

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

Anyone wishing to present a paper at the Conference is requested to submit an abstract of not more than 300 words. The abstract must be sent to the competent national authority for official transmission to the IAEA together with the relevant Forms (see Section 5). In addition, it should be submitted electronically to the IAEA Scientific Secretariat, e-mail: INAT2003@iaea.org. Authors are urged to make use of the Synopsis Template, which can also be used for abstracts, in Word 2000 and the user instructions available on the Conference web site. Deadline for receipt of the official forms and the electronic copy of the abstract is

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The abstract should give the following information to enable the Programme Committee to evaluate it. One sentence to define the problem addressed and the general background, one sentence to describe the solution proposed to solve the problem, a few sentences to describe the scientific and technical modalities of the solution and a few sentences to describe the results obtained and the application of the results to the problem stated. It should have one final sentence to provide the conclusions of the work and to indicate further developments, if needed. Introductory and general matters should not be included.

Specification of layout of abstracts

- Page size: A4 (297 mm by 210 mm) – vertical (portrait) orientation
- Full margins (left/right/top/bottom): 25 mm
- Layout: single-spaced
- Alignment: left
- Font: Times New Roman only
- Title: 14 point size, bold
- Authors: 12 point size, bold
- Affiliation: 12 point size
- E-mail address, italics
- Text: 12 point size
- Length: maximum one pages (300 words)

How to access 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 Synopsis*” template under the “*MTCD*” tab. Select “*Create New Document*” and click the “*OK*” button.

For users outside the IAEA:

The template can be downloaded from the Conference Website under <http://www.iaea.org/worldatom/Meetings/>. The template has been developed for Word 2000 for Windows. If used in Word 97 some functions may not be available. However, we recommend using the template even if you have Word 97, since it will help ensure that the layout of your abstract conforms to IAEA publishing standards.

Use of template

To use the template, save it in under “*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 (Abstract) 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. *Before exiting “Synopsis Properties” go to “Other” and select “Abstract”.* 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. Setting 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

For the text of the synopsis, font “*Times New Roman 12*” should be used. For the title of the synopsis please use font “*Times New Roman 14*”. 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 and 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.