

Preparation and Submission of a Manuscript for a Technical Meeting

1. Length of Manuscripts

Papers shall be focused and concise, and deliver a clear key message supported by experimental evidence and/or scientific background. Papers must **not exceed the number of pages** specified below:

- Invited: 10 pages
- Contributed: 7 pages

2. General Layout

Paper Size: Use A4 format only, 21 cm x 29.7 cm (portrait format). The required margins are given in Table I below (resulting typing area: 16 cm x 24.7 cm).

TABLE I: MARGINS FOR YOUR MANUSCRIPT.

| Margin | A4 Format |
|--------|-----------|
| Left | 2.5 cm |
| Right | 2.5 cm |
| Top | 2.5 cm |
| Bottom | 2.5 cm |

Fonts: Important – Use Times or Times New Roman¹ 12 point size only (other sizes as specified), and Symbol font for mathematical symbols (in the **text** and in the **figures**).

- Justification should be set to full.
- Do not underline: Use *italics*, **bold** or ***bold italics*** instead².
- Line spacing should be set at 1 (single), Word equivalent.
- Leave a line space between paragraphs and sections.
- Leave a line space between section titles and text.
- Leave only one space after a full stop.
- **Insert your paper number** on the top right corner of each page (**14 point size bold**) within the area of the top margin (at least 1.0 cm from the upper edge of each page). You may also insert a page number on every page (see examples in this paper).

The **first page** of the full manuscript must begin with the title of the paper centred on the page in **14 point Bold Title Case** (title case means first letter of each main word capitalized), the names of the authors (Initials – followed by a period each – Family Name) with the main

¹ Authors are requested to use the (PostScript printer's) Times or the (TrueType) Times New Roman font and the standard Symbol font only, in order to produce PDF or PS files having good performance. Other fonts used in the source files increase the risk of getting unreadable PDF or PS files. LaTeX users may use Computer Modern or related fonts too, but need to ensure that the Type 1 (outline) version of the fonts is embedded in the PostScript or PDF file.

² Underlined words/sentences usually indicate Internet links.

author's name mentioned first, the names and locations of the authors' affiliations (Title Case), and the e-mail address of the main author.

The paper must include at the beginning an **abstract** of a maximum length around 1200 characters (single paragraph, no references or footnotes, Times or Times New Roman 10 point).

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 a displayed list, or a section title. Make sure that all headings are followed on the same page by at least two lines of text.

3. Section Headings and Numbering

Each new section and subsection should have a heading consisting of an Arabic numeral followed by a period, a single space and then the section title (**12 point Bold Title Case**).

4. Mathematical Signs and Symbols

For mathematical signs in the text use special characters, “ \cdot ” or “ \times ” for the multiplication sign, “ $-$ ” for minus, “ $+$ ” for plus, “ $/$ ” for ratios (all denominators following the “ $/$ ” sign) and “ \cdot ” for multiplying units (e.g. C/A \cdot t). Mathematical symbols must be clearly and consistently typed to ensure that their meanings and positions are unambiguous.

5. Footnotes

Footnotes should be numbered with superscript Arabic numerals; the number and the text should both be typed in Times or Times New Roman 10 point. Footnotes to the text should be typed at the foot of the appropriate page (see examples in this paper).

6. Figures and Tables

For figure numbering and captions, use Arabic numerals and text in *Times* or *Times New Roman 11 point italics*. For table numbering and headings, use Roman numerals, TIMES or TIMES NEW ROMAN 11 POINT UPPER CASE (see Table I above). Lettering in figures and tables should be large enough to reproduce clearly **and only the recommended fonts may be used**. Ensure that figures and tables are clear and reproducible. Do not use too fine lines, too light colours, etc. All figures and tables should be **cited** in the text and should be **numbered** in the order in which they are first mentioned.

Figures and tables should be placed at the top or bottom of a page as near as possible to the place where they are first mentioned. The **table width** should not exceed 16 cm (if less than 16 cm, centre the table) or, for a table in landscape format, 25 cm.

Use of adequate graph scale to avoid long numbers in the scale axis (i.e. 1 (cm) or 1 (x10⁻² m) instead of 0.01 (m)).

7. Other requisites

Numbering of sections, paragraphs, references, figures, pictures, tables, equations and footnotes should be consecutive throughout the paper. **Abbreviations** should be explained when they first appear, unless they are commonly understood by the readership to which the paper is addressed. Express all **physical quantities in SI units**.

For **pictures and photographs** please include an electronic image in the document. Make sure that the file size of your manuscript converted to PDF does not exceed 20 MB

8. References

Please use the **reference style** given in the enclosed sample of references (Appendix 1). References should be numbered (Arabic numerals in square brackets, e.g. [12]) 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 caption or table, it should be numbered according to the place in the text where the figure or table is first cited. Please ensure that journal references contain the journal name, volume number, year and page number. Paper numbers should be given in the case of electronically published conference proceedings. For all proceedings, the location and year of the conference should be given, and for both proceedings and reports, the name of the publisher and the place and year of publication should also be included.

9. Submission of Paper Copies of Manuscripts

Submission of a paper hard copy is not required. For electronic submission of your manuscript please bring the final version and hand it at the registration desk.

Please note: Papers will not be edited or retyped by the IAEA before copying on CD-ROM and the Internet.

10. Recommendations

Authors should **proof read** their text carefully and finally run the source file through a **spelling checker**. Authors should check their manuscript in PDF format for readability and printability before submitting it electronically to the IAEA.

Appendix 1: Examples for the Reference Style

- [1] INTERNATIONAL ATOMIC ENERGY AGENCY, Evolutionary Water Cooled Reactors: Strategic Issues, Technologies and Economic Viability, IAEA-TECDOC-1117, Vienna (1999).
- [2] FIL, N.S., et al., “Balancing passive and active systems for evolutionary water cooled reactors”, Evolutionary Water Cooled Reactors: Strategic Issues, Technologies and Economic Viability, IAEA-TECDOC-1117, Vienna (1999) 149–158.
- [3] Energy from Inertial Fusion, IAEA, Vienna (1995) 95–111.
- [4] Topical Issues in Nuclear, Radiation and Radioactive Waste Safety (Proc. Conf. Vienna, 1998), IAEA, Vienna (1999); Contributed Papers (CD-ROM).
- [5] INTERNATIONAL ATOMIC ENERGY AGENCY, Isotope Techniques in Water Resources Development and Management, C&S Papers Series No. 2/C, IAEA, Vienna (1999) (CD-ROM).
- [6] LAO, L.L., et al., “Effects of Plasma Shape and Profiles on Edge Stability in DIII-D”, Fusion Energy 1998 (Proc. 17th Int. Conf. Yokohama, 1998), C&S Papers Series No. 1/C, IAEA, Vienna (1999), CD-ROM file EX8/1 and <http://www.iaea.org/programmes/ripc/physics/fec1998/html/fec1998.htm>.
- [7] TAIT, W.H., Radiation Detection, Butterworth, London (1980).
- [8] GRAMBOW, B., et al., “Chemical stability of a phosphate glass under hydrothermal conditions”, Scientific Basis for Nuclear Waste Management (Proc. Symp. Boston, 1979), Vol. 2 (NORTHROP, C.J.M., Jr., Ed.), Plenum Press, New York (1980) 109–116.
- [9] DURAND, M., KAWASHIMA, R., *ibid.*, pp. 375–379.
- [10] FORSYTH, R.S. (Ed.), The Hot Cell Laboratory — A Short Description of Programs, Facilities and Techniques, Rep. STUDEVIK/NF(P)-86/29, Studsvik Energiteknik, Nyköping (1986).
- [11] DEL CASTILLO, D., Dynamics and Transport in Rotating Fluids and Transition to Chaos in Area Preserving Non-twist Maps, PhD Thesis, Univ. of Texas, Austin (1994).
- [12] KUANG, Guangli, et al., “Lower hybrid current drive experiments and improved performance on the HT-7 superconducting tokamak”, Nucl. Fusion **39** (1999) 1769.
- [13] DIAMOND, B.A., Binding of Lectins to the Cell Surface of *T. cruzi* (in preparation).
- [14] VON DRASCHE, R., Acquired cell mediated immunodepression effects in acute Chagas' disease, J. Clin. Invest. (in press).
- [15] REFORMATSKIJ, I.A., Laboratories for Work with Radioactive Substances, Atomizdat, Moscow (1979) (in Russian).
- [16] PHILLIPS, S.M., Kernforschungsanlage Jülich, KOCH, D., Physikalisch-Technische Bundesanstalt, Braunschweig, personal communication, 1995.
- [17] UNITED STATES DEPARTMENT OF ENERGY, Aerosol Fog System for Fixing Radioactive Contamination, Technology Deployment Fact Sheet (1999), <http://www.hanford.gov/techmgmt/factsheets/deploy/fogger.htm>.