

GUIDELINES FOR AUTHORS ON PREPARATION OF MANUSCRIPTS FOR PROCEEDINGS

Submission of papers

Papers must not exceed the number of pages specified in the letter of acceptance.

Copyright

Before the meeting, authors will have been requested to sign the "Form for Submission of a Paper" assigning to the Organizers either copyright or a non-exclusive, royalty free licence to publish.

Authors are responsible for ensuring that nothing in their papers infringes any existing copyright. If previously copyrighted material is included, authors must provide evidence that the copyright holder has given permission for its use.

Decision to publish

The final decision on whether a paper will be published in the proceedings will be taken by the Organizers after the meeting. Should the Organizers decide to publish the papers in another form, the authors will be notified.

Manuscript

The manuscript should be supplied in electronic form in Microsoft Word and as hard copy. The *Instructions for Formatting A4 Manuscripts Using Microsoft Word* (see page 2) should be followed.

Mathematical symbols must be clearly and consistently typed to ensure that their meanings and positions are unambiguous.

The **first page** must begin with the title of the paper, the names of the authors, and the names and locations of their institutes. The present postal address of an author, where different from the affiliation, should be given as a footnote.

The paper must begin with an **abstract**. The abstract should be typed as one paragraph not exceeding 300 words and should not contain references or footnotes. In the case of a summary presentation, no abstract is required.

The **SI system of units** should be followed, or conversions given where non-SI units have to be retained.

Abbreviations likely to be unfamiliar to readers must be explained the first time they occur.

References should be numbered (Arabic numerals in square brackets) in the order in which they are first mentioned, and listed at the end of the paper. If a reference is cited first in a figure, figure caption or table, it should be numbered according to the place in the text where the figure or table is first mentioned. Attention should be paid to punctuation.

A **bibliography** for background reading, i.e. whose entries are not cited in the text, should be set out in reference form and put in alphabetical order by author. The entries should not be serially numbered. References by the same author should be ordered chronologically, with the earliest reference first.

Figures and tables should be clear and reproducible (type area: 16 cm × 25 cm). All figures and tables should be mentioned in the text and should be numbered in the order in which they are first mentioned. They should be placed as close as possible to the place where they are first mentioned, but text must not be wrapped around them.

Instructions for Formatting A4 Manuscripts Using Microsoft Word

1. Default language: Should be set to English (UK). However, please note that Organizers style is to use "...zation" rather than "...sation" and "...ize" rather than "...ise" in the corresponding verbs. The corresponding spelling will have to be added to the spellchecker or the indications of misspelling ignored.

PAGE LAYOUT

2. Paper size: Standard, 21 cm × 29.7 cm (A4).

3. Page set-up: Margins: — top: 2 cm; — Gutter: 0 cm.
— bottom: 2.7 cm; — From edge: Header: 1.25 cm;
— left/right: 2.5 cm. Footer: 1.25 cm.

Resulting type area: 16 cm × 25 cm.

4. Justification: Full (or left only, if preferred).

5. Line spacing: Line spacing should be set at 1. The first line of a paragraph should not be indented. Leave a line space between paragraphs.

6. Numbering of pages: Alignment outside (Under Page Setup/Layout/Headers and Footers, select "different odd and even"), with numbers in Times New Roman 11 point.

7. Section headings: Do not use more than four levels of heading. The number should always end with a full stop.

8. Leave only one space after a full stop.

9. 'Widow/Orphan' lines: Never start a page with the last line of a paragraph or of a displayed list, and never finish a page with the first line of a paragraph or of a displayed list. Make sure that all headings are followed on the same page by at least two lines of text.

10. Displayed (single and multilevel) itemized lists: For single lists, set each item identifier, e.g. (a), (1) or em dash — (i.e. ALT 0151), at the margin and start the text on the paragraph indent of 1 cm.

11. Facing pages should not differ in length by more than two lines. Line spaces should be introduced, as necessary, for this purpose.

FONTS

12. Font and point size for text: Use only Times New Roman 11 point or 12 point (do not use CG Times). Do not use any sanserif font (except Arial).

13. Special characters/signs: Use the "Insert/Symbol" feature in MS Word to insert special characters. In the dialog boxes under the "Symbols" tab select the font "(normal text)" and use one of the subsets "Basic Latin", "Latin 1", "Latin Extended-A" or "Latin Extended-B". Do not set the font to "Symbol" in the "Insert/Symbol" dialog box. Special characters/signs can also be inserted using "ALT" + numeric keypad. This solution is particularly well suited for inserting special characters in the "Show Paper Properties"

dialog box. Please note that “Num Lock” must be switched on in order for this method to work. For equations, use the Microsoft equation editor accessible through Insert/Object/Microsoft Equation.

For manuscripts originally created with fonts other than Times New Roman or Arial, select

“Embed True Type fonts” under Tools/Options/Save before saving a file.

14. Mathematical signs: Use the special characters: × (ALT 0215) for the multiplication sign; en dash – (ALT 0150) for minus; and raised dot (ALT 0183) for combining units (e.g. MW·h).

15. Footnotes: Arabic numerals, Times New Roman 10 point.

16. Do not underline: Use *italics*, **bold** or ***bold italics*** instead.

FIGURES AND TABLES

17. Do not wrap text around tables and figures. Tables and figures should be placed at the top or bottom of the page if possible. (If tables or figures are not available in the Word file, leave appropriate blank spaces.)

18. Figures: Line drawings should not contain detail that will not reproduce clearly at the final, printed page size (e.g. plotted symbols, fine lines and shading). Photographs should be supplied as good quality glossy prints.

Figures should be included into the Word document using the “Insert/Picture” menu in Word.

Figures should not be included using the “Insert/Object” functionality.

Otherwise figures should be submitted as separate files as follows:

— scanned images in TIF format,

— image files produced with a vector graphics capable software in EPS format.

Photographic images should be scanned using a resolution of 300 dots per inch (dpi).

Graphs or diagrams should be scanned using a resolution of 600 dpi.

19. Figure numbering and captions: Arabic numerals, Times New Roman 11 point or 12 points italics. Examples:

FIG. 24. Determination of optimum contact time for uranium extraction [5].

FIG. 25. Tonnage of uranium recoverable from EAR-I at costs of up to US \$80/kg U for the period from 1977 to 1990.

20. Table formatting: Do not use boxes; use horizontal lines only, but not between consecutive rows. Width: do not exceed 16 cm (if less than 16 cm, centre table) or, for a table in landscape format, 25 cm.

21. Table numbering and headings: Roman numerals, Times New Roman 11 point or 12 point. Footnotes should be indicated by raised lower case letters.

Finally: Run the manuscript through the spelling checker.