Preparing a one column paper with MS-Word for Windows

A.T. Balkema

A.A. Balkema Publishers, Leiden, The Netherlands

L. Goosen

New Institute, Gouda, The Netherlands

ABSTRACT: Authors of papers to proceedings have to type these in a form suitable for direct reproduction by the publisher. In order to ensure uniform style throughout the volume, all the papers have to be prepared strictly according to the instructions set below. The enclosed CPI_AR_PDF1.7.joboptions should be used to create the final Camera Ready Copy PDF file. The publisher will reduce the camera-ready copy to 75%. For the convenience of the authors, template files for MS Word 6.0 (and higher) are provided.

1 GENERAL INSTRUCTIONS

1.1 Type area

The text should fit exactly into the type area (150 × 240 mm). For A4 size paper the margin settings are as shown in Table 1 and are set out in the template file B1PROCA4.dot. The letter size margins shown in Table 1.

Table 1. Margin settings for A4 size paper and letter size paper.

Setting size paper		A4 size paper							Letter
	cm	_	inches			cm		inches	
Тор	1.75	0.69"			2.5		0.98"		
Bottom 2.01	1.73	0.09		3.0		1.18"			
Left	3.28	0.79	1.29"		3.0		1.18"		
Right	3.28		1.29"		3.0		1.18"		
All other	0.0"		0.0		0.0"				0.0

1.2 Typefont, typesize and spacing

Use Times New Roman 11 point size and 12 point line spacing (Standard text tag). Use roman type except for the headings (Heading tags), parameters in mathematics (not for log, sin, cos, ln, max., d (in dx), etc.), Latin names of species and genera in botany and zoology and the titles of journals and books which should all be in italics. Never use bold except to denote vectors in mathematics. Never underline any text. Use the small font (10 points on 11 points) for tables (Table tags), figure captions (Figure caption tag) and the references (Reference text tag). Never use letterspacing and never use more than one space after each other.

2 Getting started

2.1 *The template file*

Copy the template file B1ProcA4.dot to the template directory. This directory can be found by selecting the Tools menu, Options and then by tabbing the File Locations. When the Word

programme has been started, open the File menu and choose New. Now select the template B1PROCA4.dot and start by renaming the document after clicking Save As in the Files menu.

2.2 Title, author and affiliation frame Registros frame Approximation of the control of the co

2.3 Abstract frame

If there are no further authors, place the cursor one space after the word ABSTRACT: and type your abstract of not more than 150 words. The first line of the abstract will be 7.2 cm (2.83") from the top. The complete abstract will fall in the abstract frame, the settings of which should also not be changed (width: Exactly 15.0 cm or 5.91"; height: Automatic; vertical: 7.2 cm or 2.83" from margin; Lock anchor).

2.4 First line of text or heading

If your text starts with a heading, place the cursor immediately before the I of INTRODUCTION and type the correct text for the heading. Now delete the word INTRODUCTION and start with the text after a return. This text should have the tag First paragraph.

If your text starts without a heading, you should place the cursor immediately before the I of INTRODUCTION, change the tag to First paragraph and type your text after deleting the word INTRODUCTION, but not the return at the end.

3 LAYOUT OF TEXT

3.1 *Text and indenting*

All text, figures, tables, etc. should fit exactly in the type area of 15×24 cm $(5.91" \times 9.52")$. All text should be typed in Times New Roman. All text is 11 pt on 12 pt line spacing except for the paper title (16 pt on 18 pt), author(s) (12 pt on 13 pt), affiliation(s) (10 pt on 11 pt) and the small text in tables, captions and references (10 pt on 11 pt). All line spacing is exact. Never add a line space between lines or paragraphs.

First lines of paragraphs are indented 4 mm (0.16") except for paragraphs after a heading or a blank line (First paragraph tag). Equations are indented 12 mm (0.47") (Formula tag).

3.2 Headings

Type primary headings in capital letters roman (Heading 1 tag) and secondary and tertiary headings in lower case italics (Headings 2 and 3 tags). Headings are set flush against the left margin. The tag will give two blank lines (24 pt) above and one (12 pt) beneath the primary headings, 1½ blank lines (18 pt) above and a ½ blank line (6 pt) beneath the secondary headings and one blank line (12 pt) above the tertiary headings. Headings are not indented and neither are the first lines of text following the heading indented. If a primary heading is directly followed by a secondary heading, only a ½ blank line should be set between the two headings. In the Word programme this has to be done manually as follows: Place the cursor on the primary heading, select Paragraph in the Format menu, and change the setting for spacing after, from 12 pt to 0 pt. In the same way the setting in the secondary heading for spacing before should be changed from 18 pt to 6 pt.

3.3 Listing and numbering

For listing facts, use either the style tag List summary signs or the style tag List number signs.

3.4 Equations hant be 43 she was a shirt be a shirt be 43 she was a shirt be 43 shirt be 4

From the above we note that $\sin \theta = (x + y)z$ or:

$$K_{t} = \left(1 - \frac{R^{2}\tau}{c_{a} + v \tan \delta}\right)^{4} k_{1} \tag{1}$$

where c_a = interface adhesion; δ = friction angle at interface; and k_1 = shear stiffness number.

3.5 **Tables**

Locate tables close to the first reference to them in the text and number them consecutively. Avoid abbreviations in column headings. Indicate units in the line immediately below the heading. Explanations should be given at the foot of the table, not within the table itself. Use only horizontal rules: One above and one below the column headings and one at the foot of the table (Table rule tag: Use the Shift-minus key to actually type the rule exactly where you want it). For simple tables use the tab key and not the table option. Type all text in tables in small type (Table text tag). Align all headings to the left of their column and start these headings with an initial capital. Type the caption above the table to the same width as the table (Table caption tag). See for example Table 2.

Figure captions Colorions burdethealfreibre francie bestyles stapel (1 Ombernstein) de artificiel apprilie die grippiece). Alapsicible

Table 2. The number of officially reported plague cases in the world.

				1 0					
Region*		1968			1970			1972	
19′	74		1976			1978			
Africa		172			27			85	
12	28		183			77			
America		392			326			301	
29	97		321			142			
Asia			4395			4111			2312
	1408			2230			518		
Total			4959			4464			2698
	1833			2734			737		

^{*}For Europe only one reported case in 1970.

3.7 References

Please, use references style Cite Them Right 10th edition- Harvard

In the text, place the authors' last names (without initials) and the date of publication in parentheses (see examples in Section 3.7.1). At the end of the paper, list all references in alphabetical order underneath the heading REFERENCES (Heading without number tag). The references should be typed in small text (10 pt on 11 pt) and second and further lines should be indented 4.0 mm (Reference text tag). If several works by the same author are cited, entries

should be chronological: the chronic state of the continuent was problement welves number if necessary) volume

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3.7.2 **Endnote**

We would appreciate it if you make use of the enclosed Endnotes stylefile (Harvard.ens).

3.8 Notes

These should be avoided. Insert the information in the text. In tables, the following reference marks should be used: *, **, etc. and the actual footnotes are then set directly underneath the table.

3.9 Conclusions

Conclusions should state concisely the most important propositions of the paper as well as the author's views of the practical implications of the results.

4 PHOTOGRAPHS AND FIGURES

Number figures consecutively in the order in which reference is made to them in the text, making no distinction between diagrams and photographs. Figures should fit within the column width of 90 mm (3.54") or within the type area width of 1.87 mm (7.36").

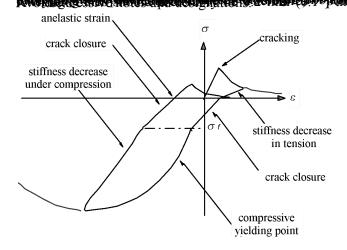


Figure 1. Caption of a typical figure.

5 PREFERENCES, SYMBOLS AND UNITS

Examples by low, style is very important. Note the spacing, punctuation and caps in all the

- References in the text: Figure 1, Figures 2-4, 6, 8a, b (not abbreviated)
- References between parentheses: (Fig. 1), (Figs 2-4, 6, 8a, b) (abbreviated)
- USA / UK / The Netherlands instead of U.S.A. / U.K. / Netherlands / the Netherlands
- Author & Author (1989) instead of Author and Author (1989)
- (Author 1989a, b, Author & Author 1987) instead of (Author, 1989a,b; Author and Author, 1987)
- (Author et al. 1989) instead of (Author, Author & Author 1989)
- Use the following style: (Author, in press); (Author, in prep.); (Author, unpubl.); (Author, Always use the official SI notations:
- kg/m/kJ/cm instead of kg. (Kg)/m./kJ. (KJ)/cm.;

- 20°16′32″SW instead of 20° 16′ 32″ SW
- 0.50 instead of 0,50 (used in French text); 9000 instead of 9,000 but if more than 10,000: 10,000 instead of 10000
- ^{-14}C instead of C^{14} / C-14 and BP / BC / AD instead of B.P. / B.C. / A.D.
- -20 instead of $\times 20$ / $\times 20$ / $\times 20$ / $\times 20$; 4+5>7 instead of 4+5>7 but -8 / +8 instead of -8 / +8
- e.g. / i.e. instead of e.g., / i.e.,
- 6 Submission of material to the editor

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