Guidelines for Formatting Papers for the Conference Proceedings

We have developed these guidelines for formatting papers for the Conference Proceedings CD for the International Nuclear Components Conference. We hope that you will find this a useful and easy-to-use guide.

We have also provided a Microsoft Word **paper formatting document template** (.dotx) to be used to format your paper. Simply save the template as a .dotx file to a file folder, and when you are ready to prepare your final paper, double-click on the file and it's ready to use.

If there are any questions or requirement for clarification of any details, please contact the Conference Administrator. We wish you every success in the preparation of your final paper, which is to be submitted before the deadline – **August 30, 2015**.

GENERAL INFORMATION

There is no mandatory limit on the length of the paper but the suggested nominal length is 10 pages. All papers must be submitted in final form as a **PDF file**.

The page size for paper layout purposes is North American Letter, 216 mm by 279 mm (8.5" x 11.0") with 25 mm (1") margins on all sides.The text margins are to be set so that the text body is within those dimensions with 1" margins top/bottom, left and right.

Be sure to include the header (8pt Times New Roman) as follows:

International Nuclear Components Conference
November 1-4, 2015, Mississauga, Ontario, Canada

Please do not include additional headers in the document.

Any references to the acronym "CANDU" are to include the registered trade mark symbol "®" in super-script if used in the paper title and after the first in-text reference, along with the following statement in the footer:

"CANDU® is a registered trade mark of Atomic Energy of Canada Limited."

All headings and text should be **Times New Roman 12 point** (except where figures, etc. require something different).

TITLE, AUTHORS AND ABSTRACT FORMAT

The paper TITLE shall be (all UPPER CASE).

Authors and the organizations to which they belong shall be listed as indicated below, with the presenter's name in bold font.

TITLE UPPER CASE

Author Name[1], Author Name[2] and Author Name[3]

[1]Organization #1

[2]Organization #2

[3]Organization #3

ABSTRACT

The abstract shall be a maximum of **300 words**.

BODY TEXT FORMATTING

The body text of the paper will contain headings, sub-headings, pictures, diagrams, tables, figures, formulae and other relevant information.

1.   HEADING 1

For headings, a number and a dot should be inserted for each heading in increasing order to the end of the paper e.g.:

1.   INTRODUCTION

Level 1 headings are to be in upper case, bold font, and with a tab 0.5" from the left margin to the heading itself. Leave 12 pt space before and after the Level 1 Heading.

Paragraphs in the body text are separated with 6 pt before and 6 pt after. Use "keep line with next" under paragraphs tab to ensure that headings do not appear alone at the bottom of a page. Likewise, size and arrange figures so that the bottom of a page is not left blank if the figure flips to the top of the next.

Body text should be in Times New Roman 12 pt, normal. If you want to emphasise certain words in text, you can highlight those words by bold, italic, or underline as long as it is confined within the context of drawing attention of the readers.

1.1.   Level 1 sub-headings in a heading section

Sub-headings are recommended to provide clarity of ideas. The "sub-heading" should be in sentence case, with the first letter in upper case and the rest of the sub-heading words should be lower case (unless the word requires upper case e.g, acronyms). Sub-headings are to be in Times New Roman 12 point bold font. Sub-headings are numbered by dotted numbering after the number of the section that the sub-heading is in. The sub-heading title is separated from the sub-heading number by a tab space to 0.5" from the left margin. The body of text in the sub-heading section runs identical with other sections. Leave 6 pt space before and after the Level 1 Sub-heading.

1.1.1 Level 2 sub-sub-headings in a sub-heading section

In case a sub-sub-heading is required, the same principle applies as for sub-headings. Sub-sub-headings are to be underlined.

1.1.1.1 Level 3 sub-sub-sub-heading sections

In the event that further-levels of headings are required, the same principle applies as for sub-sub-headings, without the underline.

CONCLUSIONS

Conclusions must be provided.

CITING REFERENCES

References to literature listed in the "REFERENCES" section at the end of the paper are to be cited in the body text by with numbers in square brackets [1]. The references are incremented in sequence of appearance in the text. Repeated reference to the same literature can be made using the same reference number [1]. In this case, the reference number will be incremented on the next new literature cited.

The format for references listed in the "REFERENCES" section at the end of the paper should be numbered [1], [2], [3], etc. with the name of authors (family name(s), then initial(s) of all author names. Author names are to be separated by commas). "Title of paper with first letter upper case and the rest lower case unless the word requires upper case", Journal name in italic, Vol. number, Issue number, year and number of pages. In case of conference proceedings, underline the name of the conference.

REFERENCES

[1] Brown, R.H., "A method to make reference to literature", Journal of Citation, Vol.11, Iss.2, 1988, pp.195-204.

NOMENCLATURE

Include nomenclature if applicable.

FIGURES, DIAGRAMS, TABLES AND PHOTOS

Figures (diagrams and photographs) and tables can be included anywhere in the text other than the title, author list or affiliation list. Figures should be numbered consecutively throughout the paper from Figure 1 onwards. Tables should be numbered consecutively throughout the paper from Table 1 onwards. The figure and table numbers should be in bold font, with a period after the figure or table number, then a space before starting the caption, also in bold font with a period at the end. Captions should be in sentence case, with an initial capital on the first word. See examples below.

All figures, tables and their captions are to be centred. Ensure figures and tables are within the printable area of the page (to avoid their loss in subsequent document processing).

There is no restriction on the size of diagram but as a general rule, a diagram should not extend beyond the margins of the paper in any direction. Leave a line between the body text, the diagram and the caption.
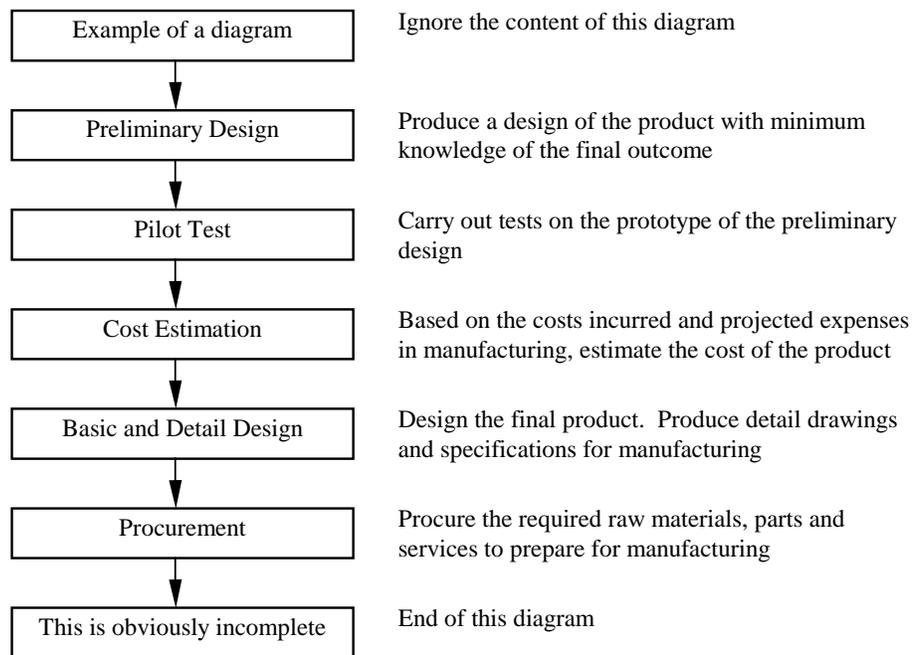
Example of a diagram	Ignore the content of this diagram
Preliminary Design	Produce a design of the product with minimum knowledge of the final outcome
Pilot Test	Carry out tests on the prototype of the preliminary design
Cost Estimation	Based on the costs incurred and projected expenses in manufacturing, estimate the cost of the product
Basic and Detail Design	Design the final product. Produce detail drawings and specifications for manufacturing
Procurement	Procure the required raw materials, parts and services to prepare for manufacturing
This is obviously incomplete	End of this diagram

Figure 1. Example of a figure caption.

In all respects, pictures are inserted in the same way as diagrams. All pictures and diagrams are to be inserted in line with text.


Figure 2. A picture is treated in the same way as diagram.

WHAT TO DO IF THE DIAGRAM OR TABLE IS TOO WIDE

If a diagram, figure or table is too wide to fit within the margins of the paper, it is recommended that the particular section of the paper be formatted in landscape. Care should be taken to ensure that only the diagram or table that needs to be displayed in landscape print is formatted to landscape page setup. The caption for the diagram and table should appear below the respective diagram or table.

Note – Try to avoid having pages left partially blank, because a subsequent figure does not fit in the available space.
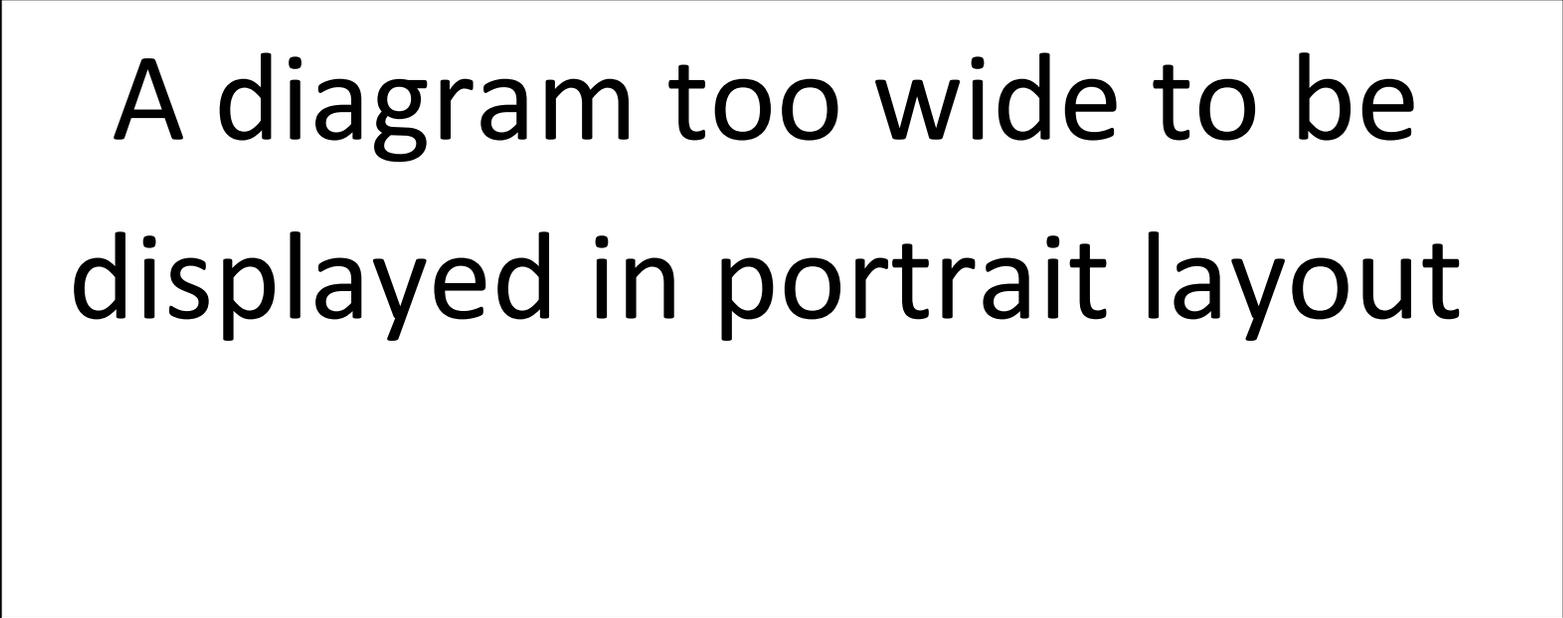
A diagram too wide to be displayed in portrait layout

Figure 3. Example of a diagram too wide for portrait layout.