

Paper Format the 13th World Lake Conference

ZHANG San¹, LI Si¹

Chinese Society for Environmental Sciences, Beijing, P. R. China, 100082
{san.zhang, si.li}@chinalakes.org

Abstract: These instructions give you basic guidelines for preparing papers for the 13th World Lake Conference Proceedings. Submitted papers should be at least 3 pages, less than 10 pages. Papers must be submitted using this format. This document is a template for Microsoft *Word*. If you are reading a paper version of this document, please download the electronic file from the Conference website (<http://www.chinalakes.org>) so you can use it to prepare your manuscript. Abstract should be more than 200 English Words. There should be at least 4 keywords and should in alphabetical order of the first letter of the beginning word, separated by commas.

Keywords: Font, Format, Margins

1. Introduction

Please prepare your paper using a A4 page size of 210mm × 297mm. Set the row spacing in paragraph menu as single row spacing. Indent paragraphs by 4 characters. There should be one blank line above and below each section title, while only one blank line above the subheading. All figures, tables, and equations must be included *in-line* with the text. Do not use links to external files.

2. Methodology

2.1 Format

In formatting your page, set top margin to 25mm and bottom margin to 31mm. Left and right margins should be 20mm. Page header should be 13mm and page footer should be 20mm. In document gridding menu, choose no gridding. Use a two-column format where each column is 21.95 characters wide and spacing 2 characters.

Tab.1 Type size and typeface for papers

Type	Appearance	
Size	Times New Roman	Times New Roman Bold
9	Figures, tables	Figure captions, table names
10	Main text, equations, references	Subheadings
12	Authors' names	Section titles
14		Paper title

2.2 Type sizes and typefaces

Try to follow the type sizes and typefaces specified in Tab. 1 as best as your can. The whole paper should use Times New Roman font. Use 14 point bold characters for the paper title, and capitalize the first letter of each substantive in the title. Author names should use 12 point characters and separated by commas. Capitalize the surnames and the first letters of the first names. Use a hyphen between first names. Use superscript on the right if authors' sequence numbers are necessary. Use 10 point characters for the main text and author's affiliations, please be sure that there are sequence numbers in front of them and add P. R. China, zip code at the end. Capitalize the first letter of the beginning word for each section title and subheading. Use 12 point bold Roman characters for section titles and 10 point bold Roman characters for subheadings.

3. Results

3.1 Figures and tables

Position figures and tables should be at the tops and bottoms of columns. Avoid placing them in the middle of columns. Large figures and tables may span across both columns.

Use 9 point characters for figures and tables, bold characters for figure captions and table names. Capitalize the first letter of the beginning word of each figure caption and table name.

Leave one blank line between the table name and above main text. Place the table name above the table, using the abbreviation Tab, such as Tab.1. Use the abbreviation Tab.1 if you want to refer the table in the text.

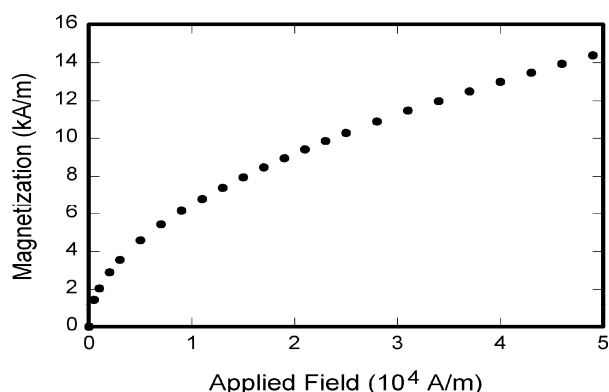


Fig.1 Magnetization as a function of applied field

Try to use the drawing tool provided by Microsoft Word. For those which cannot be done by Word, please

do not include the figure name. The figure name should be typed in Word alone. In order to be sure of the legibility of the paper, please do not use color and gray scale image to express different meanings, as we adapt concolorous printing.

Figure caption should be below the figures. Use the abbreviation Fig, even at the beginning of a sentence, such as Fig.1. Leave one blank line between figure caption and the text below.

3.2 References

There should be no less than 20 references. Number citations consecutively in square brackets. And number them in superscripts. The sentence punctuation follows the bracket. References at the end of the paper should be follow the order of the citations appeared in the paper.

Please note that the references at the end of this document are in the preferred referencing style.

Give all authors' names; do not use *et al.* unless there are six authors or more. Use a space after authors' initials. Capitalize only the first word in a paper title, except for proper nouns and element symbols. For papers published in translation journals, please give the English citation first, followed by the classification of the original foreign-language in parentheses.

3.3 Abbreviation and acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations such as IEEE, SI, MKS, CGS, ac, dc, and rms do not have to be defined. Abbreviations that incorporate periods should not have spaces: write C.N.R.S., not C. N. R. S. Do not use abbreviations in the title unless they are unavoidable.

3.4 Equations

Please use equation tools provided by Microsoft Word to edit your equations. Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1).

$$A + B = C \quad (1)$$

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Italicize variables.

3.5 Other recommendations

Number the section titles using Roman numerals. The type size and typeface of Introduction and References are the same as section titles. Number Introduction, but not References. References should be placed in the middle of column. The section titles and subheadings should be at the margin. Type a space after a period or a colon.

Use a zero before decimal points: 0.25, not .25. Use cm³, not cc. Indicate sample dimensions as 0.1 cm × 0.2 cm, not 0.1 × 0.2 cm².

4. Conclusion

Finally, you are responsible for language as experts or editors will not check it. Do a spell and grammar check. This is available in Word. If English is not your native language, get a professional proof-reader to help if possible.

Prefixes such as non, sub, micro, multi, and ultra are not independent words; they should be joined to the words they modify, usually without a hyphen.

Sponsor and financial support acknowledgments are placed in the unnumbered footnote on the first page.

Acknowledgment

The preferred spelling of the word acknowledgment in America is without an e after the g. Avoid the stilted expression, One of us (R. B. G.) thanks . . . Instead, try R. B. G. thanks. Put sponsor acknowledgments in the unnumbered footnote on the first page.

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