Preparing papers for publication in the PS14 conference proceedings

Instructions to authors

1   INTRODUCTION

All papers must be supplied in electronic format using PC Word and authors are asked to comply with the guidelines below to ensure a standard layout throughout the Conference Proceedings. Authors' papers will be checked for uniformity and made into Acrobat pdf files. These Acrobat files will be used to produce an electronic version as well as a printed hard copy of the Conference Proceedings, and will ensure that they are both professional and consistent throughout.

We would appreciate your help by carefully following the instructions outlined in this guide.

Please note the following:

- **Stage One** Your Word document should be sent to us by e-mail or memory stick and mailed to us, alternatively you can upload to a site such as Dropbox and forward a link.

- **Stage Two** When your paper has been refereed and any agreed changes made to your Word file, you should also make a pdf file of your final paper. We suggest you print the pdf file in black only to ensure that coloured graphs and pictures reproduce clearly in the printed version of the proceedings. Your pdf file will be used for the sole purpose of checking the accuracy of the Word document before it goes to print so please check it carefully. Both the Word version and the pdf file should be e-mailed to us or alternatively, if your document exceeds the 20 MB e-mailing limit, use WeTransfer.

## 2	LAYOUT

The size of the Proceedings is 160 mm wide x 240 mm deep and text must fit within an area of 114 mm wide x 194 mm deep. Therefore the settings in 'Page Setup' should be:

Custom Page Size:	160 mm wide x 240 mm deep
Margins:	Top:	18 mm
		Bottom:	28 mm
		Left:	23 mm
		Right:	23 mm
Type area:	114 mm x 194 mm

- <u>**At the top of the first page only**</u>, type the **paper title** in 12pt Arial Bold (use initial capital letter on the first word only).
- Leave one line space and type the **author's name(s)** in 9pt Arial Italic. Directly below the author's name (s) type **Company/University** (with relevant department) in 9pt Arial Italic. For each different Company/University, please start a new line.
- **On the first page only**, leave a gap of at least 70 mm from the **top edge of the page** before starting to type the **Abstract** (maximum length 100 words). Leave two lines of space before following on with the **main body of text.**
- Please use either **Times New Roman** or **Times** font for **ALL** text in your paper (including ALL headings, table headings, figure captions, notation etc.)
- Size: **9 point** for all text (as above).
- Use **single-line spacing** NOT double-line spacing.
- Fully **justify** the text.
- Leave 1 line space between paragraphs.
- Do not insert headers/footers or any page numbering on the typed page.

## 3	LENGTH OF PAPER

The maximum length of a paper should be **15 pages** in total including figures and diagrams.

## 4	MAIN HEADINGS (NUMBERED 1, 2, ETC.) –

Set in bold type, capital letters, flush with the left-hand margin. Allow two lines space above and one line space below. DO NOT number individual paragraphs.

### 4.1	Sub-headings (numbered 1.1, 1.2, etc.)
In bold type, initial capital letter only, flush with the left-hand margin. Allow one line space above, no space below.

#### 4.1.1	*Sub-sub-heading (numbered 1.1.1, 1.2.1, etc.)*
In bold, italic type, initial capital letter only, flush with the left-hand margin. Allow one line space above, no space below.

4.1.1.1 Sub-sub-sub-heading (numbered 1.1.1.1, 1.2.1.1, etc.)
In italic type, initial capital letter only, flush with the left-hand margin. Allow one line space above, no space below.

Figure captions – in bold type, initial capital letter only, centred under the figure.

Table headings – in bold type, initial capital letter only, centred above the table.

Notation and mathematics – For extensive mathematical formulae or symbols, please provide notation at the beginning of the paper. In the body of the paper, leave one line space above and below equations and formulae.

References – to published work should be numbered consecutively throughout the paper using Arabic figures in parentheses: (1), (2), etc., and collected together in a section headed '**REFERENCES**' at the end of the paper.

Units – SI units (BS 5775) should be used throughout.

5   PHOTOGRAPHS AND DIAGRAMS

- Please bear in mind, particularly when using graphs or bar charts, that whilst colour is encouraged in the CD version of the Proceedings, the printed proceedings are produced in black and white only. It may be necessary to distinguish the different lines or graphs, for example by using patterned backgrounds, by adding symbols such as ■, ●, ◊ to graph lines or by making the lines solid and broken, etc. Colours such as yellow do not print clearly and red prints as black. A worthwhile tip, therefore, is to check the output of the colours by printing your paper in black only.
- Please avoid using Word's facility to adjust colour transparency – this should be left at 0%.
- Please ensure that you have obtained the relevant Copyright Permission for any figures or photographs used.
- Electronic images of pictures should be in as high a resolution as possible.
- Keep the size of the diagrams/photographs to within the type area detailed on page 2 (i.e. 114 mm wide x 194 mm high).
- When drawing lines, particularly in graphs, set them to at least 1pt.
- **Tints** – do not use very fine shading in figures, tables, charts etc., since they give a poor quality when reproduced in the printed proceedings.
- Figures can either appear in the main body of the text near to the relevant figure reference or grouped together at the end of the paper.
- Number figures consecutively (1, 2, 3 etc.) Do not number as per section number (for example, if the first figure is in section 3, do not number as 3.1).

Please send your contribution to:

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