

# TST'09 Formatting Instructions

Authors Names

Affiliation

Address

This document contains the content and formatting instructions for preparing a camera-ready paper for IBIC2008 Conference. These formatting instructions comply with the rules set by POLIEFUN for the publication of the papers in the Proceedings of TST'09 as a volume in the series: *Poliefun series*.

Your paper should be submitted by email to [TST09@poliefun.org](mailto:TST09@poliefun.org) before April, 10<sup>th</sup> 2009.

The manuscript should start with an abstract of the paper which should summarize the scope, aims, results and conclusions of the work. **Do not head** the abstract section with any heading ( ex: do not indicate the word Abstract)

## 1. Format And Type Fonts

This chapter contains lay-out and formatting instructions for preparing a camera-ready paper for the IBIC2008 conference using Microsoft Word. These instructions are to be followed strictly, and it is strongly advised to use the styles indicated in this document in between square brackets. It is strongly advised NOT to use more formatting or styles in your paper than the ones mentioned here.

To prepare your paper you can either use this document as your template and simply replace this text by your text or follow the instructions reported below.

### 1.1 Format

The book size will be **16,5 x 24 cm** with a type area of 12,5 x 20,5 cm. On A4-size paper, you will have to set the margins to:

**Left and Right Margin: 4,25 cm**

**Top and Bottom Margin: 4,6 cm**

Please make sure that you do not exceed the indicated type area.

Maximum number of pages for the manuscript is between **6-8 pages**, strictly **even**, including references and figures.

Do NOT add page numbers. Do NOT add Headers of Footers.

### 1.2 Type font and type size

[Style: Normal]

Prescribed font is Times New Roman, 10 points, with an 11 pts line spacing (1,1 multiple lines), 1 column. However, if your text contains complicated mathematical

expressions or chemical formulae, you may need to increase the line spacing. Running text should be justified.

The title of the paper should be in Times New Roman, Bold, 14 pt, Centred, with 36 pt before and 6 pts after the paragraph

[Style: Title]

The authors and affiliation should be typed in 10 pt. Times New Roman, Centred

### **1.3 Section headings**

The way chapter titles and other headings are displayed in these instructions are meant to be followed in your manuscript. It is strongly recommended that you use the preformatted styles for the headings.

Level 1: Times New Roman, 12 pt, Bold, 6 pt spacing after heading, Title Case

[Style: Heading 1]

Level 2: Times New Roman, 10 pt, Bold, NO spacing after heading, Lower case

[Style: Heading 2]

Level 3: Times New Roman, 10 pt, Italic, NO spacing after the heading, Lower case

[Style: Heading 3]

Do NOT use automatic heading numbering for your document, as to simplify the production of a full volume of proceedings. Instead, number the headings manually.

Do NOT begin a new section directly at the bottom of the page, but transfer the heading to the top of the next page.

### **1.4 (Foot)notes**

[Style: Footnote Text]

(Foot)notes placed at the bottom of the page should fit within the type area. Separate them clearly from the text by adding two lines spaces and by setting them one point size smaller than the type in the text, i.e. 9 pt.

### **1.5 Equations**

Make sure that placing and numbering of equations is consistent throughout your manuscript.

$$E=mc^2 \tag{1}$$

Leave one extra line space above and below the equation, left align the equation and put the number of the equation flush-right, using a Right Tab on the right margin.

## **2. Illustrations And Tables**

### **2.1 General**

Illustrations and tables should be originals or sharp prints. As the manuscript will be reproduced in black-white, any illustration must not use colours. Avoid to reference your text to coloured items in the illustrations. All these means will be lost after the printing and will create misunderstanding to the reader. All illustrations should be

placed in position on or near the page where they are first mentioned or treated in detail. They should preferably be placed either at the top or at the bottom of the page.

## 2.2 Tables

Set table number and title flush left above table. To distinguish tables from the main text, use single space and/or a smaller type font. Horizontal lines should be placed above and below table headings, above the subheadings and at the bottom of the table above any notes. Vertical lines should be avoided.

Position tables at the top or bottom of a page, with at least 2 lines extra space between tables and text.

## 2.3 Captions

[Style: Caption]

All line art should be placed in position. Figure captions should be placed below each illustration, font Times New Roman, Italic, 10 pts, leaving approx. 1 cm between caption and text and 1 cm between text and top of the figure. Figures and figure captions should be placed flush-left; two narrow figures may be placed side-by-side.

## 3. References

Citations in your text should be collected at the end of your manuscript in a list of References. They should be prepared according to the Harvard style (name/year system) Make sure that your accumulated list corresponds to the citations made in the text body and that all material mentioned is generally available to the reader.

### *Harvard system (name/year system)*

Reference in the text to literature cited is given by the surname of the author(s) followed by the year of publication, e.g. "Smith (1984) has reported ..., which was recently confirmed (Jackson and Sharp, 1986, p. 19)." For references with more than two authors, text citations should be shortened to the first author followed by "et al.". However, in the list of References the names and initials of all authors should be mentioned. Two or more references by the same author published in the same year are differentiated by the letters a, b, c, etc. immediately after the year. The references should be listed in alphabetical order in the list of References.

### 1. Examples

Bonzel, H.P., A.M. Bradshaw and G. Ertl, Eds., 1989, Physics and Chemistry of Alkali Metal Adsorption. Elsevier, Amsterdam.

Hertel T., H. Over, H. Bludau, M. Gierer and G. Ertl, 1994a, Surf. Sci. 301, 1.

Hertel T., H. Over, H. Bludau and G. Ertl, 1994b, Phys. Rev. B 50, 8126. Kern, K., 1994, The Chemical Physics of Solid Surfaces, vol. 7: Phase Transitions and Adsorbate Restructuring at Metal Surfaces, Eds. D.A. King and D.P. Woodruff, Elsevier, Amsterdam.

Kjurkchiev, N. and A. Andreev, 1990, Two-sided method for computation of all multiple roots of an algebraic polynomial, Serdica 15, 302 (in Russian).