



Figure 1. Stamp issued to help people getting familiar with SI units.

The header and footer have information about the publication that is to be updated by the editor. Page numbers appear in the bottom right corner and are updated automatically.

### 3. ABOUT SECTIONS

The body of the paper is divided into sections and, when readability requires it, subsections. This helps the reader to recognize the various elements of the paper, such as background theory, modelling and simulations, experimental setup, experimental results with evaluation, conclusions, references, acknowledgements and, when appropriate, appendices.

Pages should be laid out using two columns, as done in most journals, to increase readability.

#### 3.1. Subsections

If a section is long or deals with different topics, make a subdivision in subsections. Avoid further subdivision of a subsection. When subsections are used, there must be at least two. Use the style named "Level2Title" for the header of a subsection.

#### 3.2. Numbering of subsections

Subsection numbering follows the outline numbering format which is configured in the template. Subsection headings use the Calibri font and are in bold.

This template uses automatic outlined numbering for the sections and subsections. We recommend that the author makes use of this feature. If the author does not feel comfortable with it, he may choose to manually number the sections and subsections.

Configuring a blank Word document to use automatic outline numbering is not always as straightforward as it should be. We point out, nevertheless, that the configuration is already done in this template and the author just can use it. It suffices to place the cursor in the section or subsection title and select

the "Level1Title" or "Level2Title" styles already available from the menu or ribbon. This simple procedure is the same that should be used for all other parts of the paper (paper title, main text, abstract, etc.). The author does not have to worry about the numbering at all.

An even simpler procedure would be just to copy and paste an existing section or subsection title and rewrite the text. The author, however, can choose to use manual numbering by deleting the automatic number that comes with the use of the proper style and input the numbers he wishes for each section.

## 4. ABOUT FIGURES AND TABLES

### 4.1. Location

Figures and tables can have two formats: column-wide or page-wide. Figure is an example of the first kind [1]. Figure gives an example for a page-wide figure.

All figures and tables must be placed inside a frame. They should be located on top or bottom in the left or right corner of the page where they are first referred to in the text. If this is not possible, then the frame must be placed on the following page(s). If necessary, more than one table and/or figure can be placed in one frame. Figures should be configured with the "Figure" style.

### 4.2. Managing frames

To create a frame, we recommend that the author copies and pastes one of the frames in this template. Before doing that, however, it is important to understand how they are configured.

Figure 3 shows the window where the configuration is done. It can be accessed by:

- 1) clicking on the frame content to make the frame border visible;
- 2) clicking in the frame border to select it;
- 3) right clicking the frame border to show up the pop-up menu and choosing the option "Format Frame".

That window has 4 sections organized from top to bottom ("text wrapping", "size", "horizontal" and "vertical"). *Text wrapping* should always be set to *none*. The *size* should be *exactly 18 cm* for page wide illustrations and tables and *8.75 cm* for column wide ones. The *horizontal* setting should be *center* relative to the *column* or *page* for column wide or page wide content respectively. The *vertical* setting can be *top* relative to *margin* or *bottom* relative to *margin* depending where the frame is supposed to be located (top or bottom) of the page.

The frames in this template have all the proper formatting and can be used as is. The only setting the author will need to



Figure 2. Shakuhachi: old Japanese length standard: 1 shaku = 30.3 cm.