Template for the preparation of papers for the ESB-ITA meeting

A. Author1, B. Author1,2, and C.C. Author2

1 Each affiliation must fit within a row

2 Each affiliation must fit within a row

*Abstract*—These instructions give you guidelines for preparing contributions to the meeting of ESB-ITA*.* If you are opening this file within Microsoft Office *Word* 6.0 or later, use this document as a template to prepare your contribution. Otherwise, use this document as an instruction set. For submission, convert you file in PDF (file size<2MB) and send your contribution to [meeting@esb-ita.it](mailto:meeting@esb-ita.it) specifying the presenting author.

*Keywords*—Insert up to 4 keywords, separated by commas.

# Introduction

T

HIS document is a template for Microsoft *Word* versions 6.0 or later.

When preparing your contribution, styles are already set up, so you don’t need to *change the font sizes or line spacing to squeeze more text into a limited number of pages.* Use italics for emphasis; do not underline.

To insert images in *Word,* position the cursor at the insertion point and either use Insert | Picture | From File or copy the image to the Windows clipboard and then Edit | Paste Special | Picture. The page limit is 2. The deadline for the submission is 30 **April, 2019**.

# Procedure for paper submission and preparation

## Page setup

The paper format for contribution preparation is A4 (210 x 297 mm). Page margins are {1.5, 2.5, 1.5, 1.5} cm from {top, bottom, right, left}. Text runs in two columns (Width 8.75 cm, with 0.5 cm spacing), except for *Title*, *Authors*, and *Affiliations*.

## References

Please number citations consecutively in square brackets [1]. The sentence punctuation follows the brackets [2]. Multiple references [2], [3] are each numbered with separate brackets [1]–[3]. In sentences, refer simply to the reference number, as in [3]. Do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] shows ... .” Reference list needs to be typed manually at the end of the paper using the *References*  style.

Please note that the references at the end of this document are in the preferred referencing style. Give all authors’ names; do not use “*et al*.” unless there are more than five authors. Use a space after authors' initials. Papers that have not been published should not be cited.

Capitalize only the first word in a paper title, except for proper nouns and element symbols.

## Tables

Tables are to be embedded into the document and will appear as centred. They are numbered with roman numerals. The table title will appear below the enumeration (as it is shown in Table I), while the table caption will appear below the table. Minimum font size for row text and headers is 8 pt. Please insert a carriage return before the table, and another underneath it.

## Figures

Please make sure that figure title, axis label, and axis unit sizes are readable (not less than 8 pt). Please insert figures with at least 200 dpi resolution. Place figure captions below the figures, and not as part of them. Do not put borders around the outside of the figures.

TABLE I

Units for style formats

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Style* | *Font*  *(Times New Roman)* | | *Other notes a* | |
| *Title* | | 24 pt, regular, centered | |  |
| *Author(s)* | | 11 pt, regular, centered | |  |
| *Author affiliations* | | 9 pt, italic, centered | | Just one line per affiliation |
| *Keywords* | | 9 pt, bold, justified | | First line indentation: 0.3 cm |
| *Section title* | | 10 pt, regular, small caps, centered | | Numbered with roman numerals (I,II,III, …) |
| *Sub-section title* | | 10 pt, italic, centered, left justified | | Numbered with capital letters (A, B, …) |
| *Text* | | 10 pt, regular, justified | | First line indentation: 0.3 cm |
| *Figure and table captions* | | 8 pt, regular, justified | | Numbered with abbreviated term Fig. |
| *References* | | 8 pt, regular, left justified | | Numbered ([1], [2], …). Indentation 0.6 cm |

No vertical lines in table. Statements that serve as captions for the entire table do not need footnote letters.

In Table I, all the information regarding font size and style are reported.

## Math equations

Math equations are centred, and numbered consecutively in parentheses flush with the right margin, as in Eq. (1).

 (1)

First use the equation editor to create the equation. Then select the “Equation” mark-up style. Press the tab key and write the equation number in parentheses.

# Hints and recommendations

## General hints

Please use SI units. Use one space after periods and colons. Hyphenate complex modifiers: “zero-field-cooled magnetization.” Use a zero before decimal points: 0.25, not .25. The abbreviation for “seconds” is s, not sec. A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). The word “data” is plural, not singular. The abbreviation “i.e.” means “that is”, while the abbreviation “e.g.” means “for example”.

When reporting the design of the study, if this involves tests on humans, please include a statement detailing ethical approval and consent.

# Conclusion

A conclusion section is not compulsory. Although a conclusion may review the main points of the paper, do not replicate the abstract as the conclusion. A conclusion might elaborate on the importance of the work and suggest applications and extensions.

Appendix

Appendixes, if needed, appear before the acknowledgement.

Acknowledgement

Use the singular heading even if you have many acknowledgments. Sponsor and financial support acknowledgments can be placed in this section.

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