# Extended abstract 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

**Description**

This is an example of how to format a description. The title is Times New Roman 10 point bold, indented by 1 cm. The text is Times New Roman 9 point, with a first line indent of 1 cm. The description is a 1-2 lines which may be up to 40 words long. It should not contain information not included in the extended abstract. The description may not contain references, equations or the word ‘we’. Write ‘the extended abstract’, not ‘this extended abstract’.

## INTRODUCTION

This is an example of how an extended abstract for the Proceedings Series 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 extended abstract heading; it is Times New Roman 10 point regular capitals. The body text of the extended abstract is Times New Roman 10 point regular, with a first line indent of 1 cm.

Please use these examples to format your extended abstract. 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.

## originality, copyright and publication

The text of a extended abstract submitted to this technical meeting must be original with any material from copyrighted works (including illustrations, tables, and text quotations) included with the permission of the copyright holder. The contributor should, therefore, make sure that any permissions and rights required to publish any third-party content have been obtained and that all published material is correctly referenced.

The content of a extended abstract is expected to have been written by the stated authors and the extended abstract itself must not have been published before and be under consideration for publication by another entity (if this is the case please contact the Technical Meeting Organizer for further information). All extended abstract will be scanned to ensure originality; if they are found to contain non-original text, they will not be included in the proceedings.

## headings AND SUBHEADINGS

If you need to subdivide the sections of your extended abstract, use the headings shown below. You can use second and third level extended abstract headings. To subdivide further, please use lists numbered (a), (b), and so on, but this is usually not necessary in a extended abstract of normal length.

### Second level extended abstract heading

A second level extended abstract heading is Times New Roman 10 point bold, in sentence case.

#### Third level extended abstract heading

A third level extended abstract heading is Times New Roman 10 point italic, in sentence case.

## PAGE AND SECTION BREAKS

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.

## 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. 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 (even in other extended abstract authored by you or one of your co-authors) they cannot be used unless a permission is obtained and sent with the extended abstract.

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

## 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 9 point regular.

## BIBLIOGRAPHY

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

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 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 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 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 extended abstract.

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

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).

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).

ORGANIZATION A (Location)

Book Title in Title Case, Series No. if applicable (Year).

Book Title in Title Case, Series No. if applicable (Year).

Book Title in Title Case, Series No. if applicable (Year).

ORGANIZATION B (Location)

Book Title in Title Case, Series No. if applicable (Year).

Book Title in Title Case, Series No. if applicable (Year).

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