

INSTRUCTIONS ON HOW TO PREPARE THE SYNOPSIS AND HOW TO SUBMIT IT ELECTRONICALLY USING THE TEMPLATE

Anyone wishing to present a paper at the Conference/Symposium should submit a synopsis of not more than 800 words. The synopsis must be sent to the competent national authority for official transmission to the IAEA together with the relevant forms. For the deadline of submission of forms and the electronic copy of the synopsis please see the Announcement of the Conference/Symposium.

The synopsis should give enough information on the contents of the proposed paper to enable the Programme Committee to evaluate it. Introductory and general matters should not be included.

Use of template

To use the template, save it in “*Tools/Options/File Locations/User templates*”. To create a new document using this template in MS Word, choose “*File/New*” and select “*IAEA Synopsis*” 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*”).

Synopsis Properties

When a new document is created, the initial dialog box (called “Synopsis Properties”) will appear on your screen and should be filled out as directed. In case of more than one institute, each institute should be a “New” entry. 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 Synopsis” dropdown menu on the “Standard” toolbar under “Show Synopsis Properties” and the information in it altered. Settings the synopsis properties through the dialog box will ensure that the title block in the document you produce is formatted in the manner requested by the IAEA.

Checking Fonts

It is recommended to use the font “Times New Roman 12” in the text of your synopsis. The “Check Fonts” function helps ensure that this is the case by detecting non-compliant fonts and replacing them throughout the document with compliant ones.

Bullets and Numbers

The template provides predefined bullet numbered lists. Please select the text you wish to have in a list and click the desired button. Indenting list items (promoting and demoting to the desired level) as well as for removing the list formatting can then be carried out using the functions in Word.

Note: All the items available in the “IAEA Synopsis” menu are also available as separate toolbar buttons.