Instructions to authors
for the preparation of papers for WIT Conference Proceedings

Failure to comply with these intructions may result in your paper not being included in the proceedings

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Before you start to prepare your paper please read the following checklist

- Papers must be produced electronically and be PC compatible.
- Papers must be prepared using the templates for
- MSWord or LaTeX
- Papers must be submitted in both their original native file
- format (MSWord or LaTeX) and if possible as PDF files.
- PDF files must have all the relevant fonts embedded
- Papers are preferred to be submitted as *email attachments
- Papers must be submitted by the due date
- Papers must not exceed 12 pages in length

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TEXT AREA – The area in which you are to key your text is 190mm deep x 115mm wide. You must contain all text matter and any figures within this area and ensure that the margins are consistent on all pages. Paper margins must be equal on both sides and equal on the top and bottom. Do not use corner/tick marks.

MAIN TEXT LAYOUT – You should set the main text in 10 point Times Roman or Times New Roman (normal), not in bold, using single line spacing. All text should be produced as a single column and JUSTIFIED throughout. (The main text of this document has been set in 10pt Times Roman). See Example pages for reference, and see 'Templates' above.

THE FIRST PAGE – This contains the title of the paper, the author names, organisation and country (do NOT put the full postal address or your email address), the abstract, keywords, and the first part of the paper.

Start the title of your paper 35mm down from the top of the specified typing area in Times Roman font, size 16 point bold, range left. Only the first letter of the first word should be a capital, unless proper nouns are used, the rest must be all in lower case letters.

Follow this (with one 16pt line space in between) on a new line, with the *authors' names, without degrees or qualifications, in Times Roman font, size 12 point, normal, range left. *(See example pages for style where several authors at different organisations are contributing).*

Follow this, on a new line, with the authors' organisation and country only (do not enter an email address and do not write the full postal address, although you may add the name of your department), in Times Roman font, size 11 point, range left, italic.

Now start the abstract, with the heading two line spaces below the last line of the address and set in Times Roman, size 12pt bold. Leave one line space and then start the text of the abstract, set in Times Roman font, size 10 point, normal, justified with single line spacing. The abstract will consist of approximately 250 words. It must not run over onto the next page. **NB:** Please do not include references within the abstract text.

> * Please ensure that you enter your name using initials only for your first name(s) and only your surname (family name) spelt out in full e.g. C.M. Smith. Failure to do so may lead to your name appearing incorrectly in the book.

KEYWORDS - It is essential that you supply up to ten keywords that best describe the unique content of your paper. These will be used as part of the search facility in the WIT Press Electronic Library (www.witpress.com).

The Keyword heading together with the chosen words should appear on a new line immediately following the last line of the abstract , without a line space, set in Times New Roman 10pt italic as in the following example:
Keywords: emission sources, trace and heavy metals, antropogenic activity, dust composition, elemental concentrations.

HEADINGS – Headings should be set aligned left, as shown below. Please number your headings using the system shown below.

1 Main section headings

These should be set in 12pt Times Roman bold, with one complete line space above and below. The text following a main heading should not be indented.

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These should be set in 10pt Times Roman bold, with one complete line space above and below. The text following a secondary heading should not be indented.

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1.1.1.1 Fourth level headings These should be set in 10pt Times Roman bold with one line space above. Leave two character spaces after the heading, do not insert a full stop and run the text on, as shown here.

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TABLES – Tables must be set as part of the text, but smaller type sizes may be used, providing they are clearly legible, to enable the table to fit the space. All tables must have a caption centred over the table. If the caption is more than one line, then the second and subsequent lines must be left aligned with the first word of the caption and should be set justified (see example). Captions should be numbered sequentially starting with number 1, i.e. Table 1: Input data. Leave one line space above and below tables. Large tables may be set landscape, i.e. sideways on the page, reading up. Do not set captions in bold.

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Figure 1: Velocity fields.

Leave two line spaces between the caption and the text. Do not set captions in bold or italic.

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The first citation in the text should correspond with the first name on the reference list. In the text a reference is shown by the author's name, followed by the number in square bracket on the same line (e.g. Funke [5]). Refer to the examples included with these instructions.

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