

# INSTRUCTIONS FOR USING PROCEEDINGS WORD TEMPLATE

Paper Number (example #704)

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## Abstract

This is an instructional guide for using the Microsoft Word Template to format your paper for inclusion in the Proceedings of the ICALEO<sup>®</sup> Congress. By following this template, the layout of your paper will be determined according to a preset structure in two-column format. You will be required to use this template to format your paper and then convert it into a PDF file. Papers not using this required format will be returned for revision. The PDF file must be submitted to [www.icaleo.org](http://www.icaleo.org) and select the 'Submit Button'. Please contact the [Conference Department](#) with additional questions.

About the template

**This template is the exact size your paper will appear in the proceedings.** There will be no reduction; this is 100% size. The proceedings will be published on U.S. letter paper (width 8.5 in, height 11 in or 216 mm x 279 mm). Two typefaces are used, Arial, a font for authors, author affiliations and titles, and Times New Roman, for the body text. The size of the typeface for the majority of the document is 10 point with Word's automatic leading. Please do not substitute other fonts. Both Arial and Times New Roman fonts are supplied with most computer systems. The document is set to full justification.

**Maximum paper size is 10 pages.**

Artwork

You may include two different types of figures in your document. **Line-art** in the form of spot graphs, bar graphs, etc., or **photo-images** such as micrographs, photos, etc. These figures must be scanned at specific resolutions to look good in print. Instructions for scanning are as follows:

**Photo-images:** Must be scanned at 300 dpi (minimum).

**Photo Size Requirement are as follows:** 3-3/8" for one-column image and 6.69" for two column image

**Line-art:** Must be scanned at 600 dpi (minimum).

Failure to scan at these resolutions will result in very poor quality output. It is your responsibility to ensure that figures are scanned at the correct resolution. Please note that images prepared for the web are usually set at 72 dpi, which is inadequate for printing purposes. Check that all type in graphs and figures is large enough to read and understand.

## Introduction

The **proceedings template** is set with the margins required for printing and includes two toolbars that automate commonly used tasks. The paper size, margins and styles set in the template should remain constant for most post- Word '97 versions of Microsoft Word.

When you have downloaded the proceedings template onto your computer, copy it to the "Templates" folder for Word and it will be available whenever you click on the "New" option under Word's "File" menu. For instructions on how to add templates to Word please refer to Word's "Help" menu.

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## Layout

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All Margins (left, right, top, and bottom) measure one (1) in/2.54 cm.

Please do not make any changes to the template or page setup of your document and be sure that everything in your paper (including all tables and artwork) fits within these margins or it may be lost.

**Do not use page numbers in the header or footer of your manuscript. Headers and footers shall be left blank.**

### First Page

On the first page, the title of your paper along with all the author names and affiliations should appear. Enter your own information then begin typing your paper (starting with the abstract) below the author affiliation.

#### Title and Authors

Enter the title of your paper by placing the cursor over the words “Instructions for Using Proceedings Word Template” and enter your own title. If you lose the template formatting, reapply the style that is called, “Heading 4, Paper Title”. Next, add author names and affiliations. Additional authors should be added on the same line as the first author, continuing on to further lines if necessary. Author names and affiliations should be in Arial 10 pt. Add a superscript number at the end of each name that links to the appropriate affiliation.

Author affiliations begin on the second line after the author names and each different affiliation should be on a separate line. A superscript number that matches the correct author in the previous section should immediately precede affiliations.

### Using Styles

The template for your paper contains predefined Styles. When you type in information in different parts of your document the proper style is already set; however, when you add more headings and paragraphs you will need to make sure that the new text is formatted using the correct style. The different heading styles are provided with plenty of space between heading and text to enable easier reading. **Important:** If you copy and paste text into the template then it will retain the style from the original, hence you must reapply the appropriate style for the proceedings.

#### Heading 1, First-Level Heading

Use this style for all first level headings such as “Abstract,” “Introduction,” “Results.” It is Arial 10pt, bold with the first letter of each word in caps, centered with a gap of 10 points to the next line.

#### Heading 2, Second-Level Heading

Use this style for any second level headings such as above. It is Arial 10pt with the first letter of each word in caps, left aligned, with a gap of 10 points to the next line.

Heading 3, Third-Level Heading Use this style for any third level headings. Start third level text on the same line as heading (as in this paragraph). It is Times New Roman 10pt, underlined with the first letter of each word in caps, left aligned.

#### HEADING 4, PAPER TITLE

This style is only used for the paper’s title. It is bold Arial 11pt all caps, centered.

#### Paragraph Style

Use this style for the main text in the body of each paragraph. It is Times New Roman 10pt fully justified with single spacing.

λMT: ΣΨμβολσ

Use this style for SYMBOLS or when you need to insert special characters. Font size: 10pt.

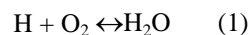
#### Table

Use this style for formatting the text contained within tables. It is Times New Roman 10pt, centered with single spacing and no gap between paragraphs.

### Formatting

#### Equations

Equations should be Times New Roman or Symbol font (see Style Symbol) centered, and separated from the text by one line of space both above and below. Equations should be numbered consecutively, with the number placed in parentheses with the last line of the equation (see below). For chemical formula, use the following format,



which can be created using Times New Roman 10pt font.

#### Tables

Tables should be placed as close to where they are referenced as possible. Tables should be in Times New Roman font (Style: Table) and numbered consecutively, and center title over the table. The

table should be framed by a one point border, while columns should also be separated by a one point column line and column headings should be separated from rows by a one point row line. Lines should not be used to separate rows except when footnotes are used. Footnotes should be placed as the last row, separated from the preceding rows by a one point line. Footnotes should be indicated by a superscript symbol (see example).

Table 4 A summary of behaviour of partially solidified casting alloy within zones defined by critical thermal contours<sup>†</sup>

Thermal Zone	Microstructures
$T_1 - T_{ch}$	Dendrites surrounded by liquid
$T_{ch} - T_{pk}$	Dendrites touching each other with liquid film
$T_{pk} - T_c$	Dendrites packed together and mechanically interlocked
$T_c - T_s$	Dendrites surrounded by partially solidified eutectic
<sup>†</sup> The liquidus $T_1$ , coherency $T_{ch}$ , maximum packing $T_{pk}$ , eutectic $T_c$ , and the solidus $T_s$ .	

## Figures

Figures should be placed as close to where they are referenced as possible. Figure captions should be in Times New Roman font (Style: Table) and numbered consecutively with the title centered below the figure. Always insert your figure caption separately from your figure so that any resizing of your figure does not affect the figure caption.

## References

Consecutive numbers enclosed within square brackets should represent all references within the text of the paper, for example [1,2]. These numbers should correspond to a list of references, using the paragraph style format that is single spaced Times New Roman 10 pt text with a 10 point break between references. The format of citation should be as follows:

### Book

[1] Emley, E.F. (1966) Principles of Magnesium Technology, Pergamon Press, 466pp.

### Book Chapter

[2] King, J.F. (2000) Development of practical high temperature magnesium casting alloys, in K.U. Kainer (ed) Magnesium Alloys and their Applications, Wiley-VCH, 14-28.

### Journal Paper

[3] Dahle, A.K., Lee, Y.C., Nave, M.D., Schaffer, P.L. & St. John, D.H. (2001) Development of as-cast microstructures in magnesium-aluminium, Journal of Light Metals 1, 61-72.

### Conference Paper

[4] Song, G., Atrens, A. & St. John, D. (2001) An hydrogen evolution method for the estimation of the corrosion rate of magnesium alloys, in Proceedings of the TMS annual meeting and exhibition: Magnesium Technology, New Orleans, USA, 255-262.

### Reports

[5] Zhang, D.L., Zheng, L.H. & St. John, D.H. (1995) The microstructure of alloy XYZ, CAST report (September), CRC for Cast Metals Manufacturing. Dissertation or Thesis.

[6] Wang, Q.G. (1997) Microstructure and tensile fracture behaviour of Al-Si-Mg casting alloys, Ph.D. thesis, The University of Queensland, Australia.

## Meet the Author(s)

Four (4) lines below the last line of the manuscript, type a 50-75 word author(s) autobiography. **Font is Times New Roman 10 point.**

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#### Check List

Before submitting your paper please run through the following checklist to ensure that your paper is suitable for inclusion in the published proceedings. Failure to comply with the prescribed paper format may result in rejection of your submission.

1. Line-art, photographs and images have been scanned using high resolution to allow for best quality reproduction (photos-images at least 300 dpi, line-art at least 600 dpi).
2. Figures and tables have been arranged in a logical order to aid reader comprehension.
3. The text is setup according to the template guidelines with single spacing and full justification and appropriate heading styles used.
4. **Peer Reviewed manuscript Submission Deadline is June 16, 2014 and Non-Peer Reviewed Manuscript Submission Deadline July 15, 2014.** This enables LIA to review the papers for content and meet production schedules.
5. **Headers & footers should be blank. No page numbers or heading should appear.**
6. **Document should be saved in PDF format with no security. Please do not password-protect or use any security settings on the PDF.**