- [3] Green A. J., and Red S., *J. Phys. D: Appl. Phys.*, **35**, 2103-5 (2002)
- [4] Green A. J., and Yellow B., Ozone Generator for Wastewater Purification. In: *Proc. 7th Int. Symp. on High Pressure Low Temperature Plasma Chemistry*, ed. by H.-E. Wagner, J. F. Behnke, and G. Babucke, Greifswald, 2000, pp. 531-5