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# TEMPLATE AND AUTHOR INSTRUCTIONS FOR ABSTRACT AND FULL PAPER SUBMISSION FOR THE WCTE 2016 CONFERENCE

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**ABSTRACT:** This document provides instructions for authors writing both an abstract and a full paper for the WCTE 2016. For the two-page abstract submission the same template is to be used as for the 8-10 pages full paper. For uploading your abstract and full paper, please convert your Word-file in a PDF-file.

When preparing the full paper, please include here your abstract that should be about 150 words long. It must never exceed the first page or contain artwork or references. The abstract should present a concise statement of the scope, principal findings, and conclusions of the paper.

**KEYWORDS:** Instructions to authors, Proceedings, WCTE 2016, Vienna, Austria

## 1  INTRODUCTION

Enter text of introduction here.

## 2  GENERAL INSTRUCTIONS

Enter text of section 2 here.

### 2.1  SUB-CHAPTER TITLE

The total length of the paper (including figures, references, acknowledgements etc.) is: 2 pages for abstract and 8-10 pages for the mandatory full papers for all oral and poster presentations.

### 2.2  LANGUAGE

The text including tables and figures must be written in the conference language English. If it is not possible to modify the language in some figures (e.g. in titles or legend), please give the translation in English in the figure caption.

### 2.3  FONTS

The standard font type is Times (New) Roman for all titles, text, captions of figures, and tables. Paper title and all section titles are using bold fonts. The title and the first and second level section titles are written in capitals. The titles for third level sections is written with only the first letter capitalized. The font size for the body text is 10 pt.

### 2.4  MARGINS AND COLUMN SETTINGS

The prescribed paper size is A4 (210 mm x 297 mm). To fit exactly the text in the typing area, use the margin settings as given in Table 1. This document can be used as a model for writing the text.

## 3  TITLES, AUTHORS, ABSTRACT AND KEY WORDS

### 3.1  PAPER TITLE

The paper title must be left justified, using a 14 point size bold font, using capitals. Use single line spacing and do not exceed three lines. The spacing before and after the title is 24 pt.

### 3.2  AUTHORS AND AFFILIATIONS

#### 3.2.1  Authors

Authors must be listed under the title. Type the name of the authors: first name and last name. The names of the authors must be left justified, using a 12 point size bold font. Use single line spacing.

*Table 1: Margin settings*

| Margin | Size (mm) |
|---|---|
| Top | 25 |
| Bottom | 18 |
| Left | 20 |
| Right | 20 |
| Column width | 81 |
| Column spacing | 8 |

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### 3.2.2  Affiliations

Enter text in the footnotes below the left column in the first page, following the layout as given in this example. The affiliations must be left justified, using a 9 point size font. Use normal (not bold) font and single line spacing. Affiliation must contain the name of the institute and department and corresponding author's postal and email address.

## 3.3  ABSTRACTS AND KEY WORDS

### 3.3.1  Abstract

Leave 5 blank lines (60 pt) between authors and abstract. The abstract starts with the word 'ABSTRACT:' in 10 pt bold capital letters. The remaining text must use a 10 point normal font. Type a short abstract of the paper. Typically, it should be 5 to 8 lines long. It must be written in one paragraph. The abstract is not an introduction to the subject but a summary of the paper. It must explain the objectives, the tools, and the conclusions.

### 3.3.2  Key words

After the abstract, leave 12 pt vertical space and type key words, starting with the words 'KEY WORDS:' in 10 pt bold font capitals. The number of key words is free, but do not exceed one line (typically, mention 3 to 6 key words or groups of key words). Key words must be typed using 10 point normal font. After the key words, leave 24 pt vertical space before the main text.

## 4  MAIN TEXT

### 4.1  HEADINGS

Primary headings are typed in bold capital letters (12 pt), preceded by Arabic numbers (1, 2, 3, . . . ). They are left justified and the number is followed by a tabulation of 5 mm. Leave 12 pt vertical space before and 6 pt after primary headings.

Secondary headings are typed in 10 pt bold capital letters, preceded by Arabic numbers (1.1, 1.2, 1.3, . . . ). They are left justified and the number is followed by a tabulation the size of which is 8 mm. Leave a 10 pt vertical space before and a 5 pt vertical space after secondary headings.

Tertiary headings can also be used if necessary. They are typed in 10 pt bold lowercase letters (first letter capitalized), preceded by Arabic numbers (1.1.1, 1.1.2, 1.1.3, . . . ). They are left justified and the number is followed by a tabulation the size of which is 11 mm. Leave a 10 pt vertical space before tertiary headings and none after.
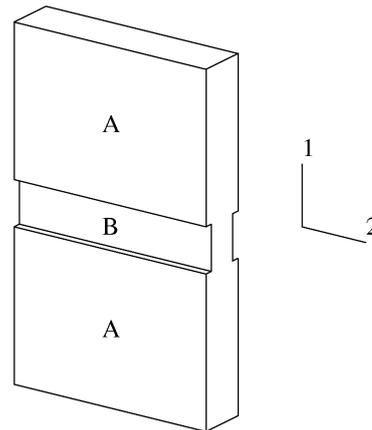
### 4.2  PLAIN TEXT

The plain text is written using Times New Roman 10 pt size font with single line spacing. Paragraphs must be left and right justified and not indented. Vertical space between paragraphs is stretchable (adapted between 0 pt and 10 pt to align contents on a page).

For mathematical scalar parameters italic letters are recommended. For example, use $\sin x$ instead of $\sin x$, $\sin(x)$ or $\sin x$. Note that for mathematical operators such as $\sin$, $\cos$, $\log$, $\max$, . . . ) an upright font is used. In numerical expressions, decimal separator is the dot.

### 4.3  FIGURES

Figures must be numbered and captioned below. The caption is left justified, in Times New Roman 9 pt italic (slanted) font. The phrase 'Figure x:' is printed in bold font, the rest of the figure caption in normal font. Figures must be separated by blank lines (10 pt) above and 6 pt below (between the figure and its caption). Leave also 10 pt after the caption.
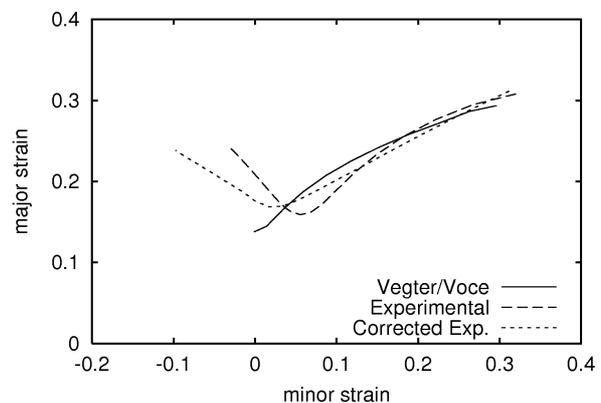


***Figure 1:*** *Analysis model*

Refer to figures in the text using the whole word, for example the model is shown in Figure 1. Make sure that legends in figures are of appropriate size, also when resized to the column width as e.g. in Figure 2.

### 4.4  TABLES

Table captions must be specified above the table. All tables must be numbered. Use Times New Roman 9 pt italic (slanted) font for the caption and Times for the table itself. The phrase 'Table x:' is printed in bold font, the rest of the table caption in normal font. Leave one blank line (10 pt) before the caption and one after the table.

Use borders to clearly separate the title row form the rest. See for example Table 1 in Section 2.4.



***Figure 2:*** *Experimental and calculated FLCs*

## 4.5 EQUATIONS

Equations are centered and numbered between parentheses on the right of the line. Leave 6 pt before and after each equation. Refer in the text to the equation using this number placed between parentheses: see for example Equation (1) below:

$$\sigma_{11} = \frac{E}{(1+\nu)(1-2\nu)}\left[(1-\nu)\varepsilon_{11} + \nu\varepsilon_{22}\right] \qquad (1)$$

where $\sigma$ = stress, $\varepsilon$ = strain, $E$ = Young's modulus and $\nu$ = Poisson's coefficient.

Small equations without reference can be put in the text directly, like $a = c/d$, but it should be avoided that the line space has to be stretched like in $a = \frac{c}{d}$. In that case a separate equation should be added, at choice with or without number.

## 4.6 REFERENCES IN THE TEXT

The bibliography should be the last section of the paper and use the layout as given in this example. Use an unnumbered heading 'References' in the primary heading format. For a book reference use example [1]. For a journal article use [2,3]. An article in proceedings should look like [4,5] and reference to proceedings as a whole should look like [6]. A chapter in a book is referred in [7]. The references should be labelled in the order in which they appear in the text. The references are only left justified (ragged right margin).

Place references in the text using a number or a list of numbers between square brackets. Use commas and ranges, e.g. [1–3, 5].

## 5 CONCLUSIONS

Conclusions should briefly state the author's viewpoint over the problem and the most important propositions. They can also include the perspectives for new developments as well as for new applications from the results.

## ACKNOWLEDGEMENT

Enter acknowledgements directly before the references. Use the format of primary section headers, but do not number the acknowledgement and references sections.

## REFERENCES

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