Layout guide for 1st ICSTI-MJU using Microsoft Word

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**Abstract.** All articles *must* contain an abstract.The abstract text should be formatted using 10 point Arial. Leave 10 mm space after the abstract before you begin the main text of your article, starting on the same page as the abstract. The abstract should give readers concise information about the content of the article and indicate the main results obtained and conclusions drawn. The abstract is not part of the text and should be complete in itself; no table numbers, figure numbers, references or displayed mathematical expressions should be included. It should be suitable for direct inclusion in abstracting services and should not normally exceed 250 words in a single paragraph. Since contemporary information-retrieval systems rely heavily on the content of titles and abstracts to identify relevant articles in literature searches, great care should be taken in constructing both.

**Keywords:** abcd; cdef; ghij.

1. Introduction

These guidelines, written in the style of a submission to the 1st International Conference on Science Technology & Innovation-Maejo University, show the best layout for your paper using Microsoft Word.

It is *vital* that you **do not add any headers, footers or page numbers to your paper**.

1. Formatting the title, authors and affiliations

Please follow these instructions as carefully as possible so all articles within a conference have the same style to the title page. This paragraph follows a section title so it should not be indented.

* 1. Formatting the title

The title is set 17 point Arial Bold, flush left, unjustified. The first letter of the title should be capitalized with the rest in lower case. It should not be indented. Leave 28 mm of space above the title and 10 mm after the title.

* 1. Formatting author names

The list of authors should be indented 25 mm to match the abstract. The style for the names is full name , with a comma after all but the last two names, which are separated by ‘and’. If an author has additional information to appear as a footnote, such as a permanent address or to indicate that they are the corresponding author, the footnote should be entered after the surname.

* 1. Formatting author affiliations

Please ensure that affiliations are as full and complete as possible and include the country. The addresses of the authors’ affiliations follow the list of authors and should also be indented 25 mm to match the abstract. If the authors are at different addresses, numbered superscripts should be used after each surname to reference an author to his/her address. The numbered superscripts should not be inserted using Word’s footnote command because this will place the reference in the wrong place—at the bottom of the page (or end of the document) rather than next to the address. Ensure that any numbered superscripts used to link author names and addresses start at 1 and continue on to the number of affiliations. Do not add any footnotes until all the author names are linked to the addresses. For example, to format

**Chupong Pakpum**1,3**, Theerapol Thurakitseree**1,4 **and Wasin Charerntantanakul**2,5

where there are three addresses, you should insert numbered superscripts 1, 2 and 3 to link surnames to addresses and then insert footnotes 4 and 5. Note that the first footnote in the main text will now be number 6.

1. Formatting the text

The text of your paper should be formatted as follows:

* 11 point Arial.
* The text should be set to single line spacing.
* Paragraphs should be justified.
* The first paragraph after a section or subsection heading should not be indented; subsequent paragraphs should be indented by 5 mm.

1. Sections, subsections and subsubsections

The use of sections to divide the text of the paper is optional and left as a decision for the author. Where the author wishes to divide the paper into sections the formatting shown in table 2 should be used.

* 1. Style and spacing

|  |  |  |
| --- | --- | --- |
| **Table 2.** Formatting sections, subsections and subsubsections. | | |
|  | Font | Spacing |
| Section | 11 point **Arial bold** | 1 line space before a section  No additional space after a section heading |
| Subsection | 11 point *Arial Italic* | 1 line space before a subsection  No space after a subsubsection heading |
| Subsubsection | 11 point *Arial Italic* | Subsubsections should end with a full stop (period) and run into the text of the paragraph |

* 1. Numbering

Sections should be numbered with a dot following the number and then separated by a single space:

* sections should be numbered 1, 2, 3, etc
* subsections should be numbered 2.1, 2.2, 2.3, etc
* subsubsections should be numbered 2.3.1, 2.3.2, etc

1. Footnotes

Footnotes should be avoided whenever possible. If required they should be used only for brief notes that do not fit conveniently into the text.

1. Figures

Each figure should have a brief caption describing it and, if necessary, a key to interpret the various lines and symbols on the figure.

* 1. Space considerations

Authors should try to make economical use of the space on the page; for example:

* avoid excessively large white space borders *around* your graphics;
* try to design illustrations that make good use of the available space—avoid unnecessarily large amounts of white space *within* the graphic;
  1. Text in figures

Wherever possible try to ensure that the size of the text in your figures (apart from superscripts/subscripts) is approximately the same size as the main text (11 points).

* 1. Line thickness

In general, try to avoid extremely fine lines (often called ‘hairline’ thickness) because such lines often do not reproduce well when printed out—your diagrams may lose vital information when downloaded and printed by other researchers. Try to ensure that lines are no thinner than 0.25 pt. Note that some illustrations may reduce line thickness when the graphic is imported and reduced in size (scaled down) inside Microsoft Word.

* 1. Colour illustrations

You are free to use colour illustrations for the online version.

* 1. Positioning figures

Individual figures should normally be centred but place two figures side-by-side if they will fit comfortably like this as it saves space. Place the figure as close as possible after the point where it is first referenced in the text. If there are a large number of figures it might be necessary to place some before their text citation. Figures should never appear within or after the reference list.

* 1. Figure captions/numbering

Figures should be numbered sequentially through the text—‘Figure 1’, ‘Figure 2’ and so forth and should be referenced in the text as ‘figure 1’, ‘figure 2’,… and not ‘fig. 1’, ‘fig. 2’, ….

For captions not placed at the side of the figure, captions should be set to the width of the figure for wider figures, centred across the width of the figure, or, for narrow figures with wide captions, slightly extended beyond the width of the figure. The caption should finish with a full stop (period).

1. Tables

Note that as a general principle, for large tables font sizes can be reduced to make the table fit on a page or fit to the width of the text.

1. Equations and Mathematics

Make sure that your Equation Editor or MathType fonts, including sizes, are set up to match the text of your document.

1. Conclusion

All manuscripts must be in English, also the table and figure texts, otherwise we cannot publish your paper. Please keep a second copy of your manuscript in your office.

1. Acknowledgments

Authors wishing to acknowledge assistance or encouragement from colleagues, special work by technical staff or financial support from organizations should do so in an unnumbered Acknowledgments section immediately following the last numbered section of the paper.

References

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