

MS Word Template for Conference Papers

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# Introduction

# Formulation

## General Layout

This template has been set up so that conference papers can print on either A4 or US letter size paper. Every effort should be made to avoid changing the Page Setup properties.

If you are using MS Word, the Page Setup Properties should match the settings that appear in the “Dual” column in Table I.

## Fonts

Authors should only use Times New Roman for the text and Helvetica for the headings. Using the appropriate paragraph styles will ensure proper use of font family and size. All contributions should use 10pt Times New Roman for the body text [Paragraph style: “conf\_text + Line spacing: 1.5”].

For graphics, Times (in roman, bold or italic), symbol and Zapf Dingbats fonts should be used.

Table I: Margin specifications

|  |  |  |  |
| --- | --- | --- | --- |
| Margin | Dual | A4 Paper | US Letter Paper |
| Top | 7.6 mm(0.3 in) | 37 mm(1.45 in) | 19 mm (0.75 in) |
| Bottom | 20 mm (0.79 in) | 19 mm (0.75 in) | 19 mm (0.75 in) |
| Left | 20 mm (0.79 in) | 20 mm (0.79 in) | 20 mm (0.79 in) |
| Right | 20 mm (0.79 in) | 20 mm (0.79 in) | 26 mm (1.0 in) |

## Headers and Footers

Place the name, location and date of the conference in the header. Place the paper status number (PSN) in the footer.

A PSN is a sequential number (assigned by the conference editors) that incorporates meaningful information about individual proceedings papers and makes it easier for authors and editors to track papers.

# Results and discussion

# Conclusion

* Proper layout?
* Correct fonts?
* Conference information and PSN in header and footer?
* Correct format of title, authorlist, and affiliation?

Ackowledgments

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References

[1] A.N. Other, “A Very Interesting Paper”, EPAC’96, Sitges, June 1996.