6TH CNS INTERNATIONAL STEAM GENERATOR CONFERENCE
HOW TO FORMAT YOUR FULL PAPER FOR THE CONFERENCE PROCEEDINGS
(Final 26-08-2009)

1. INTRODUCTION

This document provides instructions for the preparation of papers for the 6th CNS International Steam Generator Conference.

<u>Do not</u> add Headers/Footers or Page Numbering this will be done by the Proceedings CD designer.

All papers are required to be submitted in Microsoft Word. **<u>Do not</u>** submit as Adobe Acrobat PDF.

TITLE

Author1, Author2 and Author3
Organization
City, Province/State, Country

Author4, Author 5 and Author 6
Organization
City, Province/State, Country

ABSTRACT

The abstract word limit is a maximum of **400 words**. Abstracts submitted in response to the Call for Papers will be published in the Final Program provided at the conference to all participants. That abstract and the one in your final paper for the Conference Proceedings shall be identical.

If you wish to change your abstract from what was submitted for the Call for Papers, you must do so no later than **September 11, 2009**.

1.1. Paper format requirements

All papers must be submitted in **<u>Microsoft Word</u>** format.

The entire paper file must not exceed 5 MB in size. There is no mandatory length limit, however the suggested nominal length is 10 pages and the limit on file size, including figures, photos, etc,

The page size for paper layout purposes is "Letter" 8 ½" x 11". The text margins are to be set so that the text body is within those dimensions with 1 inch margins top/bottom, left and right.

All headings and text should be **Times New Roman 12 point** (except as noted below or where figures, etc. require something different).

1.2.   Title, authors and abstract format

The paper Title shall be as above (all upper case, bold font).

Authors and their affiliation shall be listed as indicated above, with the lead author (or presenter's) name in bold font. Author(s) from the same organization are to be grouped together, with their names separated by commas. Additional author(s) from other organizations are to be grouped and subsequently listed beneath.

The Abstract shall be as above (see note above regarding Abstract word limit of 400 words).

2.   BODY TEXT FORMATTING

The body text of the paper will contain headings, sub-headings, pictures, diagrams, tables, figures, formulae and other relevant information.

2.1.   Headings

For headings, a number and a dot should be inserted for each heading in increasing order to the end of the paper e.g., **1.0   INTRODUCTION**. Headings are to be in upper case, bold font, and with a tab 0.5" from the left margin to the heading itself. Leave 6 pt space before and after the heading.

Paragraphs in the body text are separated by one line. Use page breaks to ensure that headings do not appear alone at the bottom of a page. Likewise, size and arrange figures so that the bottom of a page is not left blank if the figure flips to the top of the next.

Body text should be in Times New Roman point 12, normal. If you want to emphasise certain words in text, you can highlight those words by bold, *italic*, or <u>underline</u> as long as it is confined within the context of drawing attention of the readers.

2.2.   Sub-headings in a heading section

Sub-headings are recommended to provide clarity of ideas. The "sub-heading" should be in sentence case, with the first letter in upper case and the rest of the sub-heading words should be lower case (unless the word requires upper case e.g, acronyms). Sub-headings are to be in Times New Roman 12 point bold font. Sub-headings are numbered by dotted numbering after the number of the section that the sub-heading is in. The sub-heading title is separated from the sub-heading number by a tab space to 0.5" from the left margin. The body of text in the sub-heading section runs identical with other sections. A single line is used to separate the sub-heading section with other sub-headings sections and other text in the same heading section.

<u>2.2.1   Sub-sub-heading in a sub-heading section</u>

In case a sub-sub-heading is required, the same principle applies as for sub-headings. Sub-sub-headings are to be underlined.

3.   FIGURES, DIAGRAMS, TABLES AND PHOTOS

Figures (diagrams and photographs) and tables can be included anywhere in the text other than the title, author list or affiliation list. Figures should be numbered consecutively throughout the paper from Figure 1 onwards. Tables should be numbered consecutively throughout the paper from Table 1 onwards. The figure and table numbers should be in bold font, with a period after the figure or table number, then a space before starting the caption, also in bold font with a period at the end. Captions should be in sentence case, with an initial capital on the first word. See examples below.

All figures, tables and their captions are to be centred. Ensure figures and tables are within the printable area of the page (to avoid their loss in subsequent document processing).
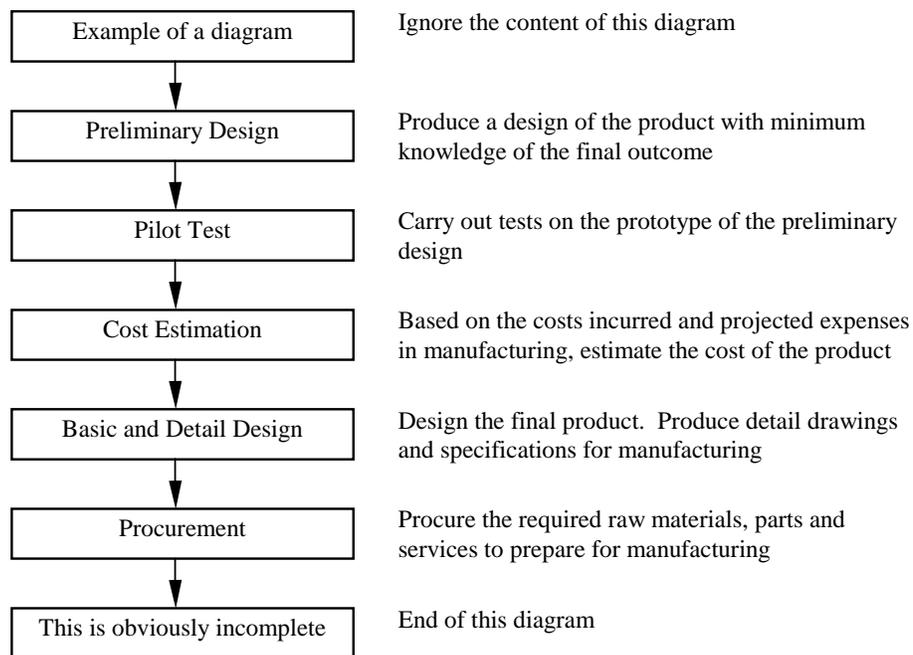
Example of a diagram	Ignore the content of this diagram
Preliminary Design	Produce a design of the product with minimum knowledge of the final outcome
Pilot Test	Carry out tests on the prototype of the preliminary design
Cost Estimation	Based on the costs incurred and projected expenses in manufacturing, estimate the cost of the product
Basic and Detail Design	Design the final product. Produce detail drawings and specifications for manufacturing
Procurement	Procure the required raw materials, parts and services to prepare for manufacturing
This is obviously incomplete	End of this diagram

Figure 1. Example of a diagram in the template.

There is no restriction on the size of diagram but as a general rule, a diagram should not extend beyond the margins of the paper in any direction. Leave a line between the body text, the diagram and the caption.

In all respects, pictures are inserted in the same way as diagrams. All pictures and diagrams are to be inserted in line with text.

Figure 2. A picture is treated in the same way as diagram.

4.   FORMULAE

For formulae, equations are numbered in their order of appearance in round brackets and referred to in the text if necessary.

$$E_1{}^2 + E_2{}^2 = (m_1 + m_2)c^2 \tag{1}$$

$$E_1{}^2 + E_2{}^2 = (m_1 + m_2)c^2 \tag{2}$$

5.   WHAT CAN I DO IF THE DIAGRAM OR TABLE IS TOO WIDE?

If the diagram or table is too wide to fit within the margins of the paper, it is recommended that the particular section of the paper be formatted in landscape. Care should be taken to ensure that only the diagram or table that needs to be displayed in landscape print is formatted to landscape page setup. The caption for the diagram and table should appear below the respective diagram or table.

Note – avoid having pages left partially blank like this one is, because a subsequent figure does not fit in the available space
.

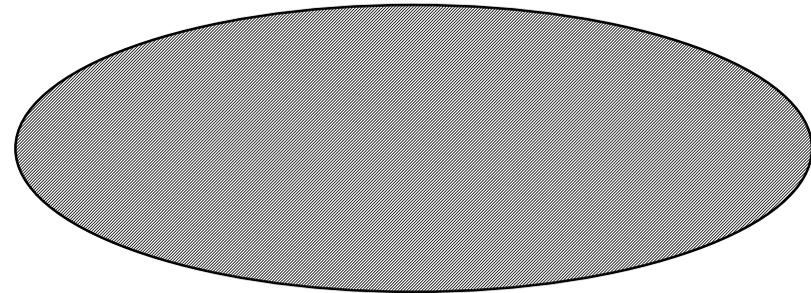A diagram too wide to be displayed on portrait format.

Figure 3. Example of a diagram too wide.

6. MAKING REFERENCES

References to literature listed in the "REFERENCES" section at the end of the paper are to be cited in the body text by with numbers in square brackets [1]. The references are incremented in sequence of appearance in the text. Repeated reference to the same literature can be made using the same reference number [1]. In this case, the reference number will be incremented on the next new literature cited.

The format for references listed in the "REFERENCES" section at the end of the paper should be numbered 1., 2, 3, etc. with the name of authors (family name(s), then initial(s) of all author names. Author names are to be separated by commas). "Title of paper with first letter upper case and the rest lower case unless the word requires upper case", *Journal name in italic*, Vol. number, Issue number, year and number of pages. In case of conference proceedings, underline the name of the conference.

7. CONCLUSION

We have developed a proper format for the full papers for the conference. We hope that the authors find this template useful and the guide easy to use. If there is any problem or questions on this template, please contact the conference organizer for clarification. We wish you every success in the preparation of your full paper.

8. REFERENCES

1. Brown R.H., "A method to make reference to literature", *Journal of Citation*, Vol.11, Iss.2, 1988, pp.195-204