

FORMAT OF TECHNICAL PAPER MASTER PROJECT I TAUGHT COURSE

PAPER TITLE HERE (STYLE - HEADING 1)

Author names go here - use an asterisk, dagger, etc., for reference to affiliation at the foot of the page. Use for example: † and ‡ and * and +.

Abstract: *Click here and key the text of your abstract (style - abstract). This should present an overview of the paper, summarising its aims and should not exceed 15 lines.*

1. PLACE here for first heading (style - heading 2)

Your text starts here - this is 'normal' text without a first line indent. Simply select/highlight this paragraph and your own text can be keyed in its place. All styles, whether text or heading can be applied by placing the cursor in the appropriate text and clicking on the style in the window to the left of the type face box.

All body text (that is, standard text which does not require special formatting as in lists, tables, quotes, etc.) is justified left and right (often called fully justified) and the first line of the first paragraph after a heading is not indented, i.e. is flush left; the font used is Times/Times New Roman, 10pt; subsequent paragraphs within the same section will have the first line indented, by 5 mm.

Subsequent paragraphs can be keyed and then by clicking on the style 'indented' the first line indent is automatically inserted. Inserting a return for a new paragraph continues with the same style.

1.1 Next order of heading (style - heading 3) Use of the template

Once loaded, the template provides an easy way of setting out your contribution. Text can be keyed as normal or copied from your original document. Then, by placing the cursor in the appropriate paragraph, a single click on the text style will format the words automatically. Also one can select several paragraphs and apply the same style to them all. This ensures all parameters are constant, but in the easiest possible way; font style and size, line spacing, margins, paragraphs, indents, running-heads, etc. are all preset. It is, nevertheless, important to send a hard copy/print-out of your paper to ensure that nothing is lost in the transfer between computer systems.

Equations created in Word's equation editor can be dropped in and then centred using preset tabs (style - Equation). This is a straightforward method of dealing with equations and formulae. The equation number is placed to the right hand side, in brackets:

$$\sigma_{th} = \left(\frac{E\gamma}{a} \right)^{1/2} \quad (1)$$

There are default font sizes used in equations: for example 18pt for capital symbol; 12pt for ordinary characters; 7pt for sub and superscripts and 5pt for sub/subscripts. Bold type is used for vectors and matrices and italic for variables. Greek letters can be typed in the font Symbol, with lower case being italicised.

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Tables can be included in the body of the text and the caption is placed above the table, ranged centred with *Table* in italics, followed by the caption itself. Tables are best placed at the foot or top of a page but can be placed in the text if necessary, in which case there should be a line space after the table. Each column of the table should be clearly headed and incorporate the appropriate symbols and the units in which the quantities are measured. Captions that require more than one line should have second and subsequent lines indented to start beneath the first letter of the caption on the first line:

Table 1 : Values of global evaluation parameters obtained for selected specimens

Specimen code	Φ_U (N)	β (%)	$\Delta\delta_I$ ($\mu\mu$)	E (N. $\mu\mu$)	ΔXI ($\chi\omicron\upsilon\nu\tau\sigma/N \mu\mu$)
M 1826	4000	77	1.1	217	50
FM 1824	4010	27	1.5	451	13

Figures are placed together at the end of the paper, following the text and references. Captions are written using the normal style, with the caption set out as for tables.

Figure 2 Collection of creep rupture date for the three A201 steels, together with estimated lower bound limits to literature data.

Additional important information

Illustrations

Your paper may contain line drawings and/or photographs (half-tones). If these have been

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prepared using a software package (particularly for line drawings), it is feasible to import these into your paper and reduce them to an appropriate size.

Captions should be placed beneath the illustrations.

Page numbering

In order to prevent problems during handling of the many text contributions it has certain advantages if each page carries an authors name and a consecutive page number on the rear side. Please use a soft pencil in order to avoid imprinting.

Page limitation

Authors should aim for a limitation to 10 pages.