# PAPER TITLE IN TIMES NEW ROMAN 12 POINT BOLD CAPITALS

Subtitle if needed in Times New Roman 12 point bold italic, sentence case

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Organization

Town/City, Country

Email: address@correspondingauthor.com

A.N. OTHER-AUTHOR

Organization

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Abstract

This is an example of how to format an abstract. The title is Times New Roman 11 point bold, indented by 1 cm. The text is Times New Roman 11 point. The abstract is a single paragraph which may be up to 300 words long. It should not contain information not included in the paper. The abstract may not contain references, equations or the word ‘we’. Write ‘the paper’, not ‘this paper’.

## INTRODUCTION

This is an example of how a paper for the TECDOC Proceedings of a Technical Meeting should be formatted. The text above shows how the running head, title, subtitle (if applicable), author names and affiliations, and abstracts should be formatted. The heading immediately above this paragraph is a first level paper heading; it is Times New Roman 11 point regular capitals. The body text of the paper is Times New Roman 11 point regular.

Please use these examples to format your paper. Applying the styles saved in this document to your text should format it correctly. Your word processing software may also contain a tool such as a ‘format painter’ that will enable you to copy the formatting from the example text to your own text. Alternatively, the information given in this template should enable to select the correct format for each section.

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The text of a paper submitted must be original and must not have been published elsewhere previously. All papers will be scanned to ensure originality; if they are found to contain non-original text, only their abstract will be included in the proceedings.

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### Second level paper heading

A second level paper heading is Times New Roman 11 point bold, in sentence case.

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If you need to move a heading to the following page, please use a page break (usually found in word processing software under the ‘insert/page break’ menu. Please do not press return several times to move text onto a new page.

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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 (with no terminal punctuation). 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 |

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The figures you use in your publication must be original. If they have been published elsewhere (even in other papers authored by you or one of your co-authors) they cannot be used unless a permission is obtained and sent with the paper.

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## 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], websites 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 [1–11]. The text in the reference list is Times New Roman 11 point regular.

FIG. 1. Chart showing the number of words in each section of this example paper.

## BIBLIOGRAPHY

A bibliography is an optional section. If a source is not cited in the text but may nevertheless be of interest to the reader, it can be included in a bibliography, which follows the reference list. Sources that appear in the reference list should not be included in the bibliography. Please see the example bibliography at the end of this paper. The text in the bibliography is Times New Roman 11 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 paper, please format it as below:

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

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* First subpoint;
* Second subpoint.
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Please note the punctuation at the end of the points.

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

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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.

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Only the font Times New Roman should be used in the paper. 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 should be set to ‘single’, paragraph space “After” 12 pt (this is the right amount of space between paragraphs to ensure additional manual line breaks are not necessary), as used in this example paper. 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 paper as endnotes.

ACKNOWLEDGEMENTS

The heading of the acknowledgements section is Times New Roman 11 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),  
   www.webpage.com/exact-subpage-being-cited
8. AUTHOR, A., “Paper title in sentence case”, Conference Title in Title Case (Proc. Int. Conf. Place of Conference, year), Publisher, Place of Publication (Year).
9. PRESENTER, A., “Title of presentation in sentence case”, Paper No., paper presented at Organization seminar on subject, Location, year.
10. Title of INFCIRC in Title Case, INFCIRC No., IAEA, Vienna (Year).

BIBLIOGRAPHY

AUTHOR, A., Book Title in Title Case, Series No. if applicable, Publisher, Place of Publication (Year).

— Title of Book by Same Author in Title Case, Series No. if applicable, Publisher, Place of Publication (Year).

AUTHOR, A., AUTHOR, B., Book Title in Title Case, Series No. if applicable, Publisher, Place of Publication (Year).

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