

## 1. Introduction

These guidelines, written in the style of a submission to *the above named conference*, discuss how to prepare your paper using Microsoft Word. **A Word template is available for download** from the web site. Please either submit the word file or create a PDF and upload this document.

## 2. Page layout (headers, footers, page numbers)

Do not add any headers, footers or page numbers to your abstract.

## 3. Formatting the title, authors and affiliations

In this section we discuss how to format the title, authors and affiliations. Please follow these instructions as carefully as possible so all articles within a conference have the same style to the title page.

### 3.1. Formatting the title

The title is set at 12 point Arial and centred. The first letter of the title should be capitalized with the rest in lower case.

### 3.2. Formatting author names

The list of authors should be centred to match the title of your abstract. The style for the names is initials then surname, with a comma after all but the last two names, which are separated by 'and'. Initials should not have full stops—for example **A J Smith** and *not* **A. J. Smith**.

### 3.3. Formatting author affiliations

Please include affiliations and country. You may also include the department but please do not include the full address. The addresses of the authors' affiliations follow the list of authors. If the authors are at different addresses, numbered superscripts should be used after each surname to reference an author to his/her address. Ensure that any numbered superscripts used to link author names and addresses start at 1 and continue on to the number of affiliations.

## 4. Formatting the text

The text of your paper should be formatted as follows:

- 11 point Arial
- The text should be set to single line spacing.
- Paragraphs should not be justified.
- **Do not** indent paragraphs

## 5. Figures

Each figure should have a brief caption describing it and, if necessary, a key to interpret the various lines and symbols on the figure. If submitting your abstract as word, please ensure that you embed the figure(s).

### 5.1. Text in figures

Wherever possible try to ensure that the size of the text in your figures (apart from superscripts/subscripts) is approximately the same size as the main text (11 points).

### 5.2. Colour illustrations

The abstract will be printed in black and white and you should check your figure captions carefully and remove any reference to colour in the illustration and text. In addition, some colour figures will degrade or suffer loss of information when converted to black and white and this should be taken into account when preparing them.

### 5.3. Positioning figures

Individual figures should normally be centred but place two figures side-by-side if they will fit comfortably like this as it saves space. Place the figure as close as possible after the point where it is first referenced in the text. If there are a large number of figures it might be necessary to place some before their text citation. Figures should never appear within or after the reference list.

### 5.4. Figure captions/numbering

Captions should be below the figure and numbered sequentially through the text—'Figure 1', 'Figure 2' and so forth and should be referenced in the text as 'figure 1', 'figure 2',... and not 'fig. 1', 'fig. 2', .....

### 5.5. Figures in parts

If a figure has parts these should be labelled as (a), (b), (c) etc on the actual figure. Parts should not have separate captions.

## 6. Tables

Note that as a general principle, for large tables font sizes can be reduced to make the table fit on a page or fit to the width of the text.

### 6.1. Positioning tables

Tables should be centred unless they occupy the full width of the text.

### 6.2. Tables in parts

If a table is divided into parts these should be labelled (a), (b), (c) etc but there should only be one caption for the whole table, not separate ones for each part.

### 6.3. Table captions/numbering

Tables should be numbered sequentially throughout the text and referred to in the text by number (table 1, **not** tab. 1 etc). Captions should be placed at the top of the table and should have a full stop (period) at the end.

## 7. Equations and mathematics

### 7.1. Fonts in Equation Editor (or MathType)

Make sure that your Equation Editor or MathType fonts, including sizes, are set up to match the text of your document where possible.

### 7.2. Alignment of mathematics

The preferred style for displayed mathematics is to centre equations; however, long equations that will not fit on one line, or need to be continued on subsequent lines, should start flush left. Any continuation lines in such equations should be indented by 25 mm.

Equations should be split at mathematically sound points, often immediately before =, + or – signs or between terms multiplied together. The connecting signs are not repeated and appear only at the beginning of the turned-over line. A multiplication sign should be added to the start of turned-over lines where the break is between two multiplied terms.

### 7.3. Miscellaneous points

- Braces, brackets and parentheses should be used in the following order:  $\{\} [ ] ( )$ . The same ordering of brackets should be used within each size. However, this ordering can be ignored if the brackets have a special meaning (e.g. if they denote an average or a function).
- Decimal fractions should always be preceded by a zero: for example 0.123 *not* .123 (note, do not use commas, use the decimal point).
- Equations that are referred to in the text should be numbered with the number on the right-hand side.

### 7.4. Equation numbering

Equations may be numbered sequentially throughout the text (i.e., (1), (2), (3),...) or numbered by section (i.e., (1.1), (1.2), (2.1), ...) depending on the author's personal preference. In articles with several appendices equation numbering by section is useful in the appendices even when sequential numbering has been used throughout the main body of the text: for example, A.1, A.2 and so forth. When referring to an equation in the text, always put the equation number in brackets—e.g. 'as in equation (2)' or 'as in equation (2.1)'—and always spell out the word 'equation' in full, e.g. 'if equation (5) is factorized'; do not use abbreviations such as 'eqn.' or 'eq.'.

## 8. References

A complete reference should provide the reader with enough information to locate the article concerned, whether published in print or electronic form, and should, depending on the type of reference, consist of:

- name(s) and initials;
- date published;
- title of journal, book or other publication;
- titles of journal articles may also be included (optional);
- volume number;

- editors, if any;
- town of publication and publisher in parentheses for *books*;
- the page numbers.

Two different styles of referencing are in common use: the Harvard alphabetical system and the Vancouver numerical system. For *the purpose of this abstract*, use the Vancouver numerical system as described below.

### 8.3. Numerical system

In the numerical system references are numbered sequentially throughout the text. The numbers occur within square brackets, like this [2], and one number can be used to designate several references. The reference list gives the references in numerical, not alphabetical, order.

#### Points to note

- The authors should be in the form surname (with only the first letter capitalized) followed by the initials with no periods after the initials. Authors should be separated by a comma except for the last two which should be separated by 'and' with no comma preceding it.
- The article title (if given) should be in lower case letters, except for an initial capital, and should follow the date.
- The journal title is in italic and is abbreviated. If a journal has several parts denoted by different letters the part letter should be inserted after the journal in Roman type, e.g. *Phys. Rev. A*.
- Both the initial and final page numbers should be given where possible. The final page number should be in the shortest possible form and separated from the initial page number by an en rule '–', e.g. 1203–14, i.e. the numbers '12' are not repeated.

#### Acknowledgments

Authors wishing to acknowledge assistance or encouragement from colleagues, special work by technical staff or financial support from organizations should do so in an unnumbered Acknowledgments section immediately following the last numbered section of the paper.