# TITLE IN TIMES NEW ROMAN 12 POINT

# BOLD CAPITALS, INDENTED BY 1 cm WITH NO

# MORE THAN 40 CHARACTERS PER LINE

# INCLUDING SPACES

Subtitle if needed in Times New Roman 12 point bold

italic, sentence case

A.N. AUTHOR

Organization

Town/City, Country

Email: address@correspondingauthor.com

A.N. OTHER-AUTHOR

Organization

Town/City, Country

This is an example of how to format an extended abstract. The title is Times New Roman 12 point bold, indented by 1 cm. The author name and organization are in Times New Roman 10 point. The text is Times New Roman 10 point, with a first line indent of 1 cm. The extended abstract may be up to two A4 pages long. The extended abstract is meant to be a summary of the conference presentation and may contain a limited number of essential references and equations; it should not contain the word ‘we’. Write ‘the presentation’, not ‘this presentation’, and follow formatting requirements presented below if a table or figure is inserted. Any additional instructions from the conference organizers should be followed but will be supplied separately.

## Additional Style and formatting information if required

## originality, copyright and publication

The text of an extended abstract and the presentation submitted to this conference must be original and must not have been published elsewhere previously. All submissions will be scanned to ensure originality; if they are found to contain non-original text, the conference organizers may decide to omit the abstract or request a version rewritten to remove any significant duplicate text.

If text or images included in the extended abstract have been published elsewhere, the abstract must be accompanied by evidence (e.g. licences) that permission has been given for the reuse. Text must be properly cited and images properly acknowledged. As the space is limited, you are encouraged to cite only essential references.

The extended abstracts will only be included in the proceedings if the IAEA Form B has been submitted prior to the conference.

## TABLES

Tables must be numbered consecutively and include a table heading. There is no full stop at the end of the heading. IAEA style is to use table borders and lines sparingly. Tables must be mentioned (called out) in the text and should be inserted following the end of the paragraph in which they are mentioned, or on the next page if there is not enough space. Tables are formatted in Times New Roman 9 point regular, with headings in 10 point capitals. For an example, see Table 1.

TABLE 1. EXAMPLE TABLE

|  |  |  |
| --- | --- | --- |
| Column 1 | Column 2 | Column 3 |
| Align text left | Centre text | Centre text |
| Align text left | Centre text | Centre text |

## FIGURES

The figures you use in your extended abstract must be original. If they have been published elsewhere they cannot be used unless a permission is obtained. If they have been published in other papers authored by you or one of your co‑authors please check the reuse terms with the publisher. Some publishers will allow reuse of a single figure if you are the author.

The figures must be numbered consecutively and mentioned in the text in the order in which they are numbered, using the abbreviation Fig. They should be inserted into the extended abstract without a border and immediately below the paragraph in which they are mentioned, or on the next page if there is no space. They should have a caption, which is set in Times New Roman 9 point italic; the caption should be centred if it is a single line or aligned left if it is two lines or more long. An example of a caption can be seen below for Fig. 1. Note the capitalization of ‘Fig.’ in the figure caption.

*FIG. 1. Chart showing the number of words in sections 1–4 of an example paper.*

## REFERENCES

In accordance with good academic practice, reference sources should be cited in the text to support the assertions it contains. IAEA style is to use numbered references in square brackets. There are different formats for sources such as books [1], internal reports [2], personal communication [3], unpublished data [4], single chapters from books [5], journal articles [6], web sites and on-line databases [7], papers from a proceedings [8], presentations including slides and handouts [9], and INFCIRCs [10]. Sources ‘in preparation’ or ‘in press’ use these terms in place of the year. Titles are given in their original languages if these use Latin alphabets, or translated into English for languages that do not use Latin alphabets. Please see the reference list below for examples of how to format the sources numbered [1–10]. The text in the reference list is Times New Roman 9 point regular.

## Further information

### Author affiliation

Put the email address after the affiliation of the corresponding author, whether he or she is the first author or not. Please put the name of the authors’ organization(s) in English. Do not give the organization’s street address or postal code. For international organizations, no country is given. Please use the name of the country as it is given in the IAEA Member State list (for example, use ‘Russian Federation’, not ‘Russia’).

If there is a long list of author names and some of them are from the same organizations or same States, please seek advice from the conference organizer on how to format such a list to save space.

### Bulleted lists

If you use a bulleted list in your extended abstract, please format it as below:

* First bullet point;
* Section bullet point;
* Third bullet point.

If you need to use subpoints, please use this format:

* First bullet point.
* Section bullet point.
  + - * First subpoint;
      * Second subpoint.
* Third bullet point.

Please note the punctuation at the end of the points.

### Numbered lists

If you use a numbered list in your extended abstract, please format it as below, noting the punctuation at the end of the points:

1. First bullet point.
2. Section bullet point.
3. First subpoint;
4. Second subpoint.
5. Third bullet point.

Please use (a), (b), etc., unless your text refers to the points elsewhere as ‘the first point’, ‘the second point’ and so on — in this case, please use (1), (2), etc.

### General formatting

Only the font Times New Roman should be used in the extended abstract. The font Symbol should never be used in files intended for publication as it is not a Unicode font and letters may change during production (for example, μSv may print as mSv if the character μ is inserted in Symbol font).

Underlining should not be used. Bold and italic may be used for emphasis, but should be used sparingly. Paragraph line spacing is 12 point for 9 point text, 13 point for 10 point text and 14 point for 12 point text, as used in this example. Only one space is used following a full stop.

Footnotes[[1]](#footnote-2) should be used only where necessary. They should be inserted at the end of each page, and not at the end of the extended abstract as endnotes.

ACKNOWLEDGEMENTS

The heading of the acknowledgements section is Times New Roman 10 point bold capitals, centred. The acknowledgements section is an optional section and can be used to list funding bodies and other sponsors of the research, and to mention people who supported the research but whose contribution was not of a type to merit authorship of the paper.

References

1. AUTHOR, A., Book Title in Title Case, Series No. if applicable, Publisher, Place of Publication (Year).
2. AUTHOR, A., Internal Report Title in Title Case, internal report, Organization, Location, Year.
3. LETTER-WRITER, A., Organization, personal communication, Year.
4. RESEARCHER, A., Organization, unpublished data.
5. CHAPTER-AUTHOR, A., “Title of chapter in sentence case”, Book Title in Title Case, Publisher, Place of Publication (Year).
6. AUTHOR, A., AUTHOR, B., AUTHOR, C., Journal article title in sentence case, Abb. J. Title **1** 2 (Year) 120–123.
7. AUTHOR, A., Title of Web Page or On-line Database in Title Case (Year),

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1. AUTHOR, A., “Paper title in sentence case”, Conference Title in Title Case (Proc. Int. Conf. Place of Conference, year), Publisher, Place of Publication (Year).
2. PRESENTER, A., “Title of presentation in sentence case”, Paper No., paper presented at Organization seminar on subject, Location, year.
3. Title of INFCIRC in Title Case, INFCIRC No., IAEA, Vienna (Year).

1. Text in a footnote is Times New Roman 9 point regular. [↑](#footnote-ref-2)