

# INSTRUCTIONS FOR THE “IAEA PROCEEDINGS PAPER” TEMPLATE

## General requirements for the submission of a paper

Papers must not exceed the number of pages specified in the letter of acceptance.

Before the meeting, authors will have been requested to sign the “Form for Submission of a Paper” (*Form B*), assigning to the IAEA either copyright or a non-exclusive, royalty free licence to publish. Authors are responsible for ensuring that nothing in their papers infringes any existing copyright. If previously copyrighted material is included, authors must provide evidence that the copyright holder has given permission for its use.

The final decision on whether a paper will be published in the proceedings will be taken by the IAEA after the meeting. Should the IAEA decide to publish the papers in another form, the authors will be notified.

## Instructions for using the template

### ***For users at the IAEA:***

To create a new document using this template in MS Word, choose “File/New” and select the “IAEA Proceedings Paper” template under the “MTCD” tab. Select “Create New Document” and click on the “OK” button.

### ***For users outside the IAEA:***

The template has been designed to create documents in MS Word 97 and Word 2000 for Windows. In order to use the template, save it in the directory defined from within Word under “Tools/Options/File Locations/User templates”. To create a new document using this template in MS Word, choose “File/New” and select the “IAEA Proceedings Paper” template under the “General” tab. Select “Create New Document” and click on the “OK” button. (Please note that the template will not work if opened using “File/Open”.)

## **1. TITLE BLOCK (paper title, name(s) of author(s) and affiliation(s))**

When a new document is created, the initial dialog box (called “Paper in Proceedings Properties”) will appear on your screen and should be filled out as directed in 1.1–1.4 below. When the “OK” button on the dialog box is clicked, the information entered is saved and inserted at the appropriate places in the paper. The dialog box can be recalled from the “IAEA Paper” dropdown menu on the “Standard” toolbar under “Show Paper Properties” and the information in it altered. (*Note: All the items available in the “IAEA Paper” menu are also available as separate toolbar buttons.*)

### **1.1. Title**

Under this tab, the following information should be entered (*Fig. 1a*):

- ***Title of the paper:*** Type the title of your paper in the box “Title without special symbols” if there are no special symbols (such as Greek letters, special characters (see “Insert/Symbol/Special Characters”), superscripts or subscripts, etc.). For titles containing special symbols, click on the box “Title includes special characters and symbols”. The dialog box will then be closed and the cursor will be placed in the paper itself. This enables you to edit the paper title directly in the paper without having to open the dialog box. Paper titles should be informative but concise, and there should be no full stop at the end of a title.
- ***Subtitle of the paper (optional):*** Follow the same procedure as above.
- Footnote to title (optional).

## 1.2. Institutes

Information on institutes to which authors are affiliated must be provided before entering the names of authors. To enter information on an institute, click on “New”. Under “Name and location of institute”, insert (Fig. 1b):

- the full name of the institute (the name of the institute can, if necessary, be preceded by the name of a division within this institute),
  - the name of the town,
  - the names of the state, province or county (for Australia, the USA, Canada and the United Kingdom) and the country (in full),
- with a comma after every item except the last. Do not add any additional details, such as streets, postal codes, etc. (full postal addresses of participants in a meeting are given in the List of Participants appearing at the end of the proceedings).

## 1.3. Authors

Click on “New” to enter information on each author of a paper as follows (Fig. 1c):

- **Name:** Type the initials of the given names (each initial should be followed by a full stop; when two or more initials are used they should not be spaced — e.g. J.W. Brown — and the initials of hyphenated names should also be hyphenated — e.g. J.-P. Leblanc) followed by the full family name. Authors who normally put their given name last and family name first should write out both names in full.
- **Footnote (optional):** Additional information, such as the present postal address of an author, where different from the affiliation, can be given as a footnote.
- **Institute:** The institute to which the author is affiliated must be selected before clicking on the “OK” button.

## 1.4. Other (Fig. 1d)

- **Paper type (optional):** Select a paper type from the dropdown list if appropriate.
- **Presented by (optional):** If the paper is presented by someone other than a named author, for example by an individual on behalf of a team or on behalf of authors who did not attend the meeting, insert the initials of this person’s given names, followed by the full family name (authors who normally put their given name last and family name first should write out both names in full).
- **Copyright granted to the IAEA:** Click on this box if appropriate.

## 2. ABSTRACT

The paper must begin with an abstract. The abstract must be one paragraph not exceeding 300 words and inserted at the place indicated. It should not contain reference citations, displayed equations or footnotes.

## 3. MAIN TEXT OF THE PAPER

### 3.1. Styles

For the main text of the paper use the following styles (to be selected from the dropdown “Style” box on the Formatting toolbar):

- **Body text:** Default style for the ordinary paragraph text.
- **Headings:** A choice of four levels is given (heading styles beyond four levels should not be used).
- **Body text list:** Style used for hierarchical bulleted and numbered lists. Two types of list are available, bulleted and numbered. The template inserts these as “Outline Numbered” lists, which appear as the last two boxes under “Format/Bullets and Numbering”, tab “Outline Numbered” (Fig. 2).

Alternatively, under the “IAEA Paper” menu, two items are provided, called “ Outline Bulleted List”, and “ Outline Numbered List”, which can be used to apply the two “Outline Numbered” lists, respectively, to the paragraph in which the cursor is positioned. To promote and demote the level of outline in the paragraph in which the cursor is positioned, or to remove the outline numbering, the standard Word buttons can be used:

- Promote: 
- Demote: 
- Remove outline numbering: 

Use only the styles given in the template and do not create/import any other styles. A complete list of the styles defined in the template is given in [Appendix I](#).

### 3.2. Shortcut keys

The following shortcut keys have been defined:

Body Text	Ctrl+Shift+N
Heading 1	Alt+Ctrl+1
Heading 2	Alt+Ctrl+2
Heading 3	Alt+Ctrl+3
Heading 4	Alt+Ctrl+4

### 3.3. Additional requirements

- Leave only one space after a full stop.
- **Default language:** is set to “English (UK)”. However, please note that Agency style is to use “...ization” rather than “...isation” and “...ize” rather than “...ise” in the corresponding verbs. The corresponding spelling will have to be added to the spelling checker or the indications of misspelling ignored.
- **Special characters/signs:** Use the “Insert/Symbol” feature in MS Word to insert special characters/signs ([Fig. 3](#)).  
In the dialog boxes under the “Symbols” tab select the font “(normal text)” and use one of the subsets “Basic Latin”, “Latin 1”, “Latin Extended-A” or “Latin Extended-B”. Do not set the font to “Symbol” in the “Insert/Symbol” dialog box. Special characters/signs can also be inserted using “ALT” + numeric keypad. This solution is particularly well suited for inserting special characters in the “Show Paper Properties” dialog box. Please note that “Num Lock” must be switched on in order for this method to work.
- **Mathematical expressions:** If available, use the Microsoft Equation Editor accessible through “Insert/Object/Microsoft Equation”. Equations referred to in the text should be numbered (Arabic numerals) in parentheses at the right hand margin.
- **Mathematical signs:** Use the special characters: × (ALT 0215) for the multiplication sign; en dash – (ALT 0150) for minus; and raised dot (ALT 0183) for combining units (e.g. MW·h).
- The **SI system of units** should be followed, or conversions given where non-SI units have to be retained.
- **Abbreviations** likely to be unfamiliar to readers must be explained the first time they occur.
- **Do not underline:** Use italics, bold or bold italics instead.
- Run the final manuscript through the **spelling check**.

## 4. FIGURES AND TABLES

Figure captions and table headings are automatically numbered by the template in consecutive order (with Arabic numerals). Figures and tables should be referred to in the text and they should be placed as close as possible to where they are first mentioned. Text should not be wrapped around them.

## 4.1. Figures

- To insert a figure from another file, click where you want to insert the figure and select “Insert/Picture/From File”. Locate the figure you want to insert and double click on it. In the paper itself, the selected figure will be placed in a table created by the template for that purpose. A figure number will automatically appear and the full caption of the figure should be entered. Please note: captions shorter than one line are centred (this is done automatically by the template). Longer captions will need to be justified by the originator. Figure captions should end with a full stop. By selecting the whole table, the figure, together with its caption, can easily be moved to another location in the paper if so desired.
- Alternatively, an appropriate space can be left in the text if the figure is to be inserted at a later stage. In this case, select “Add Picture Placeholder” from the “IAEA Paper” menu. A dialog box will prompt you to enter the desired height of the figure. To replace the placeholder by a figure, place the cursor in the placeholder and select a figure to be inserted as described above. The figure will appear in its original size.
- Scanning: photographic images should be scanned using a resolution of 300 dots per inch (dpi). Graphs or diagrams should be scanned using a resolution of 600 dpi.

## 4.2. Tables

- To **create and format a table**: Use standard Word features. Do not use boxes; use horizontal lines only, at the top and bottom of the table and under the column titles, but not between consecutive rows. Do not exceed the preset margins defined under “Page Setup”.
- To **create a table heading**: Select “Table Caption” from the “IAEA Paper” menu. The table number appears automatically and the full caption should be entered (without a full stop at the end of the caption).
- To **create a table footnote**: Select “Table Footnote” from the “IAEA Paper” menu. A dialog box will offer a choice between raised small letters and symbols. The footnotes to a table will be placed below the table, to distinguish them from footnotes to the main text.

## 5. ACKNOWLEDGEMENTS *(optional)*

Acknowledgements, if any, can be inserted after the end of the main text and before the references.

## 6. REFERENCES

For inserting bibliographical references, the functions provided by this template should be used. The IAEA uses the numerical system (Arabic numerals in square brackets), and not the Harvard system of author plus year, for presenting bibliographical references. References can be inserted at any stage of text compilation at any place. They will be automatically sorted by number at the final editing stage (see below).

- To enter the first reference, place the cursor under the heading “REFERENCES” at the end of the paper and type the details of the first reference where prompted “Enter first reference here”. For subsequent references, select “Add Reference” from the “IAEA Paper” menu to call up the reference list and fill in the details.
- To insert a reference number at the cursor position in the main text, select “Use Reference” from the “IAEA Paper” menu and choose the reference(s) to be cited from the dialog box. Enter a space before/after the reference number where needed.
- To delete a reference: Within the reference list, click on the appropriate reference and select “Delete Reference” from the “IAEA Paper” menu. A dialog box will ask for confirmation.
- To sort references at the final editing stage, select “Sort References” from the “IAEA Paper” menu to put the reference list in sequential order.  
**WARNING: the option “Finalize References” from the “IAEA Paper” menu should only be used at the final stage of preparation before printing since it is irreversible and will not allow the order of references to be changed.**

Examples of references to various kinds of publication are presented in [Appendix II](#). A *bibliography* for background reading, i.e. whose entries are not cited in the text, should be set out in reference form and put in alphabetical order. The entries should not be serially numbered. References by the same author should be ordered chronologically, with the earliest reference first.

## **7. FONTS COMPLIANCE CHECK**

For manuscripts originally created with fonts other than Times New Roman, Arial or Symbol (template default fonts), select “Check Fonts” from the “IAEA Paper” menu. The “Fonts Compliance Check” box will display any non-compliant fonts used in the manuscript. Replace non-compliant fonts with one of the default fonts and press either the “Replace All” button (i.e. all non-compliant fonts will be replaced at the same time) or the “Replace” button (i.e. only the selected non-compliant font will be replaced). All text typed in the non-compliant font(s) will automatically be replaced throughout the manuscript ([Fig. 4](#)). Alternatively, replace each individual text entry formatted in a non-compliant font with the standard Word “Find and Replace” functions as shown in [Fig. 5](#).

## **8. CHECK STYLES**

Only the styles given in the template should be used (select styles from the dropdown “Style” box on the Formatting toolbar). To check whether any styles other than those defined for the template have been used, select “Check Styles” from the “IAEA Paper” menu. The “Styles Compliance Check” box will display any non-compliant styles used in the manuscript. Replace non-compliant styles with one of the styles defined in the template and press either the “Replace All” button (i.e. all non-compliant styles will be replaced at the same time) or the “Replace” button (i.e. only the selected non-compliant style will be replaced). All text typed in the non-compliant style(s) will automatically be replaced throughout the manuscript ([Fig. 6](#)). Alternatively, replace each individual text entry formatted in a non-compliant font with the standard Word “Find and Replace” functions ([Fig. 7](#)).

## FIGURES

**"Proceedings Paper" properties**

Title | Institutes | Authors | Other

Title includes special characters and symbols (e.g. Greek letters, mathematical symbols).

Title without special symbols:

Subtitle includes special characters and symbols (e.g. Greek letters, mathematical symbols).

Subtitle without special symbols:

Footnote to title:

OK Cancel

*FIG. 1a.*

**Institute properties**

Name and location of institute (the name of the institute may, if necessary, be preceded by the name of a division within the institute):

OK Cancel

*Fig. 1b.*

**Author properties**

Initials of given name followed by family name in full (Authors who normally put their family name first and given name last should write out both names in full):

Footnote:

Institute:

OK Cancel

*FIG. 1c.*

**"Proceedings Paper" properties**

Title | Institutes | Authors | Other

\* If the paper is presented by someone other than a named author, for example by an individual on behalf of a team, insert this person's initials and family name (e.g. E.T. Wagner) in this box.

Paper type:

\*Presented by:

Copyright granted to the IAEA

To be filled in by the IAEA

Paper number:

Session ID:

OK Cancel

*Fig. 1d.*

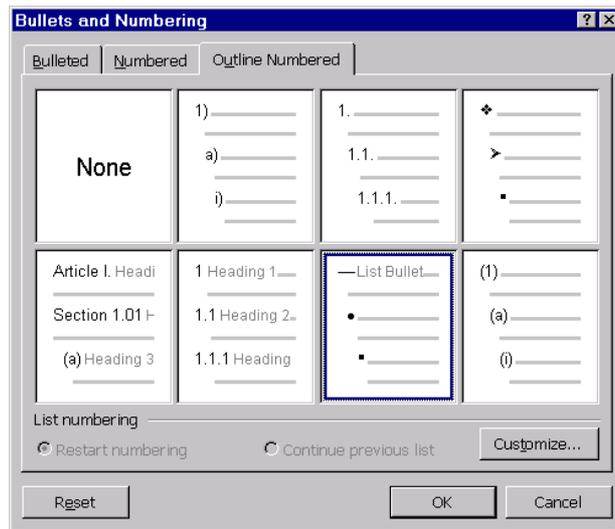


FIG. 2.

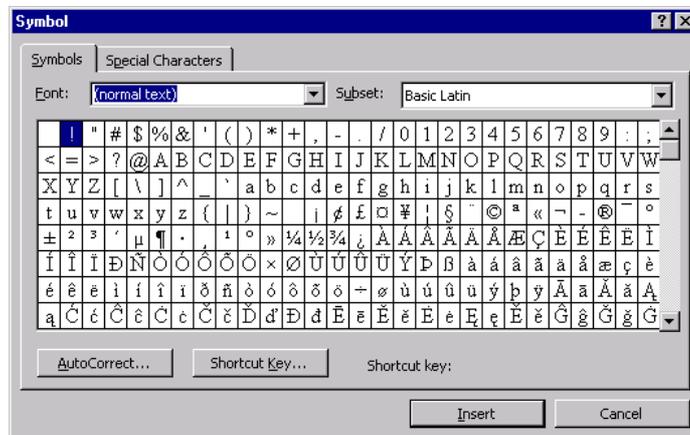


FIG. 3.

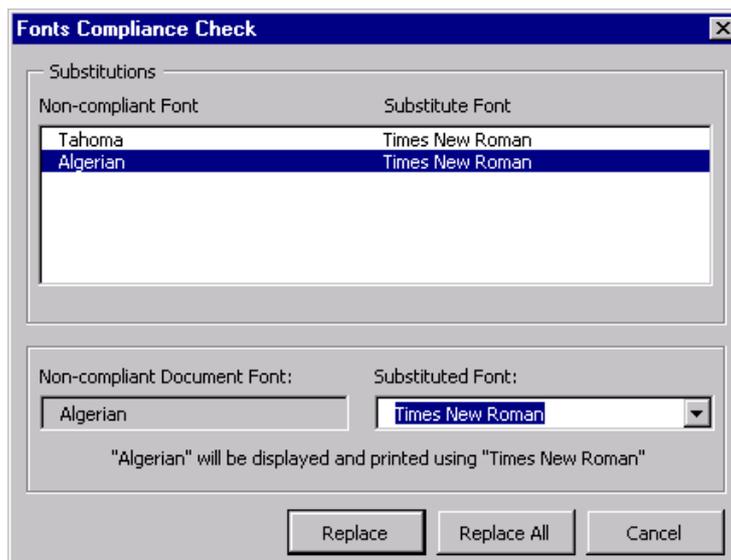


FIG. 4.

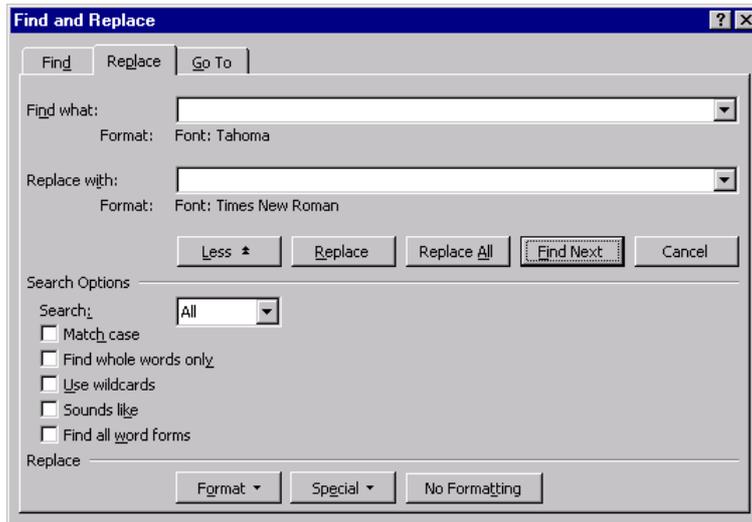


FIG. 5.

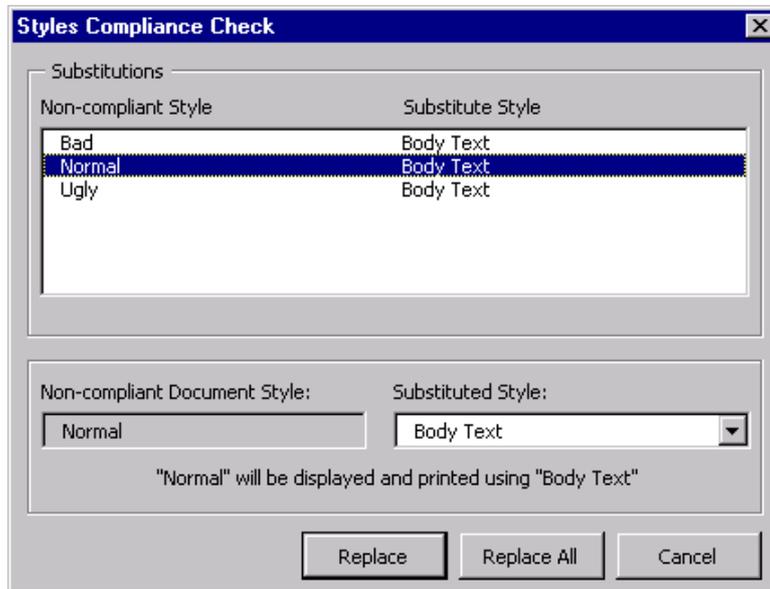


FIG. 6.

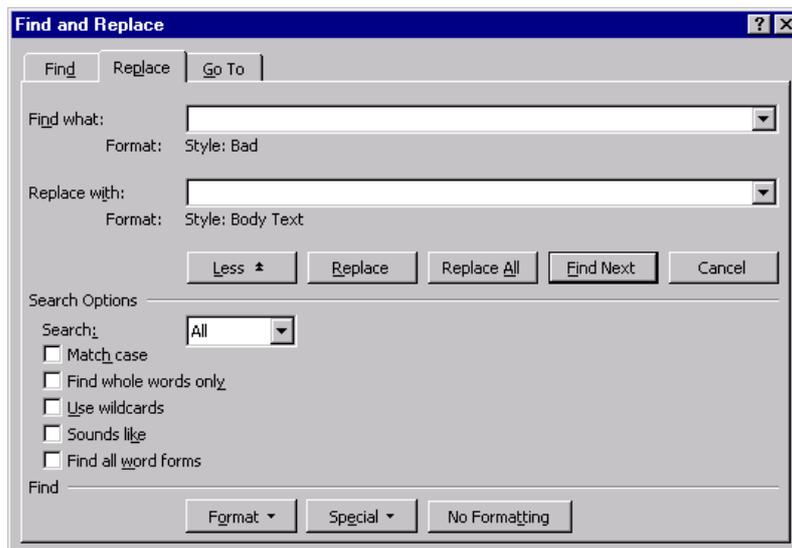


FIG. 7.

## **Appendix I**

### **STYLES USED IN THE TEMPLATE**

**Body Text**

Normal +

**Body Text Abstract**

Body Text + Font: 10 pt

**Body Text List**

Body Text + Space after 0 pt

**Default Paragraph Font**

The font of the underlying paragraph style +

**Document Map**

Normal + Font: Tahoma, Pattern: Clear (Dark Blue)

**Footer**

Font: Times New Roman, 11 pt, No Proofing, English (U.S.), Flush left, Line spacing single, Widow/orphan control, Not Overflow Punct, Not AutoSpace between Asian characters and Latin characters, Not AutoSpace between Asian characters and Number charac...

**Header**

Font: Times New Roman, 11 pt, Bold, No Proofing, English (U.S.), Flush left, Line spacing single, Widow/orphan control, Not Overflow Punct, Not AutoSpace between Asian characters and Latin characters, Not AutoSpace between Asian characters and Number ...

**Heading 1**

Style for Next Paragraph: Body Text

Font: Times New Roman, 12 pt, Bold, No Proofing, English (U.S.), Kern at 14 pt, Indent: Hanging 0.75 cm Justified, Line spacing single, Space after 12 pt, Widow/orphan control, Keep with next, Level 1, Not Overflow Punct, Not AutoSpace between Asia...

**Heading 1 Type**

Style for Next Paragraph: Body Text

Normal + Font: Bold, All caps, Centered, Keep with next, Keep lines together

**Heading 2**

Style for Next Paragraph: Body Text

Font: Times New Roman, 12 pt, Bold, Italic, No Proofing, English (U.S.), Indent: Hanging 1 cm Justified, Line spacing single, Space after 12 pt, Widow/orphan control, Keep with next, Level 2, Not Overflow Punct, Not AutoSpace between Asian characte...

**Heading 3**

Style for Next Paragraph: Body Text

Font: Times New Roman, 12 pt, Italic, No Proofing, English (U.S.), Indent: Hanging 1.25 cm Justified, Line spacing single, Space after 12 pt, Widow/orphan control, Keep with next, Level 3, Not Overflow Punct, Not AutoSpace between Asian characters ...

#### **Heading 4**

Style for Next Paragraph: Body Text

Font: Times New Roman, 12 pt, No Proofing, English (U.S.), Indent: Hanging 1.5 cm Justified, Line spacing single, Space after 12 pt, Widow/orphan control, Keep with next, Level 4, Not Overflow Punct, Not AutoSpace between Asian characters and Latin...

#### **Heading 5**

Style for Next Paragraph: Body Text

Font: Times New Roman, 12 pt, Bold, Italic, No Proofing, English (U.S.), Flush left, Line spacing single, Space after 12 pt, Widow/orphan control, Level 5, Not Overflow Punct, Not AutoSpace between Asian characters and Latin characters, Not AutoSpace...

#### **Heading 6**

Style for Next Paragraph: Body Text

Heading 5 + Level 6, Tabs: 0 cm ,Not at 1.9 cm

#### **Heading 7**

Style for Next Paragraph: Body Text

Heading 5 + Level 7, Tabs: 0 cm ,Not at 1.9 cm

#### **Heading 8**

Style for Next Paragraph: Body Text

Heading 5 + Level 8, Tabs: 0 cm ,Not at 1.9 cm

#### **Heading 9**

Style for Next Paragraph: Body Text

Heading 5 + Level 9, Tabs: 0 cm ,Not at 1.9 cm

#### **IAEA Authors**

Style for Next Paragraph: Body Text

Body Text + Font: 12 pt, Bold

#### **IAEA Figure Caption**

Normal + Font: Italic, Proof Text, Centered, Overflow Punct, AutoSpace between Asian characters and Latin characters, AutoSpace between Asian characters and Number characters, Font Alignment: Auto

#### **IAEA Institutes**

Style for Next Paragraph: Body Text

Body Text + Font: 12 pt, Flush left

#### **IAEA Reference Text**

Body Text + Space after 0 pt

**IAEA Table Caption**

IAEA Figure Caption + Font: Not Italic, Justified, Space after 6 pt, Keep with next, Keep lines together

**IAEA Table Footnote**

Normal + Proof Text, Flush left, Space before 3 pt after 0 pt, Keep with next, Keep lines together, Overflow Punct, AutoSpace between Asian characters and Latin characters, AutoSpace between Asian characters and Number characters, Font Alignment: Auto

**Normal**

Font: Times New Roman, 11 pt, No Proofing, English (U.K.), Justified, Line spacing single, Space after 12 pt, Widow/orphan control, Not Overflow Punct, Not AutoSpace between Asian characters and Latin characters, Not AutoSpace between Asian character...

**Subtitle**

Normal + Font: 14 pt, Bold, Italic, Indent: Left 1 cm Flush left, Space after 24 pt

**Title**

Normal + Font: 14 pt, Bold, Kern at 14 pt, Indent: Left 1 cm Flush left, Space before 32 pt after 0 pt, Keep with next, Level 1

## Appendix II

### EXAMPLES OF REFERENCES

- [1] FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS, INTERNATIONAL ATOMIC ENERGY AGENCY, INTERNATIONAL LABOUR ORGANISATION, OECD NUCLEAR ENERGY AGENCY, PAN AMERICAN HEALTH ORGANIZATION, WORLD HEALTH ORGANIZATION, International Basic Safety Standards for Protection against Ionizing Radiation and for the Safety of Radiation Sources, Safety Series No. 115, IAEA, Vienna (1996).
- [2] INTERNATIONAL ATOMIC ENERGY AGENCY, Regulations for the Safe Transport of Radioactive Material, Safety Standards Series No. ST-1, IAEA, Vienna (1996).
- [3] INTERNATIONAL ATOMIC ENERGY AGENCY, Quality Assurance for Safety in Nuclear Power Plants and other Nuclear Installations, Code and Safety Guides Q1–Q14, Safety Series No. 50-C/SG-Q, IAEA, Vienna (1996).
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