



INSTRUCTIONS FOR AUTHORS OF A NOVEM 2015 PAPER, TIMES NEW ROMAN, BOLD, 16 POINT, ALL CAPS, CENTRED, STYLE “TITLE”

First A. AuthorA¹ , Second B. AuthorB^{1*} and Third C. AuthorC² (Authors and affiliations 12 point, centred, style “AUTHORS”)

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ABSTRACT

This template gives guidelines for the preparation of a paper for NOVEM 2015. You should use the styles indicated. Use Times New Roman throughout. The title should be bold, 16 point, upper case and centred. This is followed by authors names and affiliations, 12 point, centred. Your abstract should be italic, 12 point, justified and less than 500 words. Use the style “Abstract”. Submit a PDF of your paper as described below.

1 INTRODUCTION

This paper gives instructions on how to prepare and submit your paper for NOVEM 2015. Follow these instructions and prepare your paper in PDF, DOC, DOCX or ODT format, then submit it on novem2015.sciencesconf.org by January 17, 2015. Please note that at least one registration is required for every paper submitted.

The main body of the text should be Times New Roman, 12 point, single spacing and justified. Use the style “Paragraph”, with a tab of 0.5 cm at the beginning of the second and subsequent paragraphs. The manuscript can be **at least 6 pages in length** (no maximum number of pages).

Colour is welcomed, but please remember that people are likely to print your paper in black and white.

2 PAGE LAYOUT

On page 1 the “NOVEM 2015” logo is separated from the title by a 15mm space, and then followed by the name(s) of the author(s) and their affiliations with a 12 point line separating them. The preferred format for author’s names is shown above. The author presenting the paper should be indicated by *. Two 12 point lines should separate the affiliations from the abstract.

Page margins should be 25mm on all four sides. The references should be at the end of the paper, following the text.

3 HEADING 1 (BOLD, 12 POINT, ALL CAPS, STYLE “1 HEADING 1”)

Only three (or fewer) heading levels should be used and should be formatted as follows. Main headings are bold, 12 point, all caps and left justified. There should be 12 point and 6 point lines before and after the heading. Use the style “1 HEADING 1”.

Start the text after each heading flush left, i.e. with no indentation. The second and subsequent paragraphs should be tabbed 0.5 cm.

3.1 Sub-headings (bold, style “1.1 Heading 2”)

Sub-headings are bold, 12 point and left justified. Capitalise only the first letter. There should be 12 point and 6 point lines before and after the heading. Use the style “1.1 HEADING 2”.

3.1.1 Sub-sub-headings (*italic*, style “1.1.1 Heading 3”)

Sub-sub-headings are italic, 12 point and left justified. Capitalise only the first letter. There should be 12 point and 6 point lines before and after the sub-sub-heading. Use the style “1.1.1 Heading 3”.

4 FORMATTING YOUR PAPER

4.1 Page numbers and paper reference number

Each paper has a unique 5-digit reference number (you can find it in section “submissions” in your personal space). Please enter it in `\fancyfoot[C]{12345 - \thepage}`). Number your pages with the paper reference number followed by a hyphen and the page number: for example, if your paper reference number is 12345 then number your pages “12345 - 1” etc (see how this paper is numbered for an example).

Please quote your paper reference number in any communication.

4.2 Figures and tables

Figures and tables should be numbered consecutively and have a caption in the format “Figure 1: caption”, “Table 1: caption”, etc. and referred to in the text as “Figure 1” and “Table 1” (i.e. not abbreviated and with only the first letter capitalised). The caption should be 12 point and placed below the Figure or Table. See Figure 1 for an example. Figures should preferably be included in the text, but they may be added at the end of the paper. You can reference your figure and table using the `autoref` command.



Figure 1. Example of a figure.

4.3 Equations and units

Equations should be numbered and centred. The equation number should be right-justified. An example is

$$\Delta p + k^2 p = 0 \quad (1)$$

There should be a 12 point line before and after each equation. All units should be SI units.

5 REFERENCES

References should be listed at the end of the paper in one of the following forms: books [?], periodicals [?] and other [?]. Standard abbreviations for journal names should be used if known. Citations in the body of the text should be indicated as [? ?], [? ? ?], etc.

6 SUBMITTING YOUR PAPER

PDFs of papers will appear on the conference proceedings. Your submitted file will be automatically converted in a PDF file when you will upload it on website. Please check the created PDF version of your file.

6.1 Your abstract

Abstracts should be less than 500 words and will appear in the "Book of Abstracts" at the conference. You can revise the abstract you originally submitted, although the paper should still cover the same topic as that described in the original abstract.

6.2 Submit your paper and abstract

Please submit your abstract and paper on novem2015.sciencesconf.org in your space (you have to create an account to submit your files) in section "submissions". Your files can be in PDF, DOC, DOCX or ODT format.

7 CONCLUDING REMARKS

Please email us (novem2015@sciencconf.org) if you do not understand these instructions or if you require any further information or assistance. We look forward to seeing you in April 2015.

ACKNOWLEDGMENTS

You can use this section to thank those who helped you complete this work or the funding agencies. This section should not have a number.