Author Guidelines for EHPG Papers.

Author(s)

Author Affiliation(s)

Phone, E-mail

Abstract

This is an example of a paper for the EHPG meeting, which accompanies the template for abstract submissions”. Use one-column format fully justified. If you use the template correctly most formatting is done automatically for you. The title and author(s) information should be centred on top of first page followed by the abstract. Your paper should begin with an abstract of about 150-200 words. The abstract is to be in italic text format. Use the word “Abstract” as the title; use the style “**EHPG\_AbstractCaption**” which is 12-point Arial, boldface type, centred relative to the column, initially capitalised. The abstract itself should be using the style “**EHPG\_AbstractText**” which is 10-point Arial, italic and 6 pt spacing after the paragraph

# Introduction

These guidelines include descriptions of the fonts, spacing, and related information for producing your papers for EHPG meetings. All material, including text and illustrations, must be kept within a print area of 15.5 cm wide by 25 cm high (no text or figures in the margins). The paper will be distributed electronically. Microsoft Word files (.doc .docx) and Adobe Acrobat files (.pdf) are accepted. Preferably you can send both versions. The paper should be submitted using the link on the EHPG website. If you have technical questions, contact the conference secretariat to get instructions.

Most of the formatting is defined in the set-up of this template. There are several styles that you should use as described below. There should be no text in the headers and footers of the paper.

# Installation and usage

This file is a Word **Template** file and you can open it the usual way and Word will force you to save your paper as a normal word file when you save it.

You can alternately install the template (EHPG\_paper.dot) in the directory where you have your Word Templates

(The local path in Windows XP is normally
C:\Documents and Settings\*username*\Application Data\Microsoft\Templates

In Win7 and Win8 C:\Users\*username*\AppData\Roaming\Microsoft\Templates)

You can also install it in the **workgroup template directory** you are using at your site.

You can then access it if you use the “File – New” menu and select the “EHPG\_paper” template from the dialog box.

The template can be used either with Office 2007 and 2010

# Paper Size and layout

The paper size is A4 (21 x 29.7 cm). The top margin is set to 2 cm, the bottom margin 2.54 cm and the right and left margins to 2.75 cm. Page layout should be the same for odd and even pages (do not use “mirror margins”).

# Main title

The main title (on the first page) should be defined as the “Title” document property accessible in the “*File – Properties – Summary-tab*” menu. The “**EHPGFrontTitle**” style will set the formatting properly to begin 48 points from the bottom of the header, centred and in Arial 12-point, boldface type. Capitalize the first letter of nouns, pronouns, adjectives, and adverbs.

# Authors name(s) and affiliation(s)

The “**EHPGAuthor**” resp. “**EHPGAuthorAffiliation**” styles set the formatting to be centred beneath the title printed in Arial 10-point, non-boldface type. If you have multiple authors you may need to write them directly in the page and they should be written below each other, with their affiliations beneath their respective names. Affiliations are centred below each author name, in italic, not bold. Include e-mail address if possible. The text (for a single author) is set in the “Manager” document property.

# Type-style and fonts

Please use Arial throughout the whole document. The preferred size is 10 points.

# Main text

Use the “**EHPG\_body”** style for normal text. It is defined as 10-point Arial, exactly 14 pt line spacing, with 9 pt spacing before the paragraph. Paragraphs should not be indented, but started on a new line. Be sure your text is fully justified – that is, flush left and flush right.

Do **not** use the “**normal**” style for any formatting as this style is very different from computer to computer.

**Avoid using blank lines** for extra spacing; adjust the “Spacing before” or “Spacing after” in the paragraph format instead.

## Bullets and Numbered Lists

The following defines the styles for bullets and lists.

* Bullets use the “EHPG\_BodyBullet” style.
* While the paragraph spacing is 0 pt before and 0 pt after
1. Numbered lists use the “**EHPG\_BodyNumberedList**” style.
2. Second entry in list

The indentation for bullets and lists and the first tabulator should be 1 cm. Note that the whole bullet lines are aligned flush left.

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## Figures and Tables

For the figure you should use the **EHPG\_Figure** style which automatically adjusts to the figure size and ensures that the caption will be on the same page. Figureandtablecaptions should use the **EHPG\_Caption** style. It is 10-point Arial, non-bold, centred, in italic. Initially capitalise only the first word of each figure caption and table title. Figures and tables must be numbered separately. You may use automatic numbering. For example:



Figure 1. Database contexts”, “Table Input data”.

# First-Order Headings

First order headings should use the style “**Heading 1**” be 12-point Arial boldface, flush left, 24 pt spacing before and 0 pt after the paragraph. Use a period (“.”) after the heading number.

## Second Order Headings

Use the style “**Heading 2**” It is 11-point Arial boldface, initially capitalised, flush left, with 18 pt spacing before, and 0 pt after the paragraph.

### Third order headings

Third order headings, as in this paragraph, are discouraged. However, if you must use them, use the style “**Heading 3**” which is 10-point Arial boldface, with 18 pt spacing before, and 0 pt after the paragraph.

# Equations

Equations should be placed on separate lines and numbered. The style “**EHPG\_Equation**” is supplied but you may format your equations as you wish. Automatic equation numbering is not provided.

 ∫αβ(x-α)m(β-x) mdx= (1)

# References

List and number all bibliographical references with the “**EHPG\_Reference**” style, in 10-point Arial, at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [1].

[1] A. Kyoto, B. Osaka, and C. Kobe, “Article Title”, Journal, Vol. 1, No. 1, pp. 1-10, 2002. This reference is larger than one line.

[2] D. Tokyo, *Book Title,* Publisher, 2000.