

Guidelines for the PhD Symposium Papers

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Abstract— This article explains how to format your article for the Proceedings of the FEA PhD Symposium using Microsoft Word as a word processor.

Keywords— layout, MS Word, FEA PhD Symposium

I. INTRODUCTION

This sample file shows what the layout of your paper should be. The styles of this file have been created starting from Word's *NORMAL.DOT* template. This sample file should work for all recent MS Office versions. A polemic on the use of MS Word versus LaTeX as a word processor would probably be never ending [1][2].

We recommend a *double column* style as this makes the article easier to read. The *column width* is 88,5mm. In this sample file you will find examples for the layout of displayed equations, theorems, tables, figures, etc.

The author of this sample document is an advanced MS Word user, but certainly not an expert. Any comments are welcome...

II. GETTING STARTED

A. Creating A New Paper based on a MS Word template file

The proper use of this template requires that one copies it into the template directory (something like this: C:\Documents and Settings\USERNAME\Application Data\Microsoft\Templates) and that, when opening a new document, one creates a new document from this template. This sample document shows what various styles and elements (tables, figures,...) in this PhD Symposium style look like.

B. 'Help, I seem unable to use MS Word template files'

A probably more easy way to generate a new Microsoft Word document following the suggested guide lines of the Symposium Proceedings, if you fail to follow the proper way, is edit this sample file and to rename it into a .doc file... The easiest way, in the most recent MS Word versions, is to double-click on the template file saved on, e.g., the desktop.

III. PHD SYMPOSIUM PAPER STYLES

A. Style Reference

Here's an alphabetical reference for the styles used in the FEA PhD Symposium papers. Some are borrowed from Word's *NORMAL.DOT*; others are specific to the Symposium

style. Note that paragraphs do not require special styling and should be left with the "Normal" style (10pt Times New Roman).

Abstract— Includes all text for your abstract. Formatting is 9-point bold. (The word "abstract" itself should be italic instead of bold)

Authors— Comprises the entire comma-delimited list of authors, starting with the principal author, i.e., the presenting PhD student.

AuthorInfo— This style is meant for author affiliation information. This style should be unique within the paper. It produces a special footnote on the first page. The footnote has a non-printing symbol as its reference marker so as not to interfere with the numbering of regular footnotes later in the paper.¹

Heading 1— Top-level heading. Auto-numbered, so you shouldn't add Roman numerals of your own. Appears centered on the column with smallcaps.

Heading 2— Level-two heading. Auto-numbered, so you shouldn't add capital letters of your own.

Heading 3— Level-three heading. Auto-numbered, so you shouldn't add Arabic numerals of your own. Note that only heading levels 1 through 3 are supported in the Symposium style. (Deeper subsectioning levels are not recommended and probably totally useless in a two pages long paper.)

KeyWords— Optional list of keywords. If you supply no index terms, this style should be removed entirely.

Lemma— Heading (only) for a lemma.

List Number— Regular, numbered, and bulleted lists. Used just as within Word normally. Each entire list receives the list style, and carriage returns within the list area define list items.

References— Reference section (bibliography). A special kind of numbered list. There should be only one *References* style area in your paper. Auto-numbered, so you shouldn't add numbering of your own.

Theorem— Heading (only) for a theorem. Derived from *Heading 3*.

Title— Full paper title. Should be the first item in the paper. Appears in 24-point Times New Roman type centered on the page.

B. Order of Appearance

Here's a list of styles specific to the Symposium layout in order of appearance:

Title

Authors

AuthorInfo (special footnote)

Abstract

IndexTerms

Heading 1

Heading 2

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¹ This is a regular, numbered footnote.

Heading 3 References

All other styles may be repeated as often as necessary.

IV. MATH

The incorporation of mathematical formulas in the text is probably one of the major issues discussed when comparing MS Word to LaTeX. LaTeX is indeed famous for its equation editing possibilities, while Microsoft's ordinary Equation Editor serves the needs for a limited number of relatively simple equations but becomes cumbersome when used in texts with lots of extensive equations.

In the Symposium Proceedings style the justification of equations should be centred and the numbering should be right-justified. By pressing <TAB> once, one will reach the centered tabulator stop and can enter the equation. After inserting another <TAB> the right-justified position will be reached and the equation number can be inserted. As concerns the use of fonts (bold, italic,...), we refer to the common guidelines for any scientific work [3].

Here is an example of an equation within a theorem:

Theorem 1 (Theorem name) Consider the system

$$\begin{aligned}\dot{x} &= Ax + Bu \\ y &= Cx + Du\end{aligned}\tag{1}$$

If A is stable, then the pair {A, B} is stabilizable. Moreover this holds for any B.

An automatic equation numbering can be obtained by the use of the appropriate field. To insert an equation number one should go to *insert, field* and select '*Seq*' in '*Field names*'. After pressing the button '*Field codes*' one can enter, e.g., '*Equation*', for the automatic numbering of the equations. One can also simply execute the macro 'equation numbering'.

V. MARKUP

Markup defines the parts of your paper: the title, headings, lists, and so forth. Each of these elements is given an appropriate name, and certain formatting instructions are associated with that name. In Word, the mechanism for associating an element name with its formatting conventions is called a style.

Style names appear in the pull down style menu along the left hand side of your Word window. In the more recent version you can let appear a style window with extra possibilities on the right hand side of the screen. Typically, you highlight an area of text that you wished to designate with a certain style, then select the appropriate name on the style menu.

VI. TABLES AND FIGURES

Tables and figures are centre-justified, which can be obtained by pressing <TAB> once. Captions for tables should be defined before the table item itself and should be inserted in a proper way, i.e., via '*Insert*', '*Reference*', '*Caption*' and then select '*Table*'. Captions to figures are inserted in an analogous way, but should be put after the figure.

Table 1 The Caption comes Before the Table

	title page	odd page	even page
onesided	leftTEXT	leftTEXT	leftTEXT

twosided	leftTEXT	rightTEXT	leftTEXT
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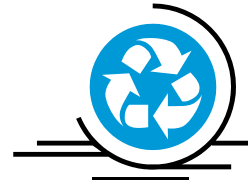


Figure 1 The caption comes after the figure.

VII. REFERENCING

Another LaTeX versus MS Word issue is referencing. Many MS Word users are unaware how to do this or experience problems in doing so. Referencing is only possible when (hidden) bookmarks have been inserted.

A. Hidden bookmarks

When inserting a Table or Figure caption, or when inserting a numbered list (such as the references), hidden bookmarks are created automatically. One can refer to these hidden bookmarks via '*Insert*', '*Reference*', '*Cross-Reference*' and then select the '*reference type*', select what should be included (most probably only the number) and then select the actual item you want to refer to. These are references to Figure 1 and Table 1 and to reference [1].

Unexpected things can happen when the hidden bookmark is moved away from its original location. This can, e.g., happen when inserting a reference Y in between two references X and Z. To properly do so one should put the cursor at the end of reference X and press <ENTER>. This is the only way the hidden bookmark of reference Z will stay with that reference and references to this bookmark will refer appropriately. Suppose one hits <ENTER> at the beginning of reference Z the hidden bookmark will not move with the reference and references to this bookmark will point to the newly inserted reference Y instead to reference Z.

When inserting a new item in between two others references are not updated immediately. They are only update when opening the document, printing it or looking at the print preview.

B. User inserted bookmarks

When inserting equation numbers no (hidden) bookmarks are inserted automatically. To be able to refer to an equation number, one has to manually create a bookmark containing that equation number. After selecting the equation number the bookmark can be inserted via '*Insert*', '*Bookmark*' and then type a name for this bookmark. Once this has been done, a cross-reference to this bookmark can be inserted following the procedure described above. This is a reference to equation (1).

ACKNOWLEDGEMENTS

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REFERENCES

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