

# Preparing a two column paper with MS Word for Windows

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**ABSTRACT:** Authors of papers to proceedings have to type these in a form suitable for direct photographic reproduction by the publisher. In order to ensure uniform style throughout the volume, all the papers have to be prepared strictly according to the instructions set below. The publisher will reduce the camera-ready copy to 75% and print it in black only. For the convenience of the authors template files for MS Word 6.0 (and higher) are provided. (Please do not re-save it as docx file format for the convenience of the reviewers.)

**Key words** instruction; table; figure; headings; deadline; Kyoto

## 1 GENERAL INSTRUCTIONS

### 1.1 *Type area*

The text should fit exactly into the type area of 187 × 272 mm (7.36" × 10.71"). For correct settings of margins in the Page Setup dialog box (File menu) see Table 1.

### 1.2 *Typefont, typesize and spacing*

Use Times New Roman 12 point size and 13 point line spacing (hereafter, 12 pt on 13 pt) (Standard;text tag). Use roman type except for the headings (Heading tags), parameters in mathematics (not for log, sin, cos, ln, max., d (in dx), etc), Latin names of species and genera in botany and zoology and the titles of journals and books which should all be in italics. Never use bold, except to denote vectors in mathematics. Never underline any text. Use the small font (10 pt on 11 pt) for tables (Table tags), figure captions (Figure caption tag) and the references (Reference text tag).

Never use letterspacing and never use more than one space after each other.

## 2 GETTING STARTED

### 2.1 *Preparing the new file with the correct template*

Use the template file B2ProcA4.dot, which suits printout on A4 size paper used at HydroChange2008 office. On the other hand, you can also use the file B2ProcA4.doc, to overwrite your text on the original

text. Start by renaming the document by clicking Save As in the menu Files. Name your file as follows: applied session.lastname\_presentation style (e.g. this paper: 1.balkema\_oral.doc). Now you can type your paper, or copy the old version of your paper onto this new formatted file.

### 2.2 *In the case of copying old text onto new file*

Open your old file and the new file. Switch between these two with the Window menu. Select all text of the old file (excluding title, authors, affiliations and abstract) and paste onto bottom of new file, after having deleted the word INTRODUCTION (see also section 2.5). Check the margin setting (Page Setup dialog box in File menu) and column settings (see Table 1 for correct settings). After this copy the texts which have to be placed in the frames (see sections 2.3 and 2.4). In order to avoid disruption of the text and frames, copy these texts paragraph by paragraph without including the first word (which includes the old tag). It is best to first retype the first words manually and then to paste the correct text behind.

Table 1. Margin settings for A4 and letter size paper

Setting	A4 size paper		Letter size paper	
	cm	inches	cm	inches
Top	1.2	0.47"	0.32	0.13"
Bottom	1.3	0.51"	0.42	0.17"
Left	1.15	0.45"	1.45	0.57"
Right	1.15	0.45"	1.45	0.57"
All other	0.0	0.0"	0.0	0.0"
Column width*	9.0	3.54"	9.0	3.54"
Column spacing*	0.7	0.28"	0.7	0.28"

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\* Column dialog box in Format menu.

When the new file contains all the text, the old tags in the text should be replaced by the new Balkema tags (see section 3). Before doing this apply automatic formatting (AutoFormat in Format menu).

### 2.3 Title, author and affiliation frame

Place the cursor on the T of Title at the top of your newly named file and type the title of the paper in lower case (no caps except for proper names). Delete the word Title (do not delete the paragraph end). Place the cursor on the A of A.B.Author(s) and type the name of the first author (first the initials and then the last name). Put “\*” after the name of corresponding author. If any of the co-authors have the same affiliation as the first author, add his name after an & (or a comma if more names follow). Delete the words A.B. Author etc. and place the cursor on the A of Affiliation. Type the correct affiliation (Name of the institute, City, State/Province, Country). Now delete the word Affiliation. Place E-mail address of corresponding author in the footnote on the first page. If there are authors linked to other institutes, place the cursor at the end of the affiliation line just typed and give a return. Now type the name(s) of the author(s) and after a return the affiliation. Repeat this procedure until all affiliations have been typed.

All these texts fit in a frame which should not be changed (Width: Exactly 187 mm (7.36")); Height: Exactly 73 mm (2.87") from top margin; Lock anchor).

### 2.4 Abstract frame

If there are no further authors place the cursor one space behind the word ABSTRACT: and type your abstract of not more than 200 words. The top of the first line of the abstract will be 73 mm (2.87") from the top of the type area. The complete abstract will fall in the abstract frame, the settings of which should also not be changed (Width: Exactly 187 mm (7.36")); Height: Automatic; Vertical 73 mm (2.87") from margin; Lock anchor). Immediately after the abstract, provide up to six keywords in alphabetical order. These keywords will be used for indexing purposes.

### 2.5 First line of text or heading

If your text starts with a heading, place the cursor on the I of INTRODUCTION and type the correct text for the heading. Now delete the word INTRODUCTION and start with the text after a return. This text should have the tag First paragraph.

If your text starts without a heading you should place the cursor on the I of INTRODUCTION, change the tag to First paragraph and type your text after deleting the word INTRODUCTION.

## 3 LAYOUT OF TEXT

### 3.1 Text and indenting

Text is set in two columns of 9 cm (3.54") width each with 7 mm (0.28") spacing between the columns. All text should be typed in Times New Roman, 12 pt on 13 pt line spacing except for the paper title (18 pt on 20 pt), author(s) (14 pt on 16 pt), and the small text in tables, captions and references (10 pt on 11 pt). All line spacing is exact. Never add any space between lines or paragraphs. When a column has blank lines at the bottom of the page, add space above and below headings (see opposite column).

First lines of paragraphs are indented 5 mm (0.2") except for paragraphs after a heading or a blank line (First paragraph tag).

### 3.2 Headings

Type primary headings in capital letters roman (Heading 1 tag) and secondary and tertiary headings in lower case italics (Headings 2 and 3 tags). Headings are set flush against the left margin. The tag will give two blank lines (26 pt) above and one (13 pt) beneath the primary headings, 1½ blank lines (20 pt) above and a ½ blank line (6 pt) beneath the secondary headings and one blank line (13 pt) above the tertiary headings. Headings are not indented and neither are the first lines of text following the heading indented. If a primary heading is directly followed by a secondary heading, only a ½ blank line should be set between the two headings. In the Word programme this has to be done manually as follows: Place the cursor on the primary heading, select Paragraph in the Format menu, and change the setting for spacing after, from 13 pt to 0 pt. In the same way the setting in the secondary heading for spacing before should be changed from 20 pt to 7 pt.

### 3.3 Listing and numbering

When listing facts use either the style tag List signs or the style tag List numbers.

### 3.4 Equations

Use the equation editor of the selected word processing programme. Equations are not indented (Formula tag). Number equations consecutively and place the number with the tab key at the end of the line, between parentheses. Refer to equations by these numbers. See for example Equation 1 below:

From the above we note that  $\sin \theta = (x + y)z$  or:

$$K_t = \left( 1 - \frac{R^2 \tau}{c_a + v \tan \delta} \right)^4 k_1 \quad (1)$$

where  $c_a$  = interface adhesion;  $\delta$  = friction angle at interface; and  $k_1$  = shear stiffness number.

For simple equations in the text always use superscript and subscript (select Font in the Format menu). Do not use the equation editor between text on same line.

The inline equations (equations within a sentence) in the text will automatically be converted to the AMS notation standard.

### 3.5 Tables

Locate tables close to the first reference to them in the text and number them consecutively. Avoid abbreviations in column headings. Indicate units in the line immediately below the heading. Explanations should be given at the foot of the table, not within the table itself. Use only horizontal rules: One above and one below the column headings and one at the foot of the table (Table rule tag: Use the Shift-minus key to actually type the rule exactly where you want it). For simple tables use the tab key and not the table option. Type all text in tables in small type: 10 on 11 points (Table text tag). Align all headings to the left of their column and start these headings with an initial capital. Type the caption above the table to the same width as the table (Table caption tag). See for example Table 1.

### 3.6 Figure captions

Always use the Figure caption style tag (10 points size on 11 points line space). Place the caption underneath the figure (see Section 5). Type as follows: 'Figure 1. Caption.' Leave about two lines of space between the figure caption and the text of the paper.

### 3.7 References

In the text, place the authors' last names (without initials) and the date of publication in parentheses (see examples in Section 5). At the end of the paper, list all references in alphabetical order underneath the heading REFERENCES (Reference heading tag). The references should be typed in small text (10 pt on 11 pt) and second and further lines should be indented 5.0 mm (0.2") (Reference text tag). If several works by the same author are cited, entries should be chronological:

Larch, A.A. 1996a. Development ...  
Larch, A.A. 1996b. Facilities ...  
Larch, A.A. 1997. Computer ...  
Larch, A.A. & Jensen, M.C. 1996. Effects of ...  
Larch, A.A. & Smith, B.P. 1993. Alpine ...

#### 3.7.1 Typography for references

Last name, First name or Initials (ed.) year. *Book title*. City: Publisher.

Last name, First name or Initials year. Title of article. *Title of Journal* (series number if necessary) volume number (issue number if necessary): page numbers.

### 3.7.2 Examples

Grove, A.T. 1980. Geomorphic evolution of the Sahara and the Nile. In M.A.J. Williams & H. Faure (eds), *The Sahara and the Nile*: 21-35. Rotterdam: Balkema.

Jappelli, R. & Marconi, N. 1997. Recommendations and prejudices in the realm of foundation engineering in Italy: A historical review. In Carlo Viggiani (ed.), *Geotechnical engineering for the preservation of monuments and historical sites*; *Proc. intern. symp., Napoli, 3-4 October 1996*. Rotterdam: Balkema.

Johnson, H.L. 1965. Artistic development in autistic children. *Child Development* 65(1): 13-16.

Polhill, R.M. 1982. *Crotalaria in Africa and Madagascar*. Rotterdam: Balkema.

### 3.8 Notes

These should be avoided. Insert the information in the text. In tables the following reference marks should be used: \*, \*\*, etc. and the actual footnotes set directly underneath the table.

### 3.9 Conclusions

Conclusions should state concisely the most important propositions of the paper as well as the author's views of the practical implications of the results.

## 4 PHOTOGRAPHS AND FIGURES

Number figures consecutively in the order in which reference is made to them in the text, making no distinction between diagrams and photographs. Figures should fit within the column width of 90 mm (3.54") or within the type area width of 187 mm (7.36").

Figures, photographs, etc. should be in black only. Paste copies of the same size onto the typescript where you want them to appear in the text. Do not place them sideways on a page; however if this cannot be avoided, no other text (except the figure caption) should appear on that page. Figures, etc. should not be centered, but placed against the left margin. Leave about two lines of space between the actual text and figure (including caption). Never place any text next to a figure. Leave this space blank. The most convenient place for placing figures is at the top or bottom of the page. Avoid placing text between figures as readers might not notice the text. Line drawings (as well as photographic reproductions of these) should be in black (not grey) on white. Keep in mind that everything will be reduced to 75%. Therefore, 9 point should be the minimum size of the lettering. Lines should preferably be 0.2 mm (0.1") thick. Keep figures as simple as possible. Avoid excessive notes and designations. The figures, which are not well-designed, will be requested from the reviewers to be modified or replaced.

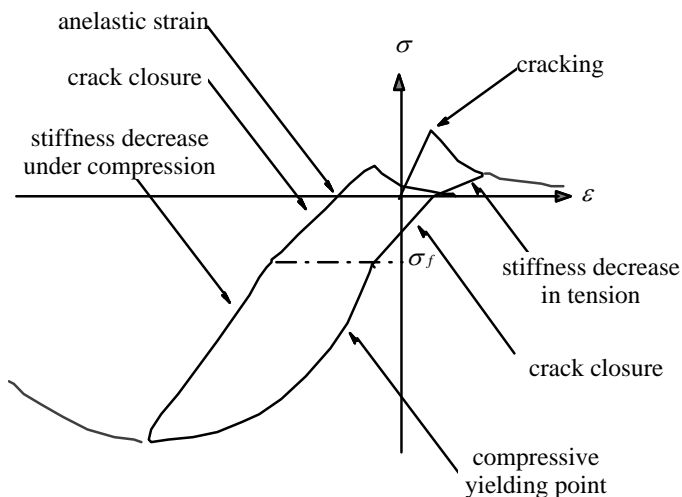


Figure 1. Caption of a typical figure. Photographs will be scanned by the printer. Always supply original photographs.

Photographs should be black and white, with good contrast and on glossy paper. Photographic reproductions cut from books or journals, photocopies of photographs and screened photographs are unacceptable. The proceedings will be printed in black only. For this reason avoid the use of colour in figures and photographs. Colour is also nearly always unnecessary for scientific work.

## 5 PREFERENCES, SYMBOLS AND UNITS

Consistency of style is very important. Note the spacing, punctuation and caps in all the examples below.

- *References in the text:* Figure 1, Figures 2-4, 6, 8a, b (not abbreviated)
- *References between parentheses:* (Fig. 1), (Figs 2-4, 6, 8a, b) (abbreviated)
- USA / UK / Netherlands / the Netherlands *instead of* U.S.A. / U.K. / The Netherlands
- Author & Author (1989) *instead of* Author and Author (1989)
- (Author 1989a, b, Author & Author 1987) *instead of* (Author, 1989a,b; Author and Author, 1987)
- (Author et al. 1989) *instead of* (Author, Author & Author 1989)
- *Use the following style:* (Author, in press); (Author, in prep.); (Author, unpubl.); (Author, pers. comm.)

Always use the official SI notations:

- kg / m / kJ / mm *instead of* kg. (Kg) / m. / kJ. (KJ) / mm.;
- 20°16'32"SW *instead of* 20° 16' 32" SW
- 0.50 *instead of* 0,50 (*used in French text*); 9000 *instead of* 9,000 *but if more than 10,000: 10,000 instead of 10000*
- <sup>14</sup>C *instead of* C<sup>14</sup> / C-14 and BP / BC / AD *instead of* B.P. / B.C. / A.D.

- × 20 *instead of* ×20 / X20 / x 20; 4 + 5 > 7 *instead of* 4+5>7 *but* –8 / +8 *instead of* – 8 / + 8
- e.g. / i.e. *instead of* e.g., / i.e.,

## 6 DEADLINE

The above material should be with the representative convener of your applied session before the deadline for submission (March 1<sup>st</sup> 2008). Any material received too late will not be published. Please consult the conveners at your session, if you have further questions.

## 7 OTHERS

The length of the paper must be 5 or 6 pages. Only for keynote speakers, the maximum pages per paper are 10 pages. The manuscripts should be written in English. If you are not a native English speaker, we recommend you to use English text editing services before submitting your paper. At the final stage when you submit revised paper to the conveners, you will be obliged to sign and return a Consent to Publish Form, which will be provided by the Editor of the proceedings. With submitting a paper for publication the Author agrees to transfer the copyright of his paper to the Publisher, and the Publisher has the right to publish the paper.

The authors, who applied two presentations (oral and poster), are welcomed to submit the paper for each. However, only one paper would be selected for the book publication, when many papers are submitted before the dead line. Nevertheless, all accepted papers will definitely be included in the CD.

For additional information, see the symposium-website ([http://www.chikyu.ac.jp/HC\\_2008/](http://www.chikyu.ac.jp/HC_2008/)).