

Preparing a one column paper with MS-Word for Windows

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ABSTRACT: Authors of papers to proceedings have to type these in a form suitable for direct reproduction by the publisher. In order to ensure uniform style throughout the volume, all the papers have to be prepared strictly according to the instructions set below. The enclosed CPI_AR_PDF1.7.joboptions should be used to create the final Camera Ready Copy PDF file. The publisher will reduce the camera-ready copy to 75%. For the convenience of the authors, template files for MS Word 6.0 (and higher) are provided.

1 GENERAL INSTRUCTIONS

1.1 *Type area*

The text should fit exactly into the type area (150 × 240 mm). For A4 size paper the margin settings are as shown in Table 1 and are set out in the template file B1PROCA4.dot. The letter size margins shown in Table 1.

Table 1. Margin settings for A4 size paper and letter size paper.

Setting size paper	A4 size paper				Letter
	cm		inches		
Top	1.75	0.69"	2.5	0.98"	
Bottom	2.01	0.79"	3.0	1.18"	
Left	3.28	1.29"	3.0	1.18"	
Right	3.28	1.29"	3.0	1.18"	
All other	0.0"	0.0	0.0"		0.0

1.2 *Typefont, typesize and spacing*

Use Times New Roman 11 point size and 12 point line spacing (Standard text tag). Use roman type except for the headings (Heading tags), parameters in mathematics (not for log, sin, cos, ln, max., d (in dx), etc.), Latin names of species and genera in botany and zoology and the titles of journals and books which should all be in italics. Never use bold except to denote vectors in mathematics. Never underline any text. Use the small font (10 points on 11 points) for tables (Table tags), figure captions (Figure caption tag) and the references (Reference text tag). Never use letterspacing and never use more than one space after each other.

2 GETTING STARTED

2.1 *The template file*

Copy the template file B1ProcA4.dot to the template directory. This directory can be found by selecting the Tools menu, Options and then by tabbing the File Locations. When the Word

programme has been started, open the File menu and choose New. Now select the template B1PROCA4.dot and start by renaming the document after clicking Save As in the Files menu.

2.2 *Title, author and affiliation frame*

Place the cursor immediately before the I of TITLE and type your title. The title should be typed in Times New Roman. All text is 11 pt on 12 pt line spacing except for the paper title (16 pt on 18 pt), author(s) (12 pt on 13 pt), affiliation(s) (10 pt on 11 pt) and the small text in tables, captions and references (10 pt on 11 pt). All line spacing is exact. Never add a line space between lines or paragraphs.

2.3 *Abstract frame*

If there are no further authors, place the cursor one space after the word ABSTRACT: and type your abstract of not more than 150 words. The first line of the abstract will be 7.2 cm (2.83") from the top. The complete abstract will fall in the abstract frame, the settings of which should also not be changed (width: Exactly 15.0 cm or 5.91"; height: Automatic; vertical: 7.2 cm or 2.83" from margin; Lock anchor).

2.4 *First line of text or heading*

If your text starts with a heading, place the cursor immediately before the I of INTRODUCTION and type the correct text for the heading. Now delete the word INTRODUCTION and start with the text after a return. This text should have the tag First paragraph.

If your text starts without a heading, you should place the cursor immediately before the I of INTRODUCTION, change the tag to First paragraph and type your text after deleting the word INTRODUCTION, but not the return at the end.

3 LAYOUT OF TEXT

3.1 *Text and indenting*

All text, figures, tables, etc. should fit exactly in the type area of 15 × 24 cm (5.91" × 9.52"). All text should be typed in Times New Roman. All text is 11 pt on 12 pt line spacing except for the paper title (16 pt on 18 pt), author(s) (12 pt on 13 pt), affiliation(s) (10 pt on 11 pt) and the small text in tables, captions and references (10 pt on 11 pt). All line spacing is exact. Never add a line space between lines or paragraphs.

First lines of paragraphs are indented 4 mm (0.16") except for paragraphs after a heading or a blank line (First paragraph tag). Equations are indented 12 mm (0.47") (Formula tag).

3.2 *Headings*

Type primary headings in capital letters roman (Heading 1 tag) and secondary and tertiary headings in lower case italics (Headings 2 and 3 tags). Headings are set flush against the left margin. The tag will give two blank lines (24 pt) above and one (12 pt) beneath the primary headings, 1½ blank lines (18 pt) above and a ½ blank line (6 pt) beneath the secondary headings and one blank line (12 pt) above the tertiary headings. Headings are not indented and neither are the first lines of text following the heading indented. If a primary heading is directly followed by a secondary heading, only a ½ blank line should be set between the two headings.

In the Word programme this has to be done manually as follows: Place the cursor on the primary heading, select Paragraph in the Format menu, and change the setting for spacing after, from 12 pt to 0 pt. In the same way the setting in the secondary heading for spacing before should be changed from 18 pt to 6 pt.

3.3 *Listing and numbering*

For listing facts, use either the style tag List summary signs or the style tag List number signs.

3.4 Equations

From the above we note that $\sin \theta = (x + y)z$ or:

$$K_t = \left(1 - \frac{R^2 \tau}{c_a + v \tan \delta} \right)^4 k_1 \quad (1)$$

where c_a = interface adhesion; δ = friction angle at interface; and k_1 = shear stiffness number.

3.5 Tables

Locate tables close to the first reference to them in the text and number them consecutively. Avoid abbreviations in column headings. Indicate units in the line immediately below the heading. Explanations should be given at the foot of the table, not within the table itself. Use only horizontal rules: One above and one below the column headings and one at the foot of the table (Table rule tag: Use the Shift-minus key to actually type the rule exactly where you want it). For simple tables use the tab key and not the table option. Type all text in tables in small type (Table text tag). Align all headings to the left of their column and start these headings with an initial capital. Type the caption above the table to the same width as the table (Table caption tag). See for example Table 2.

3.6 Figure captions

Caption should be placed above the figure to the right of the figure. Do not use the word "Figure" in the caption. Do not use the word "Figure" in the caption.

Table 2. The number of officially reported plague cases in the world.

Region*	1974	1968	1976	1970	1978	1972
Africa	128	172	183	27	77	85
America	297	392	321	326	142	301
Asia	1408	4395	2230	4111	518	2312
Total	1833	4959	2734	4464	737	2698

*For Europe only one reported case in 1970.

3.7 References

In the text, place the authors' last names (without initials) and the date of publication in parentheses (see examples in Section 3.7.1). At the end of the paper, list all references in alphabetical order underneath the heading REFERENCES (Heading without number tag). The references should be typed in small text (10 pt on 11 pt) and second and further lines should be indented 4.0 mm (Reference text tag). If several works by the same author are cited, entries should be chronological:

1. Smith, J. D. (1975). The effect of Indian on the P. tuberosus. *Journal of Agricultural Science*, 75, 1-10.

3.7.1 Examples:

1. Smith, J. D. (1975). The effect of Indian on the P. tuberosus. *Journal of Agricultural Science*, 75, 1-10.

3.7.2 Endnote

We would appreciate it if you make use of the enclosed Endnotes stylefile (Harvard.ens).

3.8 Notes

These should be avoided. Insert the information in the text. In tables, the following reference marks should be used: *, **, etc. and the actual footnotes are then set directly underneath the table.

3.9 Conclusions

Conclusions should state concisely the most important propositions of the paper as well as the author's views of the practical implications of the results.

4 PHOTOGRAPHS AND FIGURES

Number figures consecutively in the order in which reference is made to them in the text, making no distinction between diagrams and photographs. Figures should fit within the column width of 90 mm (3.54") or within the type area width of 187 mm (7.36").

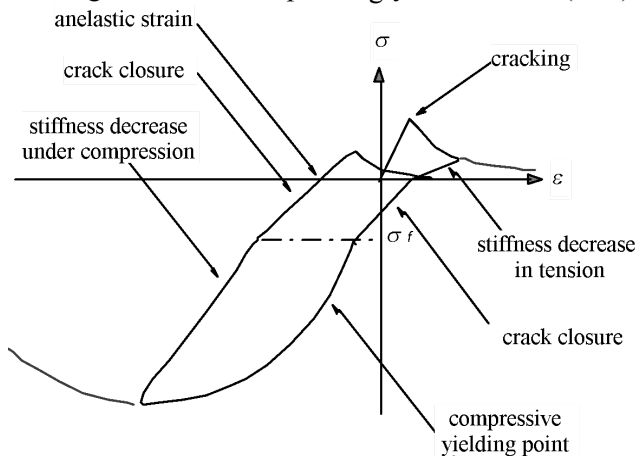


Figure 1. Caption of a typical figure.

5 PREFERENCES, SYMBOLS AND UNITS

Consistency of style is very important. Note the spacing, punctuation and caps in all the

- References in the text: Figure 1, Figures 2-4, 6, 8a, b (not abbreviated)
 - References between parentheses: (Fig. 1), (Figs 2-4, 6, 8a, b) (abbreviated)
 - USA / UK / The Netherlands instead of U.S.A. / U.K. / Netherlands / the Netherlands
 - Author & Author (1989) instead of Author and Author (1989)
 - (Author 1989a, b, Author & Author 1987) instead of (Author, 1989a,b; Author and Author, 1987)
 - (Author et al. 1989) instead of (Author, Author & Author 1989)
 - Use the following style: (Author, in press); (Author, in prep.); (Author, unpubl.); (Author, pers. comm.)
- Always use the official SI notations:
- kg / m / kJ / cm *instead of* kg. (Kg) / m. / kJ. (KJ) / cm.;

- 20°16'32"SW *instead of* 20° 16' 32" SW
- 0.50 *instead of* 0,50 (*used in French text*); 9000 *instead of* 9,000 *but if more than* 10,000: 10,000 *instead of* 10000
- ¹⁴C *instead of* C¹⁴ / C-14 and BP / BC / AD *instead of* B.P. / B.C. / A.D.
- 20 *instead of* ×20 / X20 / x 20; 4 + 5 > 7 *instead of* 4+5>7 *but* -8 / +8 *instead of* - 8 / + 8
- e.g. / i.e. *instead of* e.g., / i.e.,

6 SUBMISSION OF MATERIAL TO THE EDITOR

~~This page has been automatically generated by the journal's production system. It contains information that is not intended for publication and should be removed before the final proof is prepared.~~