**INSTRUCTIONS TO AUTHORS**

The full paper submitted to Hanoi Forum 2018 should be prepared in accordance with the instruction provided below.

1. **Name the file as: [Panel Session] \_ [Full name] \_ [Title of paper].pdf.**  
   eg: Panel1\_EddyMusk\_ClimateChangeMitigation.pdf.
2. Please submit your manuscript in the form of pdf file, and **DO NOT** number the pages.
3. Each paper will be reviewed by two reviewers. Accepted paper will be published in the proceedings of Hanoi Forum 2018 unless the author(s) express one(s)’ disapproval.
4. Manuscripts must be written in English, with double spacing and using Times New Roman font, size 12.
5. Manuscripts should be prepared according to the following order: Article title, Author(s), Affiliation(s), Abstract, Keywords, Main text, Acknowledgements (if any), References. The corresponding author should be marked, with his/her postal address, e-mail, telephone and fax numbers (if any) should be provided on the first page of the manuscript. Detailed instruction is described below.

[Title of the Paper]

*Author(s):*

*Affiliation(s):*

\*The corresponding author should be marked, with his/her postal address, e-mail, telephone and fax numbers (if any) be provided.

**Abstract**: An abstract should not exceed 250 words. All papers should contain up to 5 keywords which can be used for indexing purposes. Authors of papers to proceedings have to type these in a form suitable for direct photographic reproduction by the publisher. In order to ensure uniform style throughout the volume, all the papers have to be prepared strictly according to the instructions set below. The total length of the paper including footnoes and references should not exceed 7,000 – 8,000 words.

***Keywords****:* Hanoi Forum, Vietnam National University Hanoi, Climate change, Sustainable development.

**Main text**

# introduction

# Instructions

## 2.1. Headings

All the headings are not in bold style. The section headings are in capital letters, the subsections in Italic style. Do not underline. Section and subsection headings should be left-aligned. Before section and subsection headings use 12 pt spacing.

## 2.2. Paragraphs

Paper text must be justified. The first paragraph of each section start with 6 pt line spacing and needs no indentation. Paragraphs after the first paragraph of each section need an indentation at the first line 0.5 pt, as shown in this template. Leave no line space between the paragraphs. This rule is not applied for References list. Paragraph style is “Normal, 12 pt, Justified”.

## 2.3. Tables

Tables should be presented as indicated in Table 1. Their layout should be consistent throughout. Horizontal lines should be placed above and below label headings, below subheadings and at the end of the table. Vertical lines should be avoided. For text in tables 10 pt Times New Roman is used. Table caption should be 11 pt Times New Roman but in Italic style. The title is placed above on the left side of the table with no space. Before table title use 6 pt spacing. Large tables that occupy two columns must be placed at top or bottom of the page.

Table 1 Editorial Instructions

|  |  |
| --- | --- |
| Item | Explanation |
| Paper size | Use A4 format (210 x 297 mm) |
| Length | Full papers should not exceed 10 pages |
| Margins | Leave 2 cm as margins on top, 1.5 cm as margins on bottom and on left and right side |
| Fonts | Use 18 point Times New Roman font for Title; 14 point Times New Roman font for Authors; 12 point Times New Roman font in 1.0 line spacing for text; 11 point Times New Roman for text in table and figure captions |

## 2.4. Figures

Figures and photographs must carry numbers in the text, e.g. Fig. 1, and captions. Figure captions are in 11 pt Times New Roman. Leave 6pt line spacing after figure caption. Captions should be complete enough to allow appreciation of the illustration without referring to the text. Lettering of the caption should be nearly as large as the typeface used for the tables.

Large figures that occupy two columns must be placed at top or bottom of the page.

Figures and photos are encouraged to be prepared with high resolution. Figures and photos must have a minimum resolution of 300 dpi.

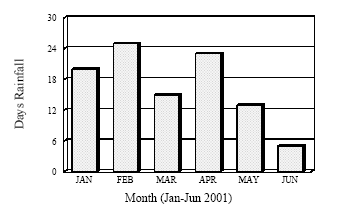


Figure 1. Insert figure caption here

## 2.5. Equations

Equations must be prepared using equation editors of the selected word processing programme. Equations are not indented (Formula tag). The equation numbers are placed with the tab key at the end of the line, between parentheses. Refer to equations by these numbers. See for example Eq. (1) below:

 (1)

where, *ca* = interface adhesion; δ = friction angle at interface; and *k*1 = shear stiffness number.

For simple equations in the text always use super- and subscript (select Font in the Format menu). Do not use the equation editor between texts on same line. The inline equations (equations within a sentence) in the text will automatically be converted to the AMS notation standard.

Equations should be confined to one column wherever possible, as in Eq. (2), and the equation array environment may be used to split equations into several lines, for example in Eq. (2), or to align several equations. Equations should be kept 12 pt or 1.0 line space from above and underneath text lines.

U =D(δ1, δ2, δ3, δ4)R12 (a, δ5)R13 (b, δ6)

R14 (c, δ7)R23 (d, δ8)R24 (e, δ9)R34 (f, δ10) (2)

# CONCLUSION

These instructions have shown how to prepare a full paper for publication in Hanoi Forum 2018 conference proceeding.

# REFERENCES

Please cite references in the text by name and year in parentheses, for one author (VNU, 2018) or VNU (2018), for two authors (VNU & KFAS, 2018) or VNU & KFAS (2018), for more than two authors (VNU et al., 2018) or VNU et al. (2018). The list of references should only include works that are cited in text and that have been published or accepted for publication. Reference list entries should be arranged in authors’ surname alphabet order as example below. The first line of each reference has no indentation while the remaining lines have the same indentation 0.5 pt as shown below. Leave no line space between the references.

Bulkeley H., Betsill M. (2005). Rethinking sustainable cities: Multilevel governance and the 'urban' politics of climate change. Environmental politics, 14(1) 42-63.

Pauly D., Christensen V., Guenette S., Pitcher T.J., Sumaila U.R., Walters C.J., Zeller, D. (2002). Towards sustainability in world fisheries. Nature 418 (6898) 689-95.

Wilbanks T.J. (2003). Integrating climate change and sustainable development in a place-based context. Climate Policy 3, 147-154.

Titles of books and articles in languages other than English must be referred to by an English translation with the original titles indicated in parentheses.