Instructions to Authors for the Preparation of   
ISARC Manuscripts [ISARC Title]

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Abstract – [ISARC Abstract noindent]

This document sets out the requirements for preparing manuscripts for the ISARC. It is essential that all manuscripts conform to these instructions. The format given here can serve as an example of a correctly prepared manuscript. [ISARC Abstract]

Keywords –

Instructions; Formatting; Authors; ISARC

Introduction

Your manuscript must be submitted to our online peer-review management system.

The Manuscript should not exceed 8 pages in length, including text, figures, tables, and references. Electronic file should not exceed 5 megabytes.

Authors are responsible for ensuring the accuracy of all information contained in their manuscripts (e.g., proper names of organizations, data and findings, references, etc.). Manuscripts must be prepared in proper English. SI units or acceptable metric equivalents must be used throughout.

These instructions will enable you to prepare your manuscript in an electronic format, ready for submission and peer review. It is therefore essential that these instructions be carefully followed.

Preparation of the Manuscript [ISARC Headings 1]

The manuscript must be submitted in MS Word format (.docx), so that its format can be corrected by our team, if necessary (the content will not be altered).

Therefore, your manuscript must be prepared using MS Word as your typesetting processing software in order to ensure that your manuscript has an identical appearance when viewed on almost any computer.

The rest of the manuscript details the formatting requirements for your submission. But, note that this document already implements all the specified formatting. Therefore, if you use it to write your manuscript, and utilize the *Styles* as indicated (particularly those specified for paragraph), then your manuscript will naturally have the correct format.

In this document, the styles to be applied to the current text is provided between square brackets and highlighted ([…]). This is shown only the first time the Style is applied. Please, remove all those indications in the manuscript you submit to the conference.

Page Size and Layout [ISARC Headings 2]

Your manuscript must be prepared for A4-size (210 x 297 mm) paper. Use the margin settings specified in Table 1 and do not number the pages of the paper.

Table 1 Manuscript margins

|  |  |
| --- | --- |
| Margin | A4 (210 x 297 mm) |
| Top | 3.5cm |
| Bottom | 3.5cm |
| Left | 2.5cm |
| Right | 2.0cm |

Headers and Footers

Do not add page numbers in the footers or headers. Also, the headers are set to show a different header in the odd and even pages. Please, replace “Conference Topic” with the actual conference topic under which you are submitting your manuscript (see conference website for a list of topics).

Type Style and Spacing

All text must use the Times New Roman font.

Title Page [ISARC Headings 3]

The title page of your manuscript is illustrated by the first page of these instructions. The title page must not exceed one (1) page in length. It contains:

1. The title of the paper in bold 18 points Times New Roman, centered with first letters in capitals. Use the Style *ISARC Title*.
2. The authors’ names, separated from the title by a one blank line, are centered and in size 11, bold Times New Roman. Use the Style *ISARC Author*.
3. The authors’ affiliations and addresses are put immediately below the names, centered and single-spaced, in size 10. Use the Style *ISARC Affiliation*.
4. Email addresses are inserted below the affiliations, also in size 10. Use the Style *ISARC Affiliation*.

Body of Paper

The body of the paper follows the front matter. It contains two columns (with 0.5cm separation) and begins with:

* The major heading “**Abstract** –”, in bold. Use Style *ISARC Abstract noindent*.
* The body of the abstract, not to exceed 250 words in length, in bold Times New Roman, fully justified, the first line is indented. Use Style *ISARC Abstract*.
* The major heading “**Keywords** –” in bold, separated from the last line of the abstract by one blank line. Use Style *ISARC Abstract noindent*.
* The list of keywords, not to exceed ten (10) words, in bold Times New Roman, left justified, indented, and separated by commas. Use Style *ISARC Abstract*. Please add those keywords that you would use if you were searching for your paper.

The main text of the paper begins after. Separate sections of the main text in accordance with the Headings guidelines below

Headings

All headings must be in black and in bold face. The manuscript will typically have three levels of headings: Level 1, Level 2, and Level 3. Level-1 headings (e.g. Introduction, Background, Discussion, Conclusions, Acknowledgments, References) have font size 12; Level-2 headings have font size 11; and Level-3 headings have font size 10. All headings have the initial letter of each main word capitalized and are positioned at the left margin. They are numbered in the form of “1.” for Level-1 headings, “1.1.” for Level-2 headings, and “1.1.1” for Level-3 headings.

To format headings properly, simply use the Styles *ISARC Headings 1*, *ISARC Headings 2* and *ISARC Headings 3*. These automatically manage the numbering.

Text

Text paragraphs are single-spaced and fully justified, with the first line indented 0.5 cm. Use the Style *ISARC Normal*. Do not use blank lines between paragraphs unless you feel it important to really highlight a change of topic (in such a case, you should also consider using sub-headings).

Lists

1. Numbered lists should be formatted using the Style *ISARC List Numbered*. This style applies the numbering and defines the format and spacing automatically. [ISARC List Numbered]

* Bulleted lists should be similarly formatted using the Style *ISARC List Bulleted*. [ISARC List Bulleted]

Footnotes

Do not use footnotes. Incorporate all required information in the body of the paper.

Equations and Symbols

Simple mathematical expressions and sub- and superscripted characters, such as *SO*24, are inserted in the text. Do not embed equations as an image.

Equations are placed on separate lines, centered and numbered consecutively in parentheses at the right-hand margin. For reactions, preferably use the Times New Roman (normal text) arrow (see Equation (1)), but an equal sign may be substituted (see Equation (2)). Use a dash rather than a hyphen for the minus sign, (see Equation (3)). A good way to achieve the formatting above is to use a table (with invisible borderlines) with two columns, the right column being used for the numbering. The equations below are formatted like that.

|  |  |
| --- | --- |
|  | (1) |
|  | (2) |
|  | (3) |

The nomenclature and units for symbols must be defined in the text or, where the number of symbols is large, in a special Level-1 section **Nomenclature**, at the end of the paper.

Figures

Insert figures as close as possible to their first citation. Number them consecutively using Arabic numerals and center the title below the figure. In the text, refer to a figure as ‘Figure 1’, not using its relative position.

Figures, such as graphs and diagrams, should be embedded in vector format (e.g. .pdf or .emf), if at all possible. Otherwise, figures such as pictures should be with high resolution (300 dpi) when published at 100% (e.g., images at 72 dpi are in reality 25% of the required resolution). For example, Figure 1 in this manuscript is embedded as a picture with high resolution.

Colour is often preferable; any greyscale figure requires sharp contrast.

For all figures, lines and lettering must be large enough (minimum 0.35pt thickness) to remain clearly legible when printed at 100%. For maps, microstructures and similar figures, be sure to place a scale marker on the picture or photograph. Do not use frames around figures. Do not use shaded backgrounds as they do not reproduce well.

Figures, especially photographs and SEM micrographs, can significantly increase the size of the electronic file. Excessively large files tend to complicate and slow down the editing process. Therefore, you must make every effort to reduce the size of the electronic files of your figures. Embedding figures in vector format, as mentioned above, can significantly reduce file size while simultaneously enhancing figure quality.

A figure too wide to fit between the margins may be placed in landscape orientation (sideways format), on a page by itself, with the bottom of the figure to the right of the page.

The caption should be formatted with the word ‘Figure’ followed by the table number, a period followed by a space, and the rest of the title. Use the Style *ISARC Figure Caption*.

Each figure and caption should be separated from the adjacent text with one (1) blank line (applying the specified Styles should already achieve this).

We recommend you use automatic numbering and cross-referencing of figures and tables, so that the numbering remains correct. If you wish to update the numbering after having removed or added a figure (or table), simply do “Ctrl-A” and then F9. This will successively select all the text and then apply the “update automatic fields” feature.

D:\MyPapers\Year2014\ISARC2014\LatexTemplete\Latex\ISARC_ExampleFigure.eps[ISARC Figure]

Figure 1. Effect of iron concentration on the amount of precipitate found during hydrolytic precipitation from waste processing solution [ISARC Figure Caption]

Tables

Insert tables as close as possible to their first citation. Number them consecutively using Arabic numerals and center the title above the table. In the text, refer to a table as ‘Table 1’, not using its relative position.

The caption should be formatted with the word “Table” followed by a character space, the table number, a period, another character space, and the rest of the title (see example below). Use the Style *ISARC Table Caption*.

Table-wide lines (horizontal 0.5 point thickness) separate the title from the column headings, the column headings from the body of the table, and the table from the following text. Do not use vertical lines and avoid the use of horizontal lines between the various rows of data. Separate each table from the adjacent text with one (1) blank line (applying the specified Styles should already achieve this).

Text in the tables should have the same size as the main text, but not be indented and with space before and after it. For this, simply use the Style *ISARC Table Content*.

Table 2 illustrates the formatting of a table as specified here.

A large table may be placed in landscape orientation (sideways format) on a page by itself.

Table 2. Electron microprobe analyses of sphalerite grains in the Kidd Creek ‘C’ concentrate [ISARC Table Caption]

|  |  |  |
| --- | --- | --- |
| Element [ISARC Table Content] | Average (wt%) | Range(wt%) |
| ZN | 60.8 | 59.6-63.3 |
| Fe | 5.82 | 3.54-6.95 |
| Cd | 0.30 | 0.12-0.42 |
| S | 3.31 | 33.6-33.5 |

References

References to the literature should be mentioned in the main text by an Arabic number in square brackets [1]. List these (in cited order) at the very end of your paper (under the heading References). Start each reference on a new line with its number in square brackets [2]. Citation formats are given below with regard to; a journal article [1], conference paper [2], book [3], and a website [4].

Using the Style *ISARC References* not only formats the paragraph of each reference, but also automatically adds the numbering to it. These automated numbers can be referred to in the text using the cross-referencing functionality of MS Word (same as figures and tables; see Section 2.3).

References

1. AuthorSurname A. and AuthorSurname B. A journal article. *The Journal*, 1(2):123–345, 2014. [ISARC References]
2. AuthorSurname C. and AuthorSurname D. A conference paper. In *Proceedings of the conference*, pages 12–34, Sydney, Australia, 2014.
3. AuthorSurname E. *A book*, volume 2(3). The Publisher, Publication address, 2014.
4. AuthorSurname F. Title of the web content. On-line: http://abcd.efg.hij, Accessed: dd/mm/yyyy.