# the title goes herE 12 POINT BOLD CAPITALS

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This is the standard font and layout for the individual paragraphs. It is Times New Roman 12-point regular capitals; spacing 14 pt. **Synopses should be approximately 500 to 600 words on one or a maximum of two printed A4 pages, including any charts, graphs, figures and references**.

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 11-point regular. 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 |

The equations can be written in a table (with hidden border), centred; it must be numbered and mentioned in the text in the order in which they are numbered, using the abbreviation Eq., e.g. see Eq. (1) below:

|  |  |
| --- | --- |
|  | (1) |

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 synopsis 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 11-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 Fig. 1. Note the capitalization of ‘Fig.’ in the figure caption.

*FIG. 1. Example.*

If you use a bulleted list in your synopsis, 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. If you use a numbered list in your synopsis, 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.

References

1. AUTHOR, A., AUTHOR, B., AUTHOR, C., Journal article title in sentence case, Abb. J. Title **1** 2 (Year) 120–123.
2. AUTHOR, A., Title of Web Page or On-line Database in Title Case (Year),

www.webpage.com/exact-subpage-being-cited

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.
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5. LETTER-WRITER, A., Organization, personal communication, Year.
6. RESEARCHER, A., Organization, unpublished data.
7. CHAPTER-AUTHOR, A., “Title of chapter in sentence case”, Book Title in Title Case, Publisher, Place of Publication (Year).