



**MULTIMEDIA ENVIRONMENTAL SIMULATION LABORATORY
(MESL)**

INSTRUCTIONS TO SUBMIT A PAPER

Instructions for the preparation of papers for CONFERENCE PROCEEDINGS

The following instructions will help you with the preparation of your paper. Please read them carefully before you start.

NOTE:

ALL papers must be produced electronically, typewritten papers are not accepted.

The following material must be submitted to the publisher by the due date:

- 1) Your paper as an electronic file on disk* together with three hard-copy printouts.**
- 2) The signed Publishing Agreement**

Send the above items by courier or mail. (*electronic files may be sent to the conference secretariat as email attachments).

Templates

Templates are available for MSWord. Get them from our conference website
We request that you always use this template to prepare your paper.

Text Area and Page Extent

The area in which you are to key your text is **190mm deep x 115mm wide**. You must contain all text matter and any figures within this area and ensure that the margins are consistent on all pages. Paper margins must be equal on both sides and equal on the top and bottom. Do not use corner/tick marks. Papers submitted for conference proceedings should not exceed 10 pages in length. If you intend to produce more than 10 pages you must first inform the Conference Secretariat as special conditions apply.

Main Text Layout

You should set the main text in 10 point Times Roman or Times New Roman (normal), not in bold, using single line spacing. All text should be produced as a single column and JUSTIFIED throughout. (The main text of this document has been set in 10pt Times Roman).

Disk

You must include a disk with your paper containing all the files required to reproduce your paper. Alternatively you may send your file to the conference secretariat as an email attachment. Disks must be IBM compatible.

Printers & Output

Make sure that the printer output is clear and in black. Always use a laser printer, or very good quality inkjet printer. Dot matrix printers are not acceptable. If printing on an inkjet or color printer do ensure the print setting is set for 'monochrome' or black only and not to 'auto' or 'color' otherwise poor print quality can result. The text must be ORIGINAL, not photocopied or faxed. We will require three copies of your printout. Please check the hard copy printout very carefully for legibility, particularly on figures and diagrams.

STYLE (see attached Example sheets for reference, and see 'Templates' above)

The First Page

This contains the title of the paper, the author names, organization and country, the abstract and the first part of the paper.

- Start the title of your paper 35mm down from the top of the specified typing area in Times Roman font, size 16 point bold, range left. Only the first letter of the first word should be a capital, unless proper nouns are used, the rest must be all in lower case letters.
- Follow this (with one 16pt line space in between) on a new line, with the authors' names, without degrees or qualifications, in Times Roman font, size 12 point, normal, range left. (*See example pages for style where several authors at different organizations are contributing*).
- Follow this, on a new line, with the authors' organization and country only (do not enter an email address and do not write the full postal address, although you may add the name of your department), in Times Roman font, size 11 point, range left, italic.
- Now start the abstract, with the heading two line spaces below the last line of the address and set in Times Roman, size 12pt bold. Leave one line space and then start the text of the abstract, set in Times Roman font, size 10 point, normal, justified with single line spacing. The abstract will consist of approximately 300 words. It **must not** run over onto the next page.

Keywords

It is essential that you supply up to ten keywords that best describe the unique content of your paper. The Keyword heading together with the chosen words should appear on a new line immediately following the last line of the abstract, without a line space, set in Times New Roman 10pt italic as in the following example:

Keywords: emission sources, trace and heavy metals, antropogenic activity, dust composition, elemental concentrations.

Other pages

For the second and following pages, use the full 190x115mm area and commence keying, in one column, at the top of this area for each subsequent page, inserting tables and figures as required.

Headings

Headings should be set aligned left, as shown below. Please number your headings using the system shown below.

1 Main section headings

These should be set in 12pt Times Roman bold, with one complete line space above and below. The text following a main heading should not be indented.

1.1 Second level headings

These should be set in 10pt Times Roman bold, with one complete line space above and below. The text following a secondary heading should not be indented.

1.1.1 Third level headings

These should be set in 10pt Times Roman bold, with one complete line space above, but none below. The text following a third grade heading should not be indented.

1.1.1.1 Fourth level headings These should be set in 10pt Times Roman bold with one line space above. Leave two character spaces after the heading, do not insert a full stop and run the text on, as shown here.

Paragraphs

Paragraphs should be indented 5 character-spaces (except after headings - see above), with no line space between paragraphs.

Displayed equations

All equations must be clearly set. Please note that our house-style includes the use of punctuation, using commas between different parts of the same equation and full points (full stops/periods) at the end. When referring to equations in the text, preface the number with the word 'eqn' or 'eqns' and place the number within brackets i.e. eqn (1). Displayed equations should be numbered simply (1), (2), (3), etc. The numbers should appear at the right of the equation, flush with the text on the right side. Do not set them in bold type.

See enclosed examples. Please ensure that subscripts and superscripts are clearly legible.

Tables

Tables must be set as part of the text, but smaller type sizes may be used, providing they are clearly legible, to enable the table to fit the space. All tables must have a caption centered over the table. If the caption is more than one line, then the second and subsequent lines must be left aligned with the first word of the caption and should be set justified (see example). Captions should be numbered sequentially starting with number 1, i.e. Table 1: Input data. Leave one line space above and below tables. Large tables may be set landscape, i.e. sideways on the page, reading up. Do not set captions in bold.

Figure captions

Captions to figures, (diagrams and/or illustrations) should be set text size and centred below the figure. If the caption is more than one line in length please follow the alignment style as given in the table captions, above. All figures must be numbered sequentially starting with number 1, i.e. Figure 1: Velocity fields. Leave two line spaces between the caption and the text. Do not set captions in bold or italic.

Photographs, illustrations, figures, diagrams and maps etc.

These must be integrated within the electronic file and positioned in the correct part of the page. If you have original drawings, or photos you must scan them and place them in the file. Photos and figures etc. should be placed either at the top or bottom of the page type area, positioned centrally on the width of the page and close to their text reference. They should not appear on the opening page (first page) or after the references and **must fit within the page text size**. Try to avoid boxing text between two illustrations on a page as this can sometimes make reading more difficult.

Please ensure that all spelling and annotations, (numbers, letters, symbols and captions) conform to their usage in the text. Tints may range from 20% - 60% black which will ensure the best reproduction in the printed book.

Color originals cannot be included in their original form and will be reproduced in black and white. Any figures etc. that are in color must be converted to black and white line or grey-scale before including them in your final file. You should consider the conversion to black and white carefully, for what may appear to be clear when in color, i.e. multiple lines on a graph, may make little sense when viewed in black only.

References

References should be collected at the end of the manuscript/paper in numerical order and set in the following order: Author surname, initials, title, publication, volume, page range, year. The first citation in the text should correspond with the first name on the reference list. In the text a reference is shown by the author's name, followed by the number in square bracket on the same line (e.g. Funke [5]). Refer to the examples included with these instructions. **Do check your final paper to ensure that references within the text correspond to the reference list at the end.**

Footnotes

Footnotes to the text should NOT be used.

Consistency of styles

Be consistent in the use of punctuation, figures, capital letters and abbreviations, and even more importantly in nomenclature and symbols.

PLEASE CHECK THE WHOLE PAPER THOROUGHLY AFTER SETTING AND ENSURE THAT ALL FIGURES, CAPTIONS, TABLES, ETC. ARE LEGIBLE, AS THESE OFTEN PRESENT PROBLEMS.

Mathematical and other symbols

In order to avoid the occurrence of incorrect mathematical and other symbols being substituted when your disk is opened on other computers, please provide a list of the symbols you have used on a separate sheet and include it as a separate page on your disk. See the guide sheet provided, 'PRINTING PAPERS FROM YOUR DISK' for further details.

Language

It is important that the grammar and spelling of your paper is correct. If English is not your first language, please have an English speaking colleague check your paper for you.

When finished, number each page LIGHTLY IN BLUE PENCIL at the top, or on the reverse, of each sheet.

Finally, Please ensure you have returned the **PUBLISHING AGREEMENT** form which was sent to you with these instructions. Copies may be obtained from our web site.

Important!

Printing papers from your disk

Software and font compatibility

It is very important that you do supply an electronic file with the hard-copy printout of your work since the majority of our editing and formatting work is carried out on author supplied electronic files, rather than hard copy. Although problems of software incompatibility are now less of a problem than a few years ago, there are still many potential pitfalls in the process of transferring and printing data. Many of the errors caused by incompatibility are obvious and easily spotted, but those within complex scientific texts and particularly within equations, are not always so easy to see. It is for this reason that we insist on having the author's hard copy output, for without it checking for such errors is very difficult.

Avoiding the Problems

In order to avoid the occurrence of incorrect mathematical or other symbols being substituted for the correct ones, will you please provide a list of the symbols you have used on a separate sheet (as shown in Example 'A' below). You must provide this both as hard-copy and on your disk. If your work contains only a small number of symbols, then you may simply copy one or two of your equations onto a separate sheet (see Example 'B'), providing all of the symbols you have used are contained within the examples you show. Again, please supply both hard-copy and the file on disk. Clearly label the page using the heading '**SAMPLE SYMBOLS**', so that it does not become confused with the rest of your paper/chapter.