Author Guidelines for ICSOBA Abstracts and Papers

Serge Despinasse1, Andrey Panov2, Dagoberto Severo3, Michel Reverdy4 and Vinko Potocnik5

1. Director, Program Editor

2. Deputy CEO, Strategy Director

3. Technical Committee Director

4. Program Director

5. Aluminium Electrolysis Subject Organiser

ICSOBA, Saint Colomban, Canada

Corresponding author: serge.despinasse@icsoba.org

Generalities and Important Points

Document Life Cycle

A paper is prepared in two steps, according to the general submission process:

* Abstract
* Full paper

The abstract must be prepared first using the ICSOBA Word Template, and then saved as per the rules described hereunder. Then if accepted, the paper will be prepared from the “**ICSOBA 2025 Paper Template.docx**” file, by adding parts in continuity to the same abstract.

To ensure a smooth and secure process for the following stages, it is essential to respect the instructions and the usage of the Word Template, in which the editing styles are set. Note that **the styles of the paper title, section titles and sub-titles are already defined** in font and position. All these have to be in title capitals.

Make sure that the filename is “ZZxxx – Paper title.docx”

(or shortened title if the title is very long) and that this filename is maintained for all reviewed and uploaded versions, where ZZ is one of the following 2-capital codes:

* 1. KN for Keynote subject

1. BX for Bauxite subject
2. AA for Alumina subject
3. BR for Bauxite residue subject
4. EL for Electrodes subject
5. AL for Aluminium Electrolysis subject
6. CH for Smelter Casthouse Operations subject

And **xxx is the Conftool paper numbe**r, which will be later modified by the Subject Organizers during the TRAVAUX preparation.

For example:

AA220 - Development and Application of Data Acquisition and Analysis System for Metering Instruments in Alumina Production Process.docx,

AL253 - Cell Design Modifications to Reduce Specific Energy Consumption.docx,

EL157 - NOx Emission Reduction at ALBA’s Kiln-5.docx.

Text, Objects and Word Files Handling

When part of the text is copied from another document, copy-paste the block **taking care of not importing wrong styles** from the source. To do so, use the mouse right button click menu and choose “**Use Destination Theme**”. Where this is in the menu may depend on the Word version you have. This essential practice must be explained to each contributor who works in the Word file, nevertheless ICSOBA strongly recommends that only one author, aware of this present guide, elaborates the paper in the Word template file.

When incorporating graphics or figures (images which are not pictures), be sure the source of the copy has a good resolution (minimum 300 dpi) and before pasting, use the ctrl + alt + V command to get the Special Paste menu and chose the PNG option, which creates a precise image with low MB size. Alternatively, the “Picture Enhanced Metafile” option can be used, if PNG is not on the list.

When incorporating pictures, be sure the original image has sufficient resolution for the targeted size which should not exceed the paper margins used in the template. So, after Insert Pictures copying, adjust the size and then compress the image (Select picture à Picture Format àAdjust à300 ppi, but the procedure may depend on the Word version you use). If only a lower resolution can be chosen, that means that the original resolution was not high enough for the targeted size; in this case, try to reduce the size of the picture in the paper or copy a better source image. In any case, unclear pictures and images will not be accepted.

The objective is to keep the paper files within a reasonable size below 10 MB (typically 1–3 MB).

**Links to figures, tables and references must be deactivated** when the paper is submitted. This allows correct editing of the papers for the Proceedings. If the links remain, putting one paper after the other into the Proceedings risks to mix up figure and reference numbering. The only interactive links allowed are:

1) The corresponding author,

2) External links in the References (if easily reachable and expected to be sustained).

Papers with internal links will not be accepted.

When incorporating an image or a text from another published document, the source must be quoted. The rule for text quotations from references is explained in Section 2.6.

Paper Title and Authors

* Paper title
  + Should be brief and simple (maximum 2 lines), it contains the essence of the paper.
  + Avoid special characters of this series / \ **:** \* **?** ” < > | which are forbidden for a filename in Windows system. In practice : (colon) and ? (question mark) are the most frequent ones for which an alternative title must be chosen.
  + It is capitalised (refer to paragrapher 2.1), Times New Roman 14 Bold.
  + Avoid abbreviations.
* Names of the Authors
  + First name (fully written – not an initial) followed by the family name: John Smith. Middle initials or name can be used (preferably just one).
  + The list of authors should be limited to those who truly contributed to the paper and should not exceed five individuals. If authors wish to acknowledge more people, they can do so in the Acknowledgment section. Additionally, we can make exceptions for cases where there are more than two companies or institutions involved.
  + Superscript numbers are used to refer to the position and company of each author in case they are several even if their company is the same (e.g., James Smith1, John Doe2)
  + Names are separated by commas, except before the last one where “and” is used.
* Position
  + When several authors occupy the same position in the same company, do not repeat the lines, e.g.

1, 2. Process Engineers

* Company (Affiliation)
  + If the company of several authors is the same, each position is given and then the naming of the single affiliation for all.
  + Use the official company name as approved by its communication department. Use acronyms only if known generally. If not forming part of a trademark, do not precise the company type (like SA, Ltd, Inc., BV, GmbH, plc, etc.).
  + Location: **no ZIP code nor county nor states should be cited**, give the name of the town between commas, followed by the country only.

*Example:*

**James Smith1, John Doe2, Mary Poppins3 and Susan Dupont4**

1, 2. Field Technicians

3. Process Engineer

The First Company, Bestville, Country

4. Chief Consultant

The Second Company, Town, Country

DOI reference line

This line allows to associate a unique Digital Object Identifier (DOI) with the paper. It will facilitate and secure future quotations to the original paper. This DOI reference is written in such a way that after pdf printing, the functional URL (one click to open the web page) will be generated automatically.

https://doi.org/10.71659/icsoba2025-xxYYY

The final code xxYYY will be fixed before the editing process by the subject organizer – xx is the session code in lower case (e.g. bx for Bauxite session), YYY is a sequential number starting with 001, it is the rank the paper will be published in the Session in Travaux book.

So authors must leave this line as it is appearing in the template.

Refer to the References paragraph if a quoted paper has got its own DOI reference.

Abstract Definition and Content

The abstract is preferably one single paragraph and shall have a minimum of 100 words and a maximum of 300 words, summarizing the main points of the paper. Long abstracts can be separated into a few paragraphs if this makes better sense. Only plain text is included in this paragraph; images, graphics, references and links are not allowed.

Papers already published by the same authors anywhere before will not be accepted, unless at least 33–50 % of the content is new. The acceptance of repeat papers is left to the Subject Organizers.

Papers with emphasis on selling a product or service will be rejected. That does not exclude the papers on commercial equipment or services if the scientific, technical and technological characteristics of equipment and services are the focus of the paper.

The abstract paragraph is located just after the paper title and authors.

Keywords

* + Each keyword is a small group of words (1 to 3 usually).
  + The principle is: If you type a keyword in Google, it should come out with sites restricted in a fairly narrow range to what you describe.
  + **The number of keywords is limited to 5.**
  + In composite keywords, only the first word is in capital letter (unless other words are names usually written with capitals)
  + Keywords are listed on the Keywords line of the template file, they are separated by commas, the list is ended with a full stop.

*Example:*

**Keywords:** Aluminium reduction technology, Cell modelling, Cell design and performance.

Full Paper Content

Here is the development of the paper, which must respect the general frame of technical writing:

* Context and present situation,
* Challenges or required expected improvements,
* State of the art,
* Experimentation or modelling plan,
* Work description,
* Results and discussion,
* Conclusions and possible further work.
* References

Respect the styles and the titles/sub-titles logic. Do not split too much the paper in terms of sub-levels.

Be sure the numbering sequence is right, the easiest way is to **use the Navigation Pane of the Word view menu**, it allows to detect inconsistencies usually due to a bad application of styles. Note that the bookmark tree generated during the pdf printing of the Travaux book will be built similarly.

End the paper with the Conclusions and References sections.

Editing Rules

Papers shall aim to have a maximum of 10 pagesincluding title, author(s) and their affiliations, abstract, keywords, section headings (such as introduction, experimental, results, discussion, conclusions, etc.), text, tables, figures and references. However, papers with more than 10 pages (a maximum of 20) will not be refused if the content is meaningful or if the paper has many figures.

An additional blank page should be added when necessary to get an even total number of pages, so that each paper will start on a right-hand page of the book.

No headers and footers are to be used, as the TRAVAUX edition will add a header and page numbers once all papers are assembled.

Language

The papers shall be in UK or American English but be consistent with the same throughout the paper. Use the Spelling and Grammar button to check for language errors or use a website translator; there are several performing well now. If you have the possibility, ask a colleague, who is fluent in English, to review your text.

Abbreviations should be defined before the first use. Note there is no need to define common abbreviations referring to chemical formulae and units of measurement.

Paper title and section titles are capitalised as per the Chicago standard. You can use the following website to get it correct: <https://capitalizemytitle.com/style/Chicago>.

Numbers

**The length of reported numbers must be adapted to their precision**. The decimal separator is period “.” (point), not the comma “,”.

As per SI rules, the thousands separator is a non-breaking space (Ctrl + Shift + Space bar) and **comma “,” is not allowed**. Such separators (non-breaking spaces) must be used for numbers greater than 10 000, nevertheless, their frequency must be restricted as much as possible using the usual multiplying symbols (examples: m, m, c, d, da, h, k, M, G, T).

The specifically Indian usage of crores (107) or lakhs (105) is not allowed since they are not part of SI system; is not accepted neither the way the figures are represented in the Indian system, example: 17,00,182 is not correct and must be written 1 700 182.

Units

Units of measurement should be SI in the whole paper, so units from Imperial or other systems must be converted to SI.

Units with two slashes are not allowed: use kg/pot«day and not kg/pot/day.

If / is part of the unit of measurement, there is no blank on either side of the slash.

If the unit has the material specified, there is a blank between the unit and the material.

*Examples:*

kg C/t Al

kg CO2 equiv./t Al

One non-breaking space (Ctrl + Shift + Space bar) should be typed between the number and the unit of measurement; this rule includes % and °C (which are very often erroneously used stuck to the figure). One non-breaking space should also separate + , – , > , < from the number(s).

*Examples:*

13.24 MWh/t

55 °C/h

D50 < 80 mm

Financial units: the traditional American way of writing financial figures is not universal, it can even generate confusion. ISO 4217 standard allows a description of financial figures similar to the scientific way. So ICSOBA strongly encourages to use it. The rules are:

* Each currency has a 3-letter unit, such as USD for USA dollar, CAD for Canadian dollar, EUR for euro, RMB for renminbi, INR for Indian rupee, etc.
* A standard multiplying factor symbol can be added in front to the unit to avoid ambiguity or too long figures and separators: k for thousand, M for million, G for billion, but this is optional for ICSOBA papers to be clear.

*Examples:*

1.55 MEUR means one million five hundred fifty thousand euros.

3.6 GUSD means three billion six hundred million US dollars.

6.4 kBRL means six thousand four hundred Brazilian reals.

This concise writing allows to distinguish dollars meanwhile the single $ symbol does not allow that. It also gives clear units to specific costs, ex.: 250 USD/t Al2O3.

As papers are expected to be read several years after their first issue, ICSOBA encourages the authors to use currencies which are well known worldwide and stable (USD, EUR) at least in brackets after a national currency.

To type the degree sign “°”, press Num Lock once, then hold down the right Alt key while typing 0176 on the numerical keyboard (or Alt and 248). Do not use superscript of o, O or 0 instead of °.

A few examples of SI units, which are often spelled incorrectly:

tonne, symbol t (not mt nor Mt which are often used for metric tonne!)

kilogram (kg)

gram, symbol g (not gr)

Ton is not correct as it refers to the short or long ton without any precision!

Units of time are:

second, symbol s (not sec)

hour, symbol h (not hr)

day, symbol d

year, symbol y (a is alternatively accepted for annum)

Volumes, are

liter, symbol L (not lower-case l)

cubic metre, symbol m3

cubic centimetre, symbol cm3 (exceptionally for specifying density in g/cm3)

Hyphen and Dashes

The two are sometimes confused because they look so similar, but their usage is different.

A **hyphen “-”** (Unicode 002D) joins two or more words together (examples: up-to-date, fifty-two)

It is usually short and is not separated by spaces in a text, it is obtained by the standard “minus sign” of the keyboard.

A **dash** “–” separates words – as written here – into parenthetical statements. It is usually longer than a hyphen and has a space on either side in text writing. ICSOBA uses “En dash” (Unicode 2013), which is obtained by: Click Num Lock and then Alt+0150 or by inserting it from Insert à Symbol. When used for a range, there are no spaces before and after: 1–5. When used in a sentence as a parenthetical statement, there are spaces on each side (UK practice).

*Examples:*

3–5

10.3–12.6

2–5 October

Figures 3–5

Tables 2–4

References [3–8]

This style should also be used for ranges of numbers in tables. However, when individual references are quoted, they must be separated with a comma and a space inside the rectangular brackets: References [1–3, 7, 8]. Also, in the list of references, the page numbers are separated with a dash without spaces, e.g., *Light Metals* 2000, 379–384.

Equations

All equations shall be centred on the page. A sequential number in parenthesis will be at the right-hand side of each equation. An easy way to do this is to align right the equation with its number and then separate them with Tab to centre the equation. A preceding and succeeding blank line should separate the equation from the text as shown in Equation (1) and Equation (2) (Equation is with initial capital, not abbreviated as Eq.).

Equations should be written in standard way, using MathType (much preferred since it makes writing equations easy and more standard than Microsoft Equation Editor) or Microsoft Equation Editor (if you cannot afford to buy MathType). They must not be pasted as images.

MathType:

 (1)

where:

F Force, N

m Mass, kg

a Acceleration, m/s2

Equivalent voltage to make aluminium is given in Equation (2) [2]:

MathType:

 (2)

Microsoft Equation Editor:

VAl=0.450 + 3.110 ×10−5Tb+[1.4316 − 0.03252(1−ϵ) + 2.255×10−4Tb]η (2)

where:

*VAl* Voltage equivalent of enthalpy to make aluminium, V

*Tb* Bath temperature, °C

h Current efficiency, fraction

e Fraction of alpha-alumina in alumina.

Electromagnetic force in liquid metal of an electrolysis cell, Equation (3) (vector equation, using MathType  Style  Vector-Matrix):

 (3)

where:

**F**Electromagnetic force, N/m3

**j** Electric current density, A/m2

**B** Magnetic induction, T

**×** Vector cross product.

The general equation style should be: variables in italic, numbers upright (Style  Math in MathType), upright bold for vectors and matrices (Style  Vector-Matrix in MathType).

Equations of chemical reactions should be written in a standard way and centred as shown in Equation (4):

2Al2O3 + 3C = 4Al + 3CO2 (4)

In these equations, there should be a space on each side of + and = sign. In equations as well as in the text, formulas of chemical compounds should be written with subscripts (e.g., Al2O3 and not Al2O3). Note that in English, elements are written in lower case (not in capitals) (aluminium and not Aluminium), but the symbol is in capital first letter (Ca, Mg). Chemical compounds and material names are also written in lower case (not in capitals) (e.g., alumina, carbon monoxide).

Quotations

Direct quotations should be in quotation marks, *Italic* 11 pt., with one blank line above and below the quotation. The reference should be numbered and quoted in References. Example:

Jensen [1] gave a review of the effect of slotted anodes on cell performance. He concluded that:

“The use of slots in anodes drains CO2 away from the horizontal anode reaction face more frequently than from the same size anodes without slots. Slots reduce average bubble coverage and, thus, reduce bubble electrical resistance. The use of slotted anodes in prebaked anode reduction cells is an inexpensive and simple way to improve current efficiency, reduce pot voltage, reduce DC kWh/kg Al or allow an increase in cell amperage.”

Tables

Tables should normally be inserted at the appropriate position in the paper as soon as possible after the mention, but without leaving too much empty space on a page. All tables should be numbered with consecutive Arabic numbers in the same order as they are referred to in the text, where references Table 1, Tables 2–4 should be in capital first letter.

Table heading (caption) shall be bold and centred and placed above the related table, without any blank line between the table caption and the table. It is composed of the table reference in capital first letter and full stop, followed by the caption text. There is always a full stop at the end of the caption, its text is not capitalized except for the first word.

There is one blank line between the text and the table caption and one blank line below the table and the continuing text.

Tables should preferably be inserted as part of the text, not as images, preferred font is Times New Roman, its size should be 11 or smaller if necessary, but never less than 9.

*Example:*

Table 2. Thermal conductivity and electrical resistivity of different ramming pastes [3].

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of paste** | **A** | **B** | **C** | **D** | **E** |
| Thermal conductivity at 1 000 °C (W/m⸳K) | 11.9 | 13.1 | 13.9 | 16.2 | 13.9 |
| Electrical resistivity at 1 000 °C  (µ⸳m) | 67 | 52 | 48 | 36 | 37 |

Only exceptionally, a table can be pasted as image when it is too large to fit within the page margins. But the content must stay readable. Tables copied from a reference should be re-written as a normal table as specified above.

Figures

Figures and illustrations should normally be inserted at the appropriate position in the paper as soon as possible after the mention, but without leaving too much empty space on the page. All figures (photographs, drawings, diagrams) should be numbered with consecutive Arabic numbers in the same order as they are referred to in the text, where references Figure 1, Figures 2–4 should be in capital first letter.

Figure captions shall be bold and centred and placed below the related figure, without any blank line between the figure and the caption. It is composed of the figure reference in capital first letter and full stop, followed by the caption text. There is always a full stop at the end of the caption. Its text is not capitalized except for the first word. There is one blank line between the text and the figure and one blank line below the caption and the continuing text.

Figures should have readable numbers and titles on the axes, preferably written with Times New Roman bold and black (not grey). The default grey in Excel graphs should be changed to black. SI units are given in round brackets in the axis titles, only the first word is in capital. Decimals in the scales should be separated by a point and not comma. Absolute numbers on the axes are preferable, relative numbers or no units on the axes should be avoided since they decrease the quality and usefulness of the paper. The Subject Organizers may refuse the paper presenting figures without scale on the axes. Figures should have a title, Times New Roman Bold, capitalised as per English title rule. Figure 1 is an example.

Font size must be set for all the components of a graph in the original Excel in such a way that the final equivalent size after pasting and adjusting the size of the figure is similar to 11 points (this present text), it should never appear smaller than this 9 points sample text.

*IMPORTANT: The graphs should be pasted from Excel (or other program) using the Word paste option “****Use destination theme and embed workbook”****. This will update the chart's formatting to match the destination document's formatting and allow us to edit the chart in place to allow translation to Chinese. Please do not paste as* ***“Picture”.***

The figures should be inserted in png format (refer to Section 1).

*Example:*

Figure 1. Averaged total bath voltage drop over 6 s, for each slot case.

If more figures are put next to each other, an Isert à Table should be used and the pictures can be put in the table as shown below. To control relative position of unequal pictures in the table, you should insert three blank lines in each table box and paste the figure in the middle line. Finally omit the blank lines in the table. If you wish to delete the borders, click right button on the mouse Table Properties àBorders and Shading à Borders à Setting à None.

|  |  |
| --- | --- |
| Paste here | Paste here |

Please, **pay attention to this particular figure caption:** Only one caption line, full stops between the figure reference, the general caption, then the left and right captions at the end of the line. Left and Right captions are separated by a comma. Left and Right have Capitals and are followed by colons “:”, Left and Right captions have no capitals.

The same mechanism applies for a four quadrant images (which must be used only exceptionally since they may be too small).

When inserting images extracted from computing software like FEM, be sure the figures (e.g., coloured scale range) will remain readable. Try to get a font size similar to 11 points (this text), with a minimum equivalent to this present 9-point sample in any case.

|  |  |
| --- | --- |
| Une image contenant jouet, intérieur  Description générée automatiquement | Une image contenant casque, jouet, dessin humoristique, intérieur  Description générée automatiquement |

Figure 6. New hydraulic wedge puller. Left: back view, Right: front view.

A special attention must also be paid when inserting flowsheet diagrams or other similar schemes, as text is usually inserted in figures, it must stay with the same minimum equivalent size (9 points) when imported as an image. It is often necessary to split a flowsheet into several sub-sheets of larger size with indication of connection between them.

References

Bibliographical references should be marked in the text by a number in brackets [1] and included in numerical order at the end of the text, as shown in the examples below. There is in general no need to quote the authors in the text, e.g., Asbjørn Solheim et al [4], but, depending on the context and author’s style, the mention of the author in front of the reference number will be tolerated in certain cases. All references should be quoted in the text at appropriate place related to the subject of discussion.

The authors should be quoted as follows: Full first name(or initials only if full first name is not in the original publication), second name, full or initial (if it exists), followed by family name. If there are more than three authors in the reference, only the first one must be quoted, followed by “et al.”.

*Examples:*

Eric Jensen (not Jensen, Erik)

J.Y. Hwang (not Hwang, J.Y.)

Full title of paper should be quoted with only the first word in capital and no quotation marks. A comma separates each element of the reference. The book, journal, conference or symposium should be in Italic.

More and more papers are referenced with a DOI, for that case, the DOI should be placed immediately after http://doi.org/ without a period et the end. So once printed, the link is directly active in one single click in the electronic file.

An example is given further in the Reference [4] line.

**Book:**

1. Morten Sørlie and Harald A. Øye, *Cathodes in aluminium electrolysis*, 3rd Edition, Dusseldorf, Aluminium-Verlag, 2010, 662 pages.

**Thesis:**

1. Jayson Tessier, Multivariate statistical analysis of Hall–Héroult reduction cells: investigation and monitoring of factors affecting performance, PhD Thesis, Laval University, Québec, Canada, 2010.

**Papers:**

1. **Quoted in these Guidelines**
2. Abdalla Al Zarouni et al., Energy and mass balance in DX+ cells during amperage increase, *Proceedings of 31st International Conference of ICSOBA and 19th International Conference “Aluminium Siberia”*, 4–6 September 2013, Krasnoyarsk, Russia, *TRAVAUX* 42, 494–499.
3. Morten Isaksen et al., The complexity of PFC generation in alumina reduction cells, *Proceedings of 42nd International ICSOBA Conference*, Lyon, France, 27–31 October 2024, *TRAVAUX 53*, 1759–1766. <https://doi.org/10.71659/icsoba2024-al059>
4. Leyson Ecuacion et al., Hydraulic Wedge puller device “Quick Start” for removing wedges when energizing an electrolysis cell in aluminium smelter, *Proceedings of the 36th International ICSOBA Conference*, Belem, Brazil, 29 October–November, 2018, Paper AL26, *TRAVAUX 47*, 893–900.
5. **Further examples of paper references**
6. Erik Jensen, The effects of slotted anodes on aluminium reduction cell performance, *Proceedings of* *18th International Symposium ICSOBA*, Zhengzhou, China, 25–27 November 2010, Paper AS 8, *TRAVAUX* 39, 531–538.
7. J.Y. Hwang, X. Huang, and Z. Xu, Recovery of metals from aluminium dross and salt cake, *Journal of Minerals & Materials Characterization & Engineering,* Vol. 5, No. 1, (2006), 47–62. (Initials for the first and second name are acceptable if the full name in the original paper is not given).
8. Warren Haupin and Halvor Kvande, Thermodynamics of electrochemical reduction of alumina, *Light Metals* 2000, 379–384.
9. Asbjørn Solheim et al., Current efficiency in laboratory aluminium cells, *Proceedings of 33rd International ICSOBA Conference*, Dubai, UAE, 29 November–1 December 2015, Paper AL14, *TRAVAUX* 44*,* 625–634.

**Website:**

1. Bjarte Øye, Could the chloride process replace the Hall-Héroult process in aluminium production?, *SINTEF Blog*, <https://blog.sintef.com/sintefenergy/energy-efficiency/could-the-chloride-process-replace-the-hall-heroult-process-in-aluminium-production/> (Accessed on 4 October 2019).

**Patents:**

1. Warren E. Haupin, Light Metal Production, *US Patent* 3,755,099, filed Sept. 8, 1971, granted August 28, 1973.

Styles and Formatting

**These settings are those of the official ICSOBA template**. Here are the references to be used in case a style has been corrupted.

The unique font to be used is Times New Roman.

Page Layout

Page size is set to A4 (210 mm wide × 297 mm high).

Margins for left, right, top and bottom are all set to 3 cm.

Styles

* **Text, blank lines** between titles of before/after figures, tables, etc. = “Normal” style

Normal text

Size = 11, justified (alignment on left and right margins), single line spacing, next line is of same “Normal” style.

* **Paper title** = “Paper Title” style

Paper Title

Size = 14, Bold, centred, single line spacing, 1st heading level, next line is of “Normal” style, it is capitalised (refer to paragrapher 2.1).

* **Authors** = “Authors and Captions” style

John Doe

Size = 11, bold, centred, single line spacing, next line style is “Position & Affiliation”

When there are several authors, superscript numbers are added just after the family name, without space.

* **Position, Affiliation, Corresponding author** = “Position & Affiliation” style

Engineer

The Company, Town, Country

Size = 11, normal, centred, single line spacing, next line style is “Normal”

There is one blank line (normal style; e.g. simple line spacing and font size 11) between the paper title and the list of authors but no blank line between the authors and their positions.

* **Abstract Title** = “Abstract Title” style

Abstract

Size = 11, bold, Justified, 2nd heading level, single line spacing, next line style is “Normal”.

It is inserted between 2 blank lines (normal style), which separate it from the Corresponding author line and the abstract text.

* **Abstract text** = “Normal” style

The text is separated from the Abstract title and the Keywords list by blank lines (“Normal” style).

* **Keywords** = “Normal” style (same as text), justified.

Only the title followed by a colon is in bold, the rest of Keywords are in regular font, refer to Section 1.3 for capitals rules.

* **Sections** **and Subsections** = “Section title”, “Sub-section title” and “Sub-section level 2 title” styles.

Section Title

Sub-Section Title

* + 1. Level 2 Sub-Section 2 Title

Size = 11, bold, capitalised, justified (no indentation), no space before and after, single line spacing; with one blank line above, separating the title of each section from the preceding text and one blank line below separating it from the following text.

The number of the section (whatever its level) is justified on the left margin, without any indentation, it uses only numerical series (1., 2., 2.1., 2.2, exceptionally 2.2.1, etc.). The text is tabulated (automatically using the correct style) to +1 cm from the left margin:



* **Paragraph** = “Normal” Style

Paragraph spacing: One blank “Normal” style line.

As per Template, paragraphs are separated by one blank line, of height Times New Roman 11. One blank line of the same height is also before and after a table and figure (including caption). To make sure that this is the case, select the section and go to: Home àLine and paragraph Spacing àLine Spacing Options àSpacing Before: 0 points, After: 0 points, Line Spacing: Single.

* **Figure and table captions** = “Authors and Captions” or “Figure” Style

Figure 1. Testing apparatus.

Table 1. List of Unicode numbers.

Size = 11, bold, centred.

* **Equations** = “Equation” Style

(1)

Size 11, 1st tab: centred for equation, 2nd tab: right justified for (Equation number)

* **Variable description** (after equations) = “Variable description” style

*F* Force, N

*M* Mass, kg

*a* Acceleration, m/s²

Size 11, Left justified for the variable symbol, then 1st Tab for its description and unit (separated by a comma).

Attachment

Manuscript Submission Checklist

* Final title
* All author names and affiliations included and checked for accuracy
* E-mail address of corresponding author included
* Abstract included
* Keywords included: maximum 5
* Format is A4, all margins set to 3 cm
* All specified styles are respected
  + Section and sub-section heading levels
  + special text elements consistently styled (e.g. captions)
* No heading levels skipped (use navigation pane)
* References list included and all references are quoted in the text in square brackets [xx]
* Citations in text agree with reference list
* Figures consecutively numbered
* Figures consecutively cited in text
* Text included in figures is readable (equivalent size 9–11 points)
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* All links to figures, tables and references **deactivated** before submitting the paper in doc format.