Paper title

**Authors name**, affiliation, country.

**Co-authors name**, affiliation, country.

The abstract should use the Subtitle style frOm the standard MS word styles menu with the style set to “formal". The ABSTRACT should be APPROXIMATELY 200 words long.

# Primary heading

The body of the text should be in Calibri (Heading) size 11 font using the “Normal” template with the style set to “formal” and justified. The total papers should not exceed 15 sides of A4 typed, inclusive of diagrams and references. Authors are requested to stick to using Headings 1 and Headings 2 from the style menu only.

## Secondary heading

All figures, tables and photographs should be centred. Colour pictures and figures are permitted, as the document will primarily be distributed in electronic form. Nevertheless, authors should be aware that hard copies will be printed and will be in black and white only.

All figures and photos should be centre justified. Care should be taken to ensure that all fonts and bullets used in figures are of an equivalent font size to the body of the text. The Figure title should be below the figure and inserted using the Caption function in MS Word (Insert > Caption > Figure) centre justified.



Figure 1 – A MEANINGFUL title for the figure

All equations should be center justified. The equation number should be should be inserted below equation using the Caption function in MS Word (Insert > Caption > Equation) and left justified.

Equation 1

All tables should be center justified and formatted using the red option shown below; selected from the standard MS Word menu. Table titles should be above the table and should be inserted using the Caption function in MS Word (Insert > Caption > Table) centre justified.

Table 1 – EXAMPLE of the table FORMATTING

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## Nomenclature

It is preferred that description of nomenclature be included within the body of the text. However, if this is not appropriate to the style of the paper then, nomenclature can be included at the end.

# References

References should be numbered in the text [1], [2], and printed under the reference section as shown in the following example.

1. Author AN, Person A, (1999), “Title of the paper”, Journal/Conference, Venue, Date, Vol. 14, Paper 2, pp. 209-214.

## ADDITIONAL comments

The paper should be formatted as described, using the standard MS Word style template “Formal”. No page numbering, headers or footers should be used other than those shown in this document.

The easiest way to follow this guideline is to make a copy of this document and edit it.