Instructions for the Preparation of the Synopsis/Abstract (Maximum length 2 pages)

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**Abstract**.

These instructions should be read carefully. If they are not adhered to, the result could be delayed publication and/or sub-optimal reproduction quality. **As a reminder, submitted contributions should comprise two pages**. Longer papers will not be considered. Shorter ones may not be informative enough to succeed. (**MAXIMUM 100 WORDS**)

# Typing Area

Use A4 format, with the following type area: length 24.7 cm, width 16 cm. The recommended typeface is Times New Roman. For tables and figures (illustrations) only, you may use Helvetica, or other sans-serif typefaces.

Recommended typeface sizes:

a. Title: 18 pt.

b. Main text (including headings): 12 pt.

c. Abstract, footnotes, references, figures and tables: 10 pt.

# Typographical Style and Layout

Center the title (horizontally) on the page. Leave approx. 1 cm between the title and your name and address (and that of your co-authors, if any).

Type name(s) in 12 pt. and address(es) in 11 pt. and center them (horizontally) on the page. Use *italics* for addresses.

Type the abstract with a maximum width of 13.5 cm. Center the abstract (horizontally) on the page. Number section and subsection headings consecutively in Arabic numbers and type them respectively in **bold** and *italics*. Headings and subheadings should be flush left. Do not include references to the literature, illustrations or tables in headings and subheadings. Leave two blank lines above section headings and one above subheadings. Insert one blank line under headings and subheadings.

Indent new paragraphs with a left tab (and *not* by inserting a blank line).

## Tables and Figures

1. Number as Table 1 (Fig. 1), Table 2 (Fig. 2), etc. always including a reference in the text.
2. Center tables and figures.
3. Center table captions above tables.
4. Center figure captions beneath figures.
5. Position figures at the top or bottom of a page.

Figure

Fig. 1 The name of the Symposium

## Equations

*All* equations must be centered and numbered consecutively (i.e., *not* section-wise), using Arabic numbers. The number should be placed on the right of the equation

 (1)

## References and Acknowledgements

References to the literature should be made in the main text by an Arabic number in square brackets. List these (in numerical order) at the end of your paper (under the heading 'References').

Brief acknowledgements are allowed. Place them at the very end of the paper before the References (under the heading 'Acknowledgements').

# Conclusion

References to the literature should be made in the main text by an Arabic number in square brackets. List these (in numerical order) at the end of your paper (under the heading 'References').

**Acknowledgements**

Not mandatory.

**References (Vancouver numeration and APA Style)**

1. J. C. Maxwell, *A Treatise on Electricity and Magnetism*, Clarendon Press, London, 1892.
2. D. Schanks and J. W. Wrench Jr., Calculation of π to 100,000 Decimals, *Math. Comput.* **16** (1962) 76-99.