

*Read this before you start typing!!!*

# **The 1<sup>st</sup> COE-INES International Symposium, INES-1**

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**Keio Plaza Hotel**

**2-2-1 Nishi-Shinjuku, Shinjuku-ku, Tokyo 160-8330 JAPAN**

## **Instructions to Authors for Preparation of Papers**

**July 2004**

### **COE-INES**

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**(Please contact the COE-INES Administration Office above for any further questions or inquiries.)**

# Instructions to Authors for Preparation of Papers

## 1. Introduction

The INES-1 proceedings will be published as a special issue of “Progress in Nuclear Energy,” which will be reviewed by the Technical Program Committee. Therefore, you are requested to prepare a camera-ready paper conforming to the format of the technical journal as much as possible. **For a contributed paper, the number of pages is 8 or less and for an invited paper, 12 or less.**

### 1.1 Submission of Papers

#### **Step 1: Submission of Draft Papers by September 30, 2004**

Authors are asked to send their full-length papers for review. We ask that the authors send copies of both a PDF and MS Word file of their draft to the COE-INES Administration office (e-mail: [ines-1-paper@nr.titech.ac.jp](mailto:ines-1-paper@nr.titech.ac.jp)).

Please name your draft files according to your paper number.  
(ex., 11-draft.pdf, 11-draft.doc)

Instructions for preparation of papers are noted in the following pages.

#### **Step 2: Submission of Final Papers by December 31, 2004**

Once draft papers are reviewed and approved, authors are then asked to send their papers for publication to the COE-INES Administration office (e-mail: [ines-1-paper@nr.titech.ac.jp](mailto:ines-1-paper@nr.titech.ac.jp)). Again we ask that authors submit both a PDF and MS Word file.

Please name your final paper files according to your paper number.  
(ex., 11-final.pdf, 11-final.doc)

**In addition to your electric files, please send to the COE-INES Administration office:**

**(1) the printed document of your final paper.**

## **1.2 How to submit your manuscript**

A full-length paper is asked to be sent to the COE-INES Administration office via electric form (Both PDF and Microsoft Word files) as well as a hard copy of it in a separate mail. Please make sure the MS Word file is not infected by a virus.

**A page number should be written at the right corner of the bottom margin on each print-out. The paper number, which is your “abstract number” given by the program committee, should also be written at the right corner of the top margin on the first page of the print-out.** When you send the paper by e-mail attachment, the paper number should be indicated in the subject or in the message. Figures, photos and/or tables should be attached within the body of the paper.

Your papers will be reviewed by two reviewers for technical content and INES-1 staffs will check whether the correct format and style is properly used. You may receive technical reviewers’ comments and comments from the staff regarding format and reproducibility.

## **2. Language**

Manuscripts should be written in English.

## **3. Format**

### **3.1 Paper**

Use standard A4-size (210mm by 297mm) white papers. If they are not available, the text must be written within a region of 182mm by 252mm with appropriate margins.

### **3.2 Margins**

Top margin	22.5mm (13.7mm <sup>*</sup> )	Bottom margin	22.5mm (13.7mm <sup>*</sup> )
Left margin	14mm (16.95mm <sup>*</sup> )	Right margin	14 mm (16.95mm <sup>*</sup> )

\* For US letter size.

### **3.3 Font Style**

Times New Roman or equivalency

### **3.4 Printer**

Use Laser printer. Dot matrix printers are NOT acceptable.

### **3.5 Title, Authors' names, Affiliation and address, and an Abstract**

The first page carries the Article title, Authors' names and addresses and an Abstract, all of which are centred on the page with a maximum line width of 14 cm.

The title should be typed IN CAPITALS 2 cm from the top of the typing area.

Leave 4 line spaces between the article title and authors' names. The authors' names should also be IN CAPITALS. Additional lines are double-spaced.

Leave a 2-line space between the authors' names and their addresses and a 5-line space between the addresses and the commencement of the Abstract. The Abstract should be typed in single-spacing.

The main text commences 2 lines under the Abstract and should be typed single-spaced throughout. The text should be typed in Times New Roman font, 12 point size and single spaced.

### **3.6 Keywords**

Keywords (five or under) that summarize the whole paper should be included. These should be separated by semi colons, single spaced and appear after the abstract under the heading Keywords.

### **3.7 Footnotes**

Necessary footnotes should be typed single spaced, at the foot of the appropriate page, separated from the main text by a line 9cm long, starting at the left hand margin.

### **3.8 Headings**

Authors should restrict headings to 3 levels if possible. The headings should be presented as detailed below and as shown on the specimen page. All headings should be *preceded* by a 2-line space.

(1st level)

#### **1. MAIN HEADINGS**

Should be typed in capitals (but not underlined) centered on the page.

(2nd level)

### 1.1 Sub-headings

Should be typed in upper and lower case with an initial capital for the first word and proper nouns only. These headings should be ranged left on the solid blue guideline and underlined.

(3rd levels)

#### 1.1.1 Sub-sub-headings

Should be typed as sub-headings and underlined but text will follow on after a full stop.

## **3.9 Tables**

Tables should be typed within the typed area, leaving a 2-line space between preceding text and the table heading, which should be centred between the two outer broken guidelines. The tables should then be typed and only horizontal lines typed or drawn in above and below the column headings and at the foot of the table.

## **3.10 Figures**

Figures should be placed in the text as close as possible to the first reference to them. When preparing artwork for diagrams, authors should bear in mind that the final camera ready pages will be reduced by 20%; allowance for this should be made in the size of the lettering and the thickness of lines. Only original half-tones and line drawings should be supplied (not photocopies).

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## **3.11 References**

Should be quoted in the text as in “published by Wang and Weisman (1983),” or “published (Wang and Weisman, 1983).” First author and et al, should be cited for references with three or more authors. References with all authors should be listed together in alphabetical order at the end of the text in single spacing, as in:

Journals: Wang S.W. and Weisman J. (1983), Post Critical Heat Flux

Transfer: A Survey of Current Correlations and their Applicability. Prog. Nucl. Energy 12, 149.

Books: Shaw E.N. (1982), Europe's Nuclear Power Experiment, Pergamon Press, Oxford.

Conferences: Kitamura M. (1982), Use of Analytical Redundancy in Nuclear Power Plants. Fifth Symposium on Power Plant Kinetics Control and Testing, p.10. Knoxville, 2-5 March.

Reports: Jones T. (1982), Evaluation of Display Logic Concepts, Electric Power Research Institute Report EPRI 21-1194.

### **3.12 Equation**

Displayed equations should be numbered consecutively throughout the text with equation numbers in parentheses flush with the right hand margin. Extra space should be left above and below the equation; any symbols that cannot be typed should be drawn in carefully in black ink. Lengthy equations should be broken so as to fit within the page width.

### **3.13 Metric units**

We require the use of SI metric units. However, "barn" and "eV" are exceptions.

## **4. Copyright**

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Times New Roman and its equivalent should be used as the font style in preparing the full paper. The electric files that carry with this kind of western characters can be opened correctly by all version software. However, if the non-English fonts are included in the electric file, the file cannot be opened by the English version software, and the file will not be correctly reproduced.

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2. Symbol:  $\alpha$   $\beta$   $\chi$   $\delta$   $\varepsilon$   $\Delta$   $\Phi$   $\Gamma$  .....

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3. Roman numeral: I II III IV .....

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4. Unit: °C € ¢ .....

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Thank you for your cooperation!