****Paper title [Paper Title]****

****Initial Surname1, Initial Surname 2, Initial Surname3**[Author Name]**

**1Affiliation name [Author info]**

**2Affiliation name [Author info]**

**3Affiliation name [Author info]**

**Abstract.** All articles *must* contain an abstract.The abstract text should be formatted using 10 point Times or Times New Roman and indented 25 mm from the left margin. Leave 10 mm space after the abstract before you begin the main text of your article, starting on the same page as the abstract. The abstract should give readers concise information about the content of the article and indicate the main results obtained and conclusions drawn. The abstract is not part of the text and should be complete in itself; no table numbers, figure numbers, references or displayed mathematical expressions should be included. It should be suitable for direct inclusion in abstracting services and should not normally exceed 200 words in a single paragraph. Since contemporary information-retrieval systems rely heavily on the content of titles and abstracts to identify relevant articles in literature searches, great care should be taken in constructing both. [this paragraph is formatted as Abstract]

**Keywords**: maximum 4 keywords; paper format; instructions; use of template [the keywords are formatted as Keywords]

# Introduction [this is formatted as Heading 1]

It is expected that authors will submit carefully written and proofread material. Careful checking for spelling and grammatical errors should be performed. Papers should clearly describe the background of the subject, the authors’ contribution, including the methods used, results and concluding discussion on the importance of the work from both scholarly and managerial perspectives. [Paragraph]

Full papers should be up to 5000 words in length excluding abstract and references. All accepted papers will be published in the online proceedings which will have an ISSN number and be made accessible from the conference website after the conference. Following the conference papers will be given a DOI reference to ensure they are picked up in scholarly web-searches. We aim to produce conference proceedings of a professional and consistent quality, and appreciate you carefully following the instructions outlined in this guide.

This template document itself uses the same formatting as required for the Conference so your full paper should appear visually very similar. You can access template styles for Titles, paragraphs, and other styles directly from the Quick Style Menu that is part of the Home Menu in Word. You can either write directly into the template or paste your finished text into it and choose ‘match destination formatting’ in the pop-up menu that appears when you paste in text. Do not change the predefined formatting settings in this document (such as paper size, orientation, margins, typeface, size, indents, spacing, headings, etc.).

# Text format

The text of paper should be formatted as follows:

* 11 point Times or Times New Roman.
* The text should be set to single line spacing.
* Paragraphs should be justified.
* The first paragraph after a section or subsection heading should not be indented; subsequent paragraphs should be indented by 5 mm.

A uniform appearance will assist the reader to read paper of the proceedings. It is therefore suggested to authors to use the example of this file to construct their papers.

Corresponding Author’s contact details

If you are copying and pasting text from another document in which the formatting is different, it’s highly recommended to use the paste special function in MS Word and choosing the "Keep Text Only" option.

* 1. Language [this is formatted as Subtitle]

When writing the paper please remember to use either British, or US, spelling but not a mix of the two, i.e., if you choose British spelling it would be colour not color; behaviour (behavioural) not behavior; [school] programme not program; [he] practises not practices; centre not center; organization not organisation; analyse not analyze, etc.

* 1. Acronyms

All acronyms should be spelled out the first time they are introduced in text or references. Thereafter the acronym can be used if appropriate, e.g. 'The work for the Organization of United Nations (OUN)...'. Subsequently, 'The OUN studies on...', in a reference ... (Organization of United Nations [OUN] 1989).

* 1. Numbering

1. Numbering
2. Numbering
3. Numbering

1.4 Bullet list

* Using bullets [ Bullet list]
* Using bullets
* Using bullets

# Tables, figures, and equation

Each table should have a descriptive title (using the current style) and each column an appropriate heading. Each table and/or figure must have a title that explains its purpose without reference to the text. Do not type the caption to a figure on that figure; the legends to any illustrations must be typed separately following the main text and should be grouped together. Table legends must be placed above the table; diagram or figure legends below the diagram or figure.

Tables should be formatted as Table 1 (below): left justified text for first column and centred columns thereafter, if possible. Only horizontal table grid lines should be used. Add one empty paragraph of the [ Paragraph] style following a table.

3.1 Table

Note that as a general principle, for large tables font sizes can be reduced to make the table fit on a page or fit to the width of the text. Tables should be centred unless they occupy the full width of the text. If a table is divided into parts these should be labelled (a), (b), (c) etc but there should only be one caption for the whole table, not separate ones for each part.

Tables should be numbered sequentially throughout the text and referred to in the text by number (table 1, not tab. 1 etc). Captions should be placed at the top of the table and should have a full stop (period) at the end. Except for very narrow tables with a wide caption (see examples below) the caption should be the same width as the table.

Tables should have only horizontal rules and no vertical ones. Generally, only three rules should be used: one at the top of the table, one at the bottom, and one to separate the entries from the column headings. Table rules should be 0.5 points wide.

Because tables can take many forms, it is difficult to provide detailed guidelines; however, the following examples demonstrate our preferred styles.

|  |  |  |
| --- | --- | --- |
| **Table 3.** A simple table. Place the caption above the table. Here the caption is wider than the table so we extend it slightly outside the width of the table. Justify the text. Leave 6 pt of space between the caption and the top of the table. | | |
|  |  |
| Distance (m) | Velocity (ms–1) |
| 100 | 23.56 |
| 150 | 34.64 |
| 200 | 23.76 |

* + 1. Complex tables

The following is a slightly more complex table with a caption that is narrower than the table. Centre the caption across the width of the table. If it is difficult to make a table fit the page, use a smaller font. Headings should normally be in Roman (i.e., not bold or italic) type, have an initial capital and normally align left (but centred sometimes looks better); it is up to the author to choose a layout that is most useful to the reader. Columns of numbers normally align on the decimal point.

**Table 4.** A slightly more complex table with a narrow caption.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Wake Chi Sqr. (*N*=15, *df*=1) | *p* | Stage 1 Chi Sqr. (*N*=15, *df*=1) | *p* | Stage 2 Chi Sqr. (*N*=15, *df*=1) | *p* |
| **F3** | 1.143 | 0.285 | 0.286 | 0.593 | 0.286 | 0.593 |
| **Fz** | 1.143 | 0.285 | 0.067 | 0.796 | 0.067 | 0.796 |

* + 1. Notes to tables

If you wish to format a table so that it contains notes (table footnotes) to the entries within the body of the table and/or within the table caption, these notes should be formatted using alphabetic superscripts such as a, b, c and so forth. Notes within the table caption should be listed first. Notes should be placed at the bottom of the table; one convenient method is to create an empty row at the bottom of the table to contain them. Again, merge the cells to give you a single cell the width of the table. Table notes should be 10 point Times Roman. Each note should be on a separate line.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Table 5.** A table with headings spanning two columns and containing notesa. | | | | |
| Nucleus | Thickness  (mg cm–2) | Composition | Separation energies | |
| , n (MeV) | , 2n (MeV) |
| 181Ta | 19.3±0.1b | Natural | 7.6 | 14.2 |
| 208Pb | 3.8±0.8c | 99% enriched | 7.4 | 14.1 |
| 209Bi | 2.6±0.01c | Natural | 7.5 | 14.4 |
| a Notes are referenced using alpha superscripts.  b Self-supporting.  c Deposited over Al backing. | | | | |

* 1. Figures
     1. Text in figures

Wherever possible try to ensure that the size of the text in your figures (apart from superscripts/subscripts) is approximately the same size as the main text (11 points).

* + 1. Line thickness

In general, try to avoid extremely fine lines (often called ‘hairline’ thickness) because such lines often do not reproduce well when printed out—your diagrams may lose vital information when downloaded and printed by other researchers. Try to ensure that lines are no thinner than 0.25 pt. Note that some illustrations may reduce line thickness when the graphic is imported and reduced in size (scaled down) inside Microsoft Word.

* + 1. Positioning figures

Individual figures should normally be centred but place two figures side-by-side if they will fit comfortably like this as it saves space. Place the figure as close as possible after the point where it is first referenced in the text. If there are a large number of figures it might be necessary to place some before their text citation. Figures should never appear within or after the reference list.

* + 1. Figure captions/numbering

Captions should be below the figure and separated from it by a distance of 6 points—although to save space it is acceptable to put the caption next to the figure. Figures should be numbered sequentially through the text—‘Figure 1’, ‘Figure 2’ and so forth and should be referenced in the text as ‘figure 1’, ‘figure 2’,… and not ‘fig. 1’, ‘fig. 2’, ….

For captions not placed at the side of the figure, captions should be set to the width of the figure for wider figures, centred across the width of the figure, or, for narrow figures with wide captions, slightly extended beyond the width of the figure. The caption should finish with a full stop (period).

* + 1. Examples

The following examples show how to format a number of different figure/caption combinations. **Note that the table borders are shown as broken lines for guidance only.**

|  |  |
| --- | --- |
|  | |
| **Figure 3.** Figure with short caption (caption centred). | | |
|  | | **Figure 4.** This is a figure with a caption that is wider than the actual graphic. To save space you can put the caption to the right of the figure by placing the graphic and justified caption in a table with one row and two columns. | | |

|  |  |  |
| --- | --- | --- |
|  | | |
| **Figure 5.** In this case simply justify the caption so that it is as the same width as the graphic. | | |
|  |  |  | |
| **Figure 6.** These two figures have been placed side-by-side to save space. Justify the caption. |  | **Figure 7.** These two figures have been placed side-by-side to save space. Justify the caption. | |

* + 1. Figures in parts

If a figure has parts these should be labelled as (a), (b), (c) etc on the actual figure. Parts should not have separate captions.

* 1. *Equation* 
     1. Fonts in equation editor (or math type)

Make sure that your Equation Editor or MathType fonts, including sizes, are set up to match the text of your document.

* + 1. Points of style
    2. Vectors. Bold italic characters is our preferred style but the author may use any standard notation; for example, any of these styles for vectors is acceptable:

‘the vector cross product of ***a*** and ***b*** is given by …’, or



‘the vector cross product of **a** and **b** is given by …’, or



‘the vector cross product of and is given by …’.



* + 1. The solidus (). A two-line solidus should be avoided where possible; for example, use



* instead of



* instead of



* + 1. Roman and italic in mathematics.

Variables should be in italic; however there are some cases where it is better to use a Roman font:

* Use a Roman d for a differential d, for example,



* Use a Roman e for an exponential e; for example,



* Use a Roman i for the square root of –1; e.g.,



* Certain other common mathematical functions, such as cos, sin, det and ker, should appear in Roman type.
* Subscripts and superscripts should be in Roman type if they are labels rather than variables or characters that take values. For example in the equation



*m*, the *z* component of the nuclear spin, is italic because it can have different values whereas n is Roman because it is a label meaning nuclear.

* + 1. Alignment of mathematics

The preferred style for displayed mathematics in *International Conference on Biomass: Conference Series* is to centre equations; however, long equations that will not fit on one line, or need to be continued on subsequent lines, should start flush left. Any continuation lines in such equations should be indented by 25 mm.

Equations should be split at mathematically sound points, often immediately before =, + or – signs or between terms multiplied together. The connecting signs are not repeated and appear only at the beginning of the turned-over line. A multiplication sign should be added to the start of turned-over lines where the break is between two multiplied terms.

* + 1. Small displayed equations: Some examples:

(1)



(2)



However, if equations will fit on one line, do so; for example, (5) may also be formatted as:

(6)



* + 1. Large display equations: examples. If an equation is almost the width of a line, place it flush left against the margin to allow room for the equation number.

(7)



* + 1. Miscellaneous points
* Exponential expressions, especially those containing subscripts or superscripts, are clearer if the notation is used, except for simple examples. For instance, and are preferred to and but is acceptable. Similarly the square root sign should only be used with relatively simple expressions, e.g. and but in other cases the power should be used.



* It is important to distinguish between and



* Braces, brackets and parentheses should be used in the following order: {[()]}. The same ordering of brackets should be used within each size. However, this ordering can be ignored if the brackets have a special meaning (e.g. if they denote an average or a function).
* Decimal fractions should always be preceded by a zero: for example 0.123 *not* .123 (note, do not use commas, use the decimal point).
* Equations that are referred to in the text should be numbered with the number on the right-hand side.
  + 1. Equation numbering

Equations may be numbered sequentially throughout the text (i.e., (1), (2), (3),) or numbered by section (i.e., (1.1), (1.2), (2.1) ,) depending on the author’s personal preference. In articles with several appendices equation numbering by section is useful in the appendices even when sequential numbering has been used throughout the main body of the text: for example, A.1, A.2 and so forth. When referring to an equation in the text, always put the equation number in brackets—e.g. ‘as in equation (2)’ or ‘as in equation (2.1)’—and always spell out the word ‘equation’ in full, e.g. ‘if equation (5) is factorized’; do not use abbreviations such as ‘eqn.’ or ‘eq.’.

# Citations

The whole citation should follow the Harvard style, enclosed within parentheses (author surname, year) if not a natural part of the surrounding sentence; the year should be enclosed within parentheses if the names do form a natural part of the surrounding sentence. Citations of works by two authors should have ‘and’ (not an ampersand) between the names. Citations of works by three or more authors should have the first author followed by et al in italics with no trailing stop.

In-text lists of references should be listed in chronological order (e.g. author1, 2002, author2, 2004, author3, 2008). Publications by the same author(s) in the same year should be identified with a, b, c (e.g. 2008a, 2008b) closed up to the year.

A reference list should appear at the end of the paper under the heading "References". All the references should be arranged in alphabetical order. Please follow the examples below (cf. References).

# Acknowledgements

Any acknowledgements authors wish to make should be included in a separate headed section at the end of the manuscript but before the list of references.

# References

A complete reference should provide the reader with enough information to locate the article concerned, whether published in print or electronic form, and should, depending on the type of reference, consist of:

* name(s) and initials;
* date published;
* title of journal, book or other publication;
* titles of journal articles may also be included (optional);
* volume number;
* editors, if any;
* town of publication and publisher in parentheses for *books*;
* the page numbers.
  1. Points to note
* The authors should be in the form surname (with only the first letter capitalized) followed by the initials with no periods after the initials. Authors should be separated by a comma except for the last two which should be separated by ‘and’ with no comma preceding it.
* The article title (if given) should be in lower case letters, except for an initial capital, and should follow the date.
* The journal title is in italic and is abbreviated. If a journal has several parts denoted by different letters the part letter should be inserted after the journal in Roman type, e.g. *Phys*. *Rev*. A.
* Both the initial and final page numbers should be given where possible. The final page number should be in the shortest possible form and separated from the initial page number by an en rule ‘– ‘, e.g. 1203–14, i.e. the numbers ‘12’ are not repeated.
* References to printed journal articles. A normal reference to a journal article contains three changes of font (see table 6).

|  |  |
| --- | --- |
| **Table 6.** Font styles for a reference to a journal article. | |
| Element | Style |
| Authors, date | Roman type |
| Article title (optional) | Roman type |
| Journal title | Italic type |
| Volume number | Bold type |
| Page numbers | Roman type |

Here are some examples taken from published papers:

Nakamura S, Senoh M, Nagahama S, Iwase N, Yamada T, Matsushita T, Kiyoku H and Sugimoto Y 1996 *Japan. J. Appl. Phys.* **35** L74

Strite S and Morkoc H 1992 *J. Vac. Sci. Technol.* B **10** 1237

6.2 References to preprints

For preprints there are two distinct cases:

* Where the article has been published in a journal and the preprint is supplementary reference information. In this case it should be presented as:

Kunze K 2003 T-duality and Penrose limits of spatially homogeneous and inhomogeneous cosmologies *Phys. Rev.* D **68** 063517 (*Preprint* gr-qc/0303038)

* Where the only reference available is the preprint. In this case it should be presented as

Milson R, Coley A, Pravda V and Pravdova A 2004 Alignment and algebraically special tensors *Preprint* gr-qc/0401010

6.3 References to electronic-only journals

In general article numbers are given, and no page ranges, as most electronic-only journals start each article on page 1.

* For SISSA journals the volume is divided into monthly issues and these form part of the article number

Horowitz G T and Maldacena J 2004 The black hole final state *J. High Energy Phys.* JHEP02(2004)008

6.4 References to books, conference proceedings and reports

References to books, proceedings and reports are similar to journal references, but have only two changes of font (see table 7).

|  |  |
| --- | --- |
| **Table 7.** Font styles for references to books, conference proceedings and reports. | |
| **Element** | **Style** |
| Authors, Date | Roman type |
| Book title | Italic type |
| Editors | Roman type |
| Place (city, town etc) of publication, publisher | Roman type |
| Volume, page number | Roman type |

* Book titles are in italic and should be spelt out in full with initial capital letters for all except minor words. Words such as Proceedings, Symposium, International, Conference, Second, etc should be abbreviated to *Proc*., *Symp*., *Int*., *Conf*., *2nd*, respectively, but the rest of the title should be given in full, followed by the date of the conference and the town or city where the conference was held. For Laboratory Reports the Laboratory should be spelt out wherever possible, e.g. *Argonne National Laboratory Report*.
* The volume number, for example vol 2, should be followed by the editors, in a form such as ‘ed A J Smith and P R Jones’. Use *et al* if there are more than two editors. Next comes the town of publication and publisher, within brackets and separated by a colon, and finally the page numbers preceded by p if only one number is given or pp if both the initial and final numbers are given.

Examples taken from published papers:

Sze S M 1969 *Physics of Semiconductor Devices* (New York: Wiley–Interscience)

Dorman L I 1975 *Variations of Galactic Cosmic Rays* (Moscow: Moscow State University Press) p 103

Caplar R and Kulisic P 1973 *Proc. Int. Conf. on Nuclear Physics (Munich)* vol 1 (Amsterdam: North-Holland/American Elsevier) p 517

Szytula A and Leciejewicz J 1989 *Handbook on the Physics and Chemistry of Rare Earths* vol 12, ed K A Gschneidner Jr and L Erwin (Amsterdam: Elsevier) p 133

Kuhn T 1998 Density matrix theory of coherent ultrafast dynamics *Theory of Transport Properties of Semiconductor Nanostructures* *(Electronic Materials* vol 4*)* ed E Schöll (London: Chapman and Hall) chapter 6 pp 173–214

6.5 Reference lists

Up to ten authors may be given in a particular reference; where there are more than ten only the first should be given followed by *et al*. If an author is unsure of an abbreviation it is best to leave the title in full. The terms *loc. cit.* and *ibid* should not be used.

Unpublished conferences and reports should generally not be included in the reference list and articles in the course of publication should be entered only if the journal of publication is known. A thesis submitted for a higher degree may be included in the reference list if it has not been superseded by a published paper and is available through a library; sufficient information should be given for it to be traced readily.