

Guidelines for submission of papers to MEDIET 2005

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ABSTRACT

This document describes the requirements for submission of papers to the **MEDIET 2005 International Conference**. Manuscripts should be prepared using MS Word according to the instructions described below. Papers should be submitted by **June 30, 2005** as an electronic document. Non-electronic documents *will not* be accepted. The electronic copy can be sent by e-mail to **mediet@heliotopos.net**

1. LENGTH OF CONTRIBUTIONS

Contributed papers may be up to 6 pages long and invited papers up to 8 pages.

2. GENERAL LAYOUT

2.1 Overview

Manuscripts should be prepared on a double column layout. Camera Ready copies should be prepared according to the instructions below. Camera Ready copies (printed on one side of a paper) should be sent to the Symposium secretariat, together with an electronic copy on MS Word. Please note that, in the proceedings volume, the Camera Ready copy will be reduced about 80%. Please do not add page numbers to your document; the publisher (or editor) will add these.

2.2 Margins

Margins on an A4 paper should be:

- Top 37 mm
- Bottom 20 mm

- Left 19 mm

- Right 19 mm

leaving a net typing area 170mm wide and 240 mm high. Papers prepared on 8.5x11" paper should keep the same typing area with the following margins.

- Top 37 mm

- Bottom 7 mm

- Left 19 mm

- Right 25 mm

The body of the paper with the exception of the paper title, the authors and affiliations, should be single spaced in two columns of 82.5 mm (about 3.25 in.) with 7 mm (about 0.28 in.) separation. Specific instructions for the title and the authors are given below

2.3 Fonts

Use Times New Roman, 12-point size and 13 point line spacing, normal font for all text and tables. Never use underline in the text. Use italics for highlighting but do not use bold because it will not reproduce well in the printed copies. Use 10-point fonts for Figure and Table captions as well as for the references listed in the reference section. All line spacing is exact. *Never* add any space between lines or paragraphs.

2.4 Title, Authors and Affiliations

The first page should include the title of the paper in *sentence case*, normal Times New Roman font, 16-point font, left justified. The title should be one line long. Leave 16 pts after the title and type the authors and affiliations, grouping the authors by affiliation as follows.

S. Smith and N. Nicolas

XYZ Company

J. Jones

YY University

The authors should be listed in 14-point normal Times New Roman font. The affiliations should be listed on the following line in 12-point italic font. Leave a 9 pt space between each group of authors (see sample document)

After the authors and affiliations are listed leave blank space until your cursor is positioned 10.4 cm from the top of the page (you can read the current cursor position at the bottom line of the MS Word window). Adjust the spacing of the lines until you get that value. This is important so that in all the papers published in the proceedings, the double column text will start from the same vertical position of the first page. All other pages should be double columns

2.5 Headings and Text

All headings should be left justified and numbered as follows: Example for major headings

ABSTRACT (not numbered)

1. INTRODUCTION

2. MAIN TEXT

....

5. CONCLUSIONS

REFERENCES (not numbered)

Subheadings should be also numbered based on the numbering of the previous major heading, for example. All headings should be sentence case and not Title Case. One space should be left between the number of the heading and the text of the heading.

2. MAIN TEXT

2.1 Theory

2.2 Applications

2.2.1 Process Water Management

Leave a 20-point (20 pt) space before each major heading and 6 pt space after. Leave 12 points before each of the other headings, i.e. 2.1, 2.1.1 and 6 pts after. Headings are not indented and neither are the first lines of text following the heading indented. *If a secondary heading directly follows a primary heading, only a 6 pt space should be set between the two headings.*

In MS Word you can adjust all the spacing values between headings as follows: Place the

cursor on the heading, select Paragraph in the Format menu, and change the setting for spacing before and/or after. Also, widow/orphan control should be OFF.

Major headings should be in capitals, while all levels of subheadings should be in italics.

There should be no space between paragraphs. The first paragraph of each section (following a heading or subheading) should not be indented, while all other paragraphs should be indented by 0.5 cm.

Also note that a heading should not be left hanging at the bottom of the page (use keep with next to move it together with the body of the text that follows).

2.6 Tables

Locate tables close to the first reference to them in the text and number them consecutively. Avoid abbreviations in column headings. 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. Place the Table caption above the table, as shown in Table 1. Table captions are the same style as Figure captions (see below).

2.7 Figures

Always use the same style for the Figure captions (10 points size on 11 points line space). Place the caption underneath the figure. Type as follows: 'Figure 1. Caption.' Leave about two lines of space between the figure caption and the text of the paper (unless the figure is placed at the bottom of a page). Keep in mind that the final text will be reduced by about 80%, so a 9 point font on a figure will appear as a 7.2 font when printed, which may be difficult to read. Photographs and Figures should be black and white. Note that Figure captions and table captions have the same style. Also note that it looks nicer if figures and tables are laid flush to the top or bottom margins (Fig 1). Furthermore it is good practice to enclose your figures in a text box so that the caption and image can be kept together. Alignment is easier that way.

2.8 Equations

Every equation should be left justified. If a

displayed equation needs a number, place it flush with the right margin of the column in a parenthesis (1). Leave a blank line (12 pts) before and after every equation.

$$A+B+C \quad (1)$$

Use a list to define symbols after an equation, where:

AP: Acid generation Potential (a function of sulphide sulphur content)

NNP: Net Neutralization Potential (NP-AP), in kg/tonne of CaCO₃

2.9 References

In the text, place the authors' last names (without initials) and the date of publication in parentheses (Smith, 1980). At the end of the paper, list all references in alphabetical order underneath the heading REFERENCES. The references should be typed in a 10-point font (10 pt on 11 pt spacing) and second and further lines should be indented 5.0 mm (0.2"). If several works by the same author are cited, entries should be chronological. The format should adhere to the following guidelines

Last name, First name or Initials (ed.) (year). *Book title*.
City: Publisher.

Last name, First name or Initials (year). Title of article.
Title of Journal (series number if necessary) volume
number (issue number if necessary): page numbers.

For example:

Smith, J. (1980). Testing of Environmentally Friendly Materials, Proceedings, Conference on Materials, Amsterdam, May 20-22, pp. 80-85.

Smith, J. & Jones G. (1981). Testing of ...

Smith, J. & Jones G. (1982). Testing of ...

2.10 Acronyms

Acronyms should be defined the first time they appear in parenthesis next to the full text.

2.11 Lists

List should be as shown in the conclusions section. The paragraph following a list, starts from the left margin.

2.12 Page Numbers

DO NOT add page numbers. The publisher (editor) will add page numbers, when the final

Table 1: Paper settings

Setting	A4 size paper		Letter size	
	mm	in	cm	in
Top	37			
Bottom	20			
Left	19			
Right	19			



Figure 1: There is only a rectangle in this figure.

proceedings document is produced. You may want to add the primary authors name and page number using a soft pencil at the pack of each camera-ready page.

2.13 Species Names

Species names should appear in italics.

2.14 Units of Measurement

Units should be consistent throughout the paper and preferably in the SI system. In cases where other units should be used, then the SI equivalent should be given in parenthesis: The length was 3 ft (0.9m). Leave a space between the number and the unit: 3 m not 3m.

3. CONCLUSIONS

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

- *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)
- Author and Author (1998)
- (Author et al. 1989) *instead of* (Author, Author and Author 1989)

REFERENCES

Last name, First name or Initials (ed.) (year). *Book title*.
City: Publisher.

Last name, First name or Initials (year). Title of article.
Title of Journal (series number if necessary) volume
number (issue number if necessary): page numbers.