

FORMATING INSTRUCTIONS
FINAL PAPERS FOR THE PROCEEDINGS OF
2011 CONFERENCE ON WASTE MANAGEMENT, DECOMMISSIONING AND
ENVIRONMENTAL RESTORATION FOR CANADA'S NUCLEAR ACTIVITIES

(August 15, 2011)

We have developed these guidelines for formatting final papers for the Conference Proceedings CD for the 2011 Conference on Waste Management, Decommissioning and Environmental Restoration for Canada's Nuclear Activities. We hope that you will find this a useful and easy-to-use guide. We have also provided a Microsoft Word template for you to use to format your paper. Simply save the template to a file folder, and when you are ready to prepare your paper, double-click to open the file and it's ready to use with the correct styles.

If there are any questions or requirement for clarification of any details, please contact Alan Melnyk, Technical Program Committee Chair by email to CNSP2011@aecl.ca.

We wish you every success in the preparation of your final paper, which is to be submitted by email to CNSP2011@aecl.ca by **September 11, 2011**.

Alan Melnyk
Technical Program Chair

GENERAL INFORMATION

There is no mandatory limit on the length of the paper but the suggested nominal length is 10 pages.

- Final papers must be submitted in **PDF format**.
- The page set-up is to be North American "Letter" i.e., 8 ½" x 11".
- The text margins are to be set for 1" top and bottom, left and right.
- The following **must be included** in the Header field in the final paper, in Times New Roman 10 point font.

Waste Management, Decommissioning and Environmental Restoration for Canada's Nuclear Activities, September 11-14, 2011

- All headings and text should be Times New Roman 12 point (except as noted below or where figures, etc. require something different).
- If the acronym CANDU® is referred to in your paper, it must include the "®" trade mark symbol in superscript wherever used and there must be one footnote to indicate the following:
"CANDU® is a registered trade mark of Atomic Energy of Canada Limited."

TITLE, AUTHORS AND ABSTRACT FORMAT

The paper Title shall be all upper case, 12 pt, bold font.

Authors and the organizations to which they belong shall be listed as indicated below, with the lead author (or presenter's) name in bold font. Author(s) from the same organization are to be grouped together, with their names separated by commas. Additional author(s) from other organizations are to be grouped and subsequently listed beneath.

TITLE

Author1, Author2 and Author3
Organization 1
City, Province/State, Country

Author4, Author 5 and Author 6
Organization 2
City, Province/State, Country

ABSTRACT

The abstract is to be a maximum of **400 words**.

Please note that the abstract included in the preliminary version of the paper that you submitted for review will be published in the Final Conference Program. You may amend the abstract in the Final Paper that will be published in the Conference Proceedings.

BODY TEXT FORMATTING

The body text of the paper will contain headings, sub-headings, pictures, diagrams, tables, figures, formulae and other relevant information.

1. HEADINGS

For headings, a number and a dot should be inserted for each heading in increasing order to the end of the paper e.g.:

1. INTRODUCTION

Headings are to be in upper case, bold font, and with a tab 0.5" from the left margin to the heading itself. Leave 6 pt space before and after the heading.

Paragraphs in the body text are separated with 6pt before and 6 pt after. Use page breaks to ensure that headings do not appear alone at the bottom of a page. Likewise, size and arrange figures so that the bottom of a page is not left blank if the figure flips to the top of the next.

Body text should be in Times New Roman point 12, normal. If you want to emphasise certain words in text, you can highlight those words by bold, *italic*, or underline as long as it is confined within the context of drawing attention of the readers.

1.1. Sub-headings in a heading section

Sub-headings are recommended to provide clarity of ideas. The “sub-heading” should be in sentence case, with the first letter in upper case and the rest of the sub-heading words should be lower case (unless the word requires upper case e.g., acronyms). Sub-headings are to be in Times New Roman 12 point bold font. Sub-headings are numbered by dotted numbering after the number of the section that the sub-heading is in. The sub-heading title is separated from the sub-heading number by a tab space to 0.5” from the left margin. The body of text in the sub-heading section runs identical with other sections. A single line is used to separate the sub-heading section with other sub-headings sections and other text in the same heading section.

2.2.1 Sub-sub-headings in a sub-heading section

In case a sub-sub-heading is required, the same principle applies as for sub-headings. Sub-sub-headings are to be underlined.

FORMULAE

For formulae, equations are numbered in their order of appearance in round brackets and referred to in the text if necessary.

$$E_1^2 + E_2^2 = (m_1 + m_2)c^2 \quad (1)$$

CONCLUSIONS

Provide summary or conclusions.

CITING REFERENCES

References to literature listed in the “REFERENCES” section at the end of the paper are to be cited in the body text by with numbers in square brackets [1]. The references are incremented in sequence of appearance in the text. Repeated reference to the same literature can be made using the same reference number [1]. In this case, the reference number will be incremented on the next new literature cited.

The format for references listed in the “REFERENCES” section at the end of the paper should be numbered [1.], [2.], [3.], etc. with the name of authors (family name(s), then initial(s) of all author names. Author names are to be separated by commas). “Title of paper with first letter upper case and the rest lower case unless the word requires upper case”, *Journal name in italic*, Vol. number, Issue number, year and number of pages. In case of conference proceedings, underline the name of the conference.

REFERENCES

[1.] Brown, R.H., “A method to make reference to literature”, *Journal of Citation*, Vol.11, Iss.2, 1988, pp.195-204.

[2.] Author (last name, first name). "Title of Web Page." Title of Site (underlined). Editor. Date and/or Version Number. Name of Sponsoring Institution. Date of Access <URL>.

NOMENCLATURE

Include nomenclature if applicable.

FIGURES, DIAGRAMS, TABLES AND PHOTOS

Figures (diagrams and photographs) and tables can be included anywhere in the text other than the title, author list or affiliation list. Figures should be numbered consecutively throughout the paper from Figure 1 onwards. Tables should be numbered consecutively throughout the paper from Table 1 onwards. The figure and table numbers should be in bold font, with a period after the figure or table number, then a space before starting the caption, also in bold font with a period at the end. Captions should be in sentence case, with an initial capital on the first word. See examples below.

All figures, tables and their captions are to be centred. Ensure figures and tables are within the printable area of the page (to avoid their loss in subsequent document processing).

Figure 1. Example of a diagram.

There is no restriction on the dimension of diagram but as a general rule, a diagram should not extend beyond the margins of the paper in any direction. Leave a line between the body text, the diagram and the caption.

In all respects, pictures are inserted in the same way as diagrams. All pictures and diagrams are to be inserted in line with text. Please endeavour to minimize the file size of photographs while maintaining their legibility in an appropriate resolution for electronic publishing, e.g., 300-600 dpi.



Figure 2. A picture is treated in the same way as diagram.

Note – Try to avoid having pages left partially blank, because a subsequent figure does not fit in the available space.

WHAT TO DO IF THE DIAGRAM OR TABLE IS TOO WIDE

If a diagram, figure or table is too wide to fit within the margins of the paper, it is recommended that the particular section of the paper be formatted in landscape. Care should be taken to ensure that only the diagram or table that needs to be displayed in landscape print is formatted to landscape page setup. The caption for the diagram and table should appear below the respective diagram or table.

Figure 3. Example of a diagram too wide for portrait layout.