

## **HOW TO PREPARE THE SYNOPSIS AND SUBMIT IT ELECTRONICALLY**

Anyone wishing to present a paper at the symposium is requested to submit a synopsis of not more than 800 words. 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. Authors are urged to make use of the Synopsis Template in Word 2000 and the user instructions available on the symposium web site.

The synopsis must be sent to the competent national authority for official transmission to the IAEA together with the relevant Forms (see Section 13). In addition, it should be submitted electronically to the IAEA Scientific Secretariat, email: [2006sgsymposium@iaea.org](mailto:2006sgsymposium@iaea.org). The deadline for receipt of the official forms and the electronic copy of the synopsis is

**15 April 2006**

### **HOW TO ACCESS AND USE THE SYNOPSIS TEMPLATE**

- **Right-click on the template link and select “Save Target As” from the menu; save the template in the standard templates folder (the location can be found in Word 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 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. For each author, select the appropriate institute. 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. Note: All the items available in the “IAEA Synopsis” menu are also available as separate toolbar buttons.

**Check fonts:** Use this function to detect and replace non-compliant fonts.

**Bullets and numbers:** The template provides predefined bullet and numbered lists.

### **FOR THOSE UNABLE TO USE THE TEMPLATE, THE FOLLOWING LAYOUT SHOULD BE FOLLOWED:**

Page size:	A4 (21 cm × 29.7 cm) – vertical (portrait) orientation
Margins:	Left/right: 2.5 cm; top: 2 cm; bottom: 2.7 cm
Line spacing:	Single
Justification:	Full
Font:	Times New Roman only
Point size:	Title: 14 point bold; authors: 12 point bold; affiliation, and main text: 12 point
Length:	Maximum 2 pages (800 words)