Instructions for Formatting Manuscripts for ISI 2006
Extended Abstracts - Proceedings

Deadline

Extended Abstracts (Proceedings)

Extended Abstracts and Form should be submitted to the Organizing Committee by **15 August 2006; otherwise publication of your abstracts cannot be guaranteed**. The extended abstracts will be published (with your agreement) in the *Proceedings of the 3rd International Symposium on Isotopomers*. Prepare your abstract using Microsoft Word 2003 or a later version if possible. Send the electronic files of form and abstract as attachment files of e-mail. (The form may be copied and pasted in the ordinary text of an e-mail message.) In addition to electronic submission, the editorial office needs a **hard copy of your abstract** to avoid unexpected problems. Therefore, please submit a hard copy of your extended abstract as well as an electronic version on a CD at the registration desk of ISI 2006 (**August 27th and 28th**).

Default language

Should be set for English

Paper size

8.5 inches x 11 inches (21 cm × 29.7 cm)

Page set-up

Margins: top: 1 inch (2.5 cm)
                bottom: 1 inch (2.5 cm)
        left/right: 1 inch (2.5 cm)
Gutter: 0 cm
From edge: Header: 1/2 inch (1.25 cm)
Footer: 1/2 inch (1.25 cm)
Resulting type area: 6.3 inches x 9.8 inches (16 cm × 25 cm)

Justification

Full (or left only, if preferred)

Line spacing

Line spacing should be set at 1. The first line of a paragraph should be indented.

Numbering of pages

Each page of the manuscript should be numbered in the bottom center (use "Headers and Footers" menu) with numbers in Times New Roman 11 point.

Leave only one space after a full stop.

Fonts

Font and point size

Use Times New Roman and Symbol fonts only. Font size should be (see sample):
    —Title: 16 point
    —Authors and affiliation: 14 point
    —Text (and abstract in proceedings): 12 point
    —Figure caption and table (title and text): 12 point bold
    —Headings Level 1: 14 point bold; Level 2: 12 point bold italics
    —Author's name in reference cited in text: 12 point italics

Mathematical signs and equations
Use the special characters: × (ALT 0215) for the multiplication sign; en dash – (ALT 0150) for minus; and raised dot (ALT 0183) for combining units (e.g. MW·h). For equations, use the Microsoft equation editor accessible through Insert/Object/Microsoft Equation.

Do not underline
Use *italics*, **bold** or ***bold italics*** instead.

Figures and tables

Do not wrap text around tables and figures.
Tables and figures should be placed at the top or bottom of the page if possible. (If tables or figures are not available in the Microsoft Word file, leave appropriate blank spaces.)

Figures
Line drawings should not contain detail that will not reproduce clearly at the final, printed page size (e.g. plotted symbols, fine lines and shading). Photographs should be supplied as good quality glossy prints.
Figures should be included into the Word document using the "Insert/Picture" menu in Word. Figures should not be included using the "Insert/Object" functionality.

Otherwise figures should be submitted as separate files as follows:
— scanned images in TIF format
— image files produced with a vector graphics capable software in EPS format

Photographic images should be scanned using a resolution of 300 dots per inch (dpi).
Graphs or diagrams should be scanned using a resolution of 600 dpi.

Figure numbering and captions
Arabic numerals, Times New Roman 12 points bold. See sample.

Table formatting
Do not use boxes; use horizontal lines only. Width: do not exceed 16 cm (6.3 inches) (if less than 16 cm, center table) or, for a table in landscape format, 25 cm (9.8 inches). Text in each entry does not need paragraph indent.

Table numbering and headings
Roman numerals, Times New Roman 12 points bold. Footnotes should be 10.5 points and indicated by raised lower case letters.

References
References are cited in the text by the last name of the author and the year. If the author's name is part of the sentence, only the year is bracketed. References are arranged alphabetically by the last name of authors. Multiple entries for a single author are arranged chronologically. Two or more publications by the same author in the same year are distinguished by a, b, c after the year. Apply hanging indent by 0.5 cm in the References section.

Finally
Run the manuscript through the spelling checker.