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**Abstract**. All articles *must* contain an abstract.The abstract should give readers concise information about the content of the article and indicate the main results obtained and conclusions drawn. The abstract is not part of the text and should be complete in itself; no table numbers, figure numbers, references or displayed mathematical expressions should be included. It should be suitable for direct inclusion in abstracting services and should not normally exceed 200 words in a single paragraph. Since contemporary information-retrieval systems rely heavily on the content of titles and abstracts to identify relevant articles in literature searches, great care should be taken in constructing both.

# The first section in your paper

The first paragraph after a heading is not indented (Bodytext style).

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## A subsection

Some text.

2.1.1. A subsubsection. The paragraph text follows on from the subsubsection heading but should not be in italic.

# Figures

Figures should be centred and placed after the point where it is first referenced in the text. Text in figures should be approximately the same size as the main text (11 points). Lines in figures must be at least 0.25 pt. Each figure should have a caption underneath it and numbered sequentially throughout the text — ‘Figure 1.’, ‘Figure 2.’ and so forth and should be referenced in the text as ‘figure 1’, ‘figure 2’ and not ‘fig. 1’, ‘fig. 2’. The caption should finish with a full stop (period).

WiderFigureWiderCaption

**Figure 1.** An example of a figure caption.

# Tables

Tables should be centred unless they occupy the full width of the text. For large tables, font size can be reduced to make the table fit on a page or fit to the width of the text. Each table should have a caption at the top of the table and numbered sequentially throughout the text — ‘Table 1.’, ‘Table 2.’ and so forth and should be referenced in the text as ‘table 1’, ‘table 2’ and not ‘tab. 1’, ‘tab. 2’. The caption should finish with a full stop (period). Except for very narrow tables with a wide caption (see example below) the caption should be the same width as the table.

|  |  |  |
| --- | --- | --- |
| **Table 1.** An example of a table. Place the caption above the table. Here the caption is wider than the table so we extend it slightly outside the width of the table. Justify the text. Leave 6 pt of space between the caption and the top of the table. | | |
|  |  |
| Distance (m) | Velocity (ms–1) |
| 100 | 23.56 |
| 150 | 34.64 |
| 200 | 23.76 |
| 250 | 27.9 |

# Equations

Equations should be centred and numbered sequentially throughout the text (i.e., (1), (2), (3),…) or numbered by section (i.e., (1.1), (1.2), (2.1) ,…) depending on the author’s personal preference. In articles with several appendices equation, numbering by section is useful in the appendices even when sequential numbering has been used throughout the main body of the text: for example, A.1, A.2 and so forth. When referring to an equation in the text, always put the equation number in brackets—e.g. ‘as in equation (2)’ or ‘as in equation (2.1)’—and always spell out the word ‘equation’ in full, e.g. ‘if equation (5) is factorized’; do not use abbreviations such as ‘eqn.’ or ‘eq.’.

Long equations that will not fit on one line, or need to be continued on subsequent lines, should start flush left. Any continuation lines in such equations should be indented by 25 mm. Equations should be split at mathematically sound points, often immediately before =, + or – signs or between terms multiplied together. The connecting signs are not repeated and appear only at the beginning of the turned-over line. A multiplication sign should be added to the start of turned-over lines where the break is between two multiplied terms.

 (1)

 (2)

 (3)

References

Please use the Vancouver numerical system where references are numbered sequentially throughout the text.

|  |  |
| --- | --- |
| **Table 2.** Font styles for a reference to a journal article. | |
| Element | Style |
| Authors, date | Roman type |
| Article title (optional) | Roman type |
| Journal title | Italic type |
| Volume number | Bold type |
| Page numbers | Roman type |

|  |  |
| --- | --- |
| **Table 3.** Font styles for references to books, conference proceedings and reports. | |
| Element | Style |
| Authors, Date | Roman type |
| Book title | Italic type |
| Editors | Roman type |
| Place (city, town etc) of publication, publisher | Roman type |
| Volume, page number | Roman type |

1. A reference

This reference has two entries but the second one is not numbered (it uses the ‘Reference (no number)’ style.

1. Another reference
2. More references

**Acknowledgments**

Authors wishing to acknowledge assistance or encouragement from colleagues, special work by technical staff or financial support from organizations should do so in an unnumbered Acknowledgments section immediately following the last numbered section of the paper.