**GENERAL INSTRUCTIONS AND SUGGESTIONS FOR PUBLISHING**

**THE 15th SPLG PROCEEDINGS: PAPER TEMPLATE**

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**Abstract**

*This paper presents general instructions for preparing your paper to be published in the Proceedings of the 15th SPLG. It has examples of figures and graphics and has a description of the main parts of a paper, numbering and identification. The paper should be prepared in MS Word, which will allow the publisher and us for further editing to have a consistent format throughout the whole proceedings. To reduce the time of editing significantly, please follow the instructions and suggestions presented in this template as best as you can.*

*If your abstract has more than 1 paragraph, please use the format of this paragraph here. Hope everything regarding the paper format is explained clearly.*

**Keywords:** SPLG 2019, Proceeding Template, Papers, Instruction

# Introduction

The general instructions and suggestions presented in this paper aim to make the Proceedings a higher publication standard as well as the editor’s life easier. A paper must be prepared following these instructions and the final copy, in MS Word standard, should be mailed via email to zengs@tsinghua.edu.cn.

The paper format looks a bit complicated, but actually really not. The current paper format inherits the format for SPLG2006[1], with some minor modifications. The easiest way to satisfy the specifications of the template is just to copy your contents and replace the relevant parts here, without changing the format.

The deadline for submitting the full size paper is August 31, 2019.

# Page Settings

The page size must be A4 sheet, with the spacing given in the Table 1. The page must NOT have any headings, footnotes or numbering. The page number will be added later by the publisher.

|  |
| --- |
| **Table 1:** Page Spacing |
| Margin | Size (mm) |
| Upper | 30 |
| Bottom | 20 |
| Left | 25 |
| Right | 25 |

# Formats

This section describes the formats used in a paper for the proceedings.

## *Fonts*

Except when necessary (in case of formulas and symbols) the Times New Roman (or Times) font must be used everywhere.

## *Paper Title*

The title must be typed in uppercase, using 12 pt bold face font of Time New Roman. It must be centered and, if more than one line is necessary to type the whole title, break it in parts such that the all lines have more or less the same size.

The paragraph format for title is single line, with 0 pt before and after.

## *Authors and Affiliations*

The paragraph format for Authors and Affiliations is single line, centered, with 0 pt before and after. Author names must appear after the paper title, and should be typed in 10 pt font and separated from the title by one line. The affiliations must be typed just bellow the author names, in 10 pt italic font. Differerent affiliations shoud be separated by one line, and should be numbered sequentially. An author from the corresponding affilications should be indicated with the number(s) of the affiliation.

The corresponding author should be indicated with a symbol such as a ‘✝’ (on superscript) and his/her email address should be given.

## *Abstract*

The Abstract (bold face 10 pt font, centered) must be followed by the text of the abstract content. The abstract text must be typed in 10 pt, italic, justified, with left and right spaces from the page borders of 7 mm, and without indentation.

## *Keywords*

The word Keywords followed by colon (bold face 10 pt font, left aligned), must be followed by the keywords of the paper (10 pt font), in the number of 6 at maximum.

## *Paper Body*

The paper body section is double column with 7 mm of separation. The standard font is 10 pt Times New Roman, justified, and no indentation.

The paragraph format is single line, with 0 pt before and 5.6 pt after.

# Section and Sub-section Titles

The 1st level section titles are type-setted in 10 pt Time New Roman, bold face, and numbered sequentially. The 2nd level subtiles are in 10 pt italic Time New Roman, bold face, and numbered sequentially following the section number as below.

The first letter of each word (except preposition, conjunction and article, unless it is the 1st letter of the first word) in a title should be in uppercase.

## *This Is a Sub-section Title Example*

The title of this sub-section gives you an idea about how a sub-section title and its numbering should be arranged.

If you have more levels, then the following gives you an example of a sub-section title on the 3rd level.

### *An Example of a 3rd Level Sub-section Title and Numbering*

The above shows a 3rd level sub-section title. The format is similar to that for the 2nd level, except for that the fonts are not bolded.

# Figures

Unless absolutely necessary, to reduce the publication cost, must be in gray scale. Also to ease editing efforts, the figures should best occupy only one column.

The figure should be provided in jpg (jpeg), tif (tiff), wmf, emf format, or drawn by using MS Word, and should have a good resolution, preferably no less than 600 pt for color or gray scale figures and 300 pt for black-white figures.

A figure should be centered in the middle of a column and must have a centered legend that is sequentially numbered. The following is a figure occupying a single column.



**Figure 1:** Illustration of a centrifuge (example of a one-column figure)

Following the legend, a single line with 0 pt before and after is needed to separate the figure from the text below.

If a figure is very large and has to span across two columns, it is all right, as in the following example. Note that the figure and also the legend as well should be centered to the center of the page horizontally.

Figure 2 is drawn directly by using the drawing tool of MS Word. To place a large figure (or a large table, or a large formula) across two columns, you just insert two section breaks of continuous type, which can be found in the drop-down manuel. Then change the section defined after the first section break to one-column section and place the large figure in between the two section breaks.

# Tables

Tables, being either small or large, can be arranged similarly to figures. Note that, different from figures, the title of a table should precede the table.

Table 1, shown above, can server as an example of small tables. An empty line, with 0 pt before and after, should follow a table.

# Formulas

The base size for a formula should be 10 pt Times New Roman. A formula should be centered at the center of the column. Depending on your need, formulas may be numbered sequentially, as in the following example.

 , (1)

. (2)

Of course, for a large and long formula, you can either break it into many lines of shorter length such that it can be put into one column, or write it across two columns as in the case of a large figure, whichever best suits your purpose of presentation. Here is an example of a large formula.

  (3)

# Citations

All references should be cited, and the citation of references must be numbered in the order they are cited in the text with the numbers in square brackets as superscript, such as, this is a citation of one paper[1], and now two papers are cited[2,3]. All cited papers should appear in **References**, and a paper that is cited more than one time should appear only once in **Reference**.

# Acknowledgement and References

If necessary, an acknowledgement section should be placed after the section for discussions and conclusions without being numbered.

At the end of a paper, all publications cited in the text should all be listed in section **Reference** and numbered sequentially.

The section titles of both **Acknowledgement** and **Reference** themselves should not be numbered. The following shows how **Acknowledgement** and **Reference** should look like.

To make the two columns almost evenly filled with texts at the end of a paper, it is necessary to place a section break at the end of the last line, or otherwise the left column is first filled before the right column, giving you an awful looking of the last page.

# Acknowledgement

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# References

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