

Max. 12 cm (4.7 in) in width for article title, name of authors affiliations, all major headings and all running headings

Edge of A4 paper

No running heading at first page

52 mm (2.0 in)  
81 mm

Text area height  
250 mm (9.84 in)

Article title  
capital letters,  
centered

INSTRUCTIONS FOR THE PREPARATION AND  
FORMAT OF A CAMERA-READY MANUSCRIPT  
FOR RISØ INTERNATIONAL SYMPOSIUM

Author(s) name(s)  
centered,  
use asterisk(s)

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1 blank line

Affiliation(s)  
centered,  
use asterisk(s)

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2100 Copenhagen Ø, Denmark

1 blank line

3 blank lines

Abstract heading  
capital, centered,  
no number

ABSTRACT

1 blank line

This specimen manuscript provides you with an example of the format and style that we ask you to use. Your paper will be reproduced after a photographic reduction by 20% (like these instructions). The abstract should not exceed 200 words.

2 blank lines  
above major  
heading

Major heading  
numbered,  
capital,  
max. 12 cm  
in width

1. INTRODUCTION - HOW TO USE THE INSTRUCTIONS  
WHEN CREATING YOUR MANUSCRIPT

1 blank line  
below major  
heading

In order to make these instructions easier to use, some instructions have been written in blue and indicated by blue arrows at the first appropriate place. Other general rules that cannot easily be visualised are described in the following text.

2. FORMAT OF TEXT

Text  
12 point,  
flush left,  
flush right,  
no indents

Major headings should be numbered 1., 2., etc. Insert two blank lines above and one below each major heading. The text should be written in single line spacing within an area of 164 mm in width and 250 mm in height, and should flush with both left and right margins. Appropriate margins are indicated on page 5 for standard A4 paper size (210 mm by 297 mm) in green color.

1 blank line  
between  
paragraphs

There should be a blank line between paragraphs. No indents should be used for the first line. Avoid beginning a new paragraph at the bottom line of a page. Likewise, avoid ending a paragraph at the first line at the top of a page.

Subheading  
numbered,  
flush left,  
underlined

2.1 Format of subheading. If used, subheadings should be numbered 1.1, 1.2 etc. Subheadings should be written in small letters, underlined. The text should continue at the same line. Sub-sub-

1 blank  
line above  
subheading

Text area width  
164 mm (6.45 in)

Max. 12 cm (4.7 in) in width for article title, name of authors, affiliations, all major headings and all running headings

Running heading  
centered,  
on even pages:  
author(s) surname(s)  
(use first authors  
name and "et al."  
if length exceed  
12 cm)

Andersen and Bohr

headings are not allowed. Avoid, if possible, to use footnotes. If footnotes must be used, they should be denoted in the text by an asterisk\*.

Edge of text area

2.2 Preferred fonts. The text should be written using 12 points Times New Roman (True Type font).

2.3 Units. Use SI-units throughout the manuscript. Other units conventionally used (e.g. °C for temperature) may be added in brackets.

2.4 Formulae, mathematical symbols, etc. Appropriate space should be left above and below equations.

Equation  
italic,  
indent at least  
12 mm (0.47 in)

$$E = mc^2$$

(1)

Equation  
number  
flush right

Simple expressions, e.g.  $E = mc^2$ , may be written in the text. In the text, use the solidus (i.e.  $a/b$ ) instead of the two line form for fraction. 1½ line spacing is permitted in the text, where it is necessitated by e.g. sub- or superscripts, but should be avoided if at all possible. Letters used for symbols should be written in italics (also letters used as super- or subscripts).

2.5 Citations of references. In the text references should be given by the surname(s) of author(s) followed by the year of publication, e.g. as the book of Love (1944) or in brackets (Sinclair and Wilder 1972). For references with more than two authors like Kiritani, Yoshida, Takata and Maehara (1975), all authors' names should be given only the first time. Subsequent the references should be given as Kiritani et al. (1975). Two or more references by same authors and same year should be differentiated by letter a, b, c, etc. References grouped together should be separated by semicolon (Suo and Hutchinson 1989a; Love 1944; Suo and Hutchinson 1989b).

### 3. TABLES AND ILLUSTRATIONS

Tables and illustrations should be placed in the text close to the passage which refers to them.

Reference to table

3.1 Format of tables. Tables should be numbered in accordance with their order of appearance. The format of the table and the table heading is shown in Table 1.

Table heading  
underlined,  
numbered,  
centered

Table 1. Symposium data. Tables and table text should be centered.

1 blank line  
above and  
below table  
text

Year	Invited papers	Contributed papers	Weight of book (g)
1997*	15	43	1014

Notes  
just below  
table

\*many contributions from industry

3.2 Illustrations. All illustrations, whether line drawings or photographs, must be made in a size that allows for a 20% reduction in size. Illustrations can be in colours or in black and white. Computer generated drawings and digital images can be integrated in the text directly, as Fig.1 and Fig. 2.

Reference to figure

1½ line spacing  
above footnote

Footnote  
below a 3 cm  
(1.2 in) long line

\*Multiple footnotes should be distinguished by the number of asterisks.

Max. 12 cm (4.7 in) in width for article title, name of authors, affiliations, all major headings and all running headings

Running heading centered, odd pages: Article title (abbreviate if longer than 12 cm)

Instructions for preparation of paper for Risø Symposium

Images must be of high quality, sharp with good contrast. They should be incorporated in the manuscript. Allow at least 5 mm space free of text all the way around the photograph. The size of the image will, like the size of the entire manuscript, be reduced by 20% during reproduction. Therefore, a scale bar must be present in the image.

Figure centered, letters should exceed 2.5 mm (0.1 in) in height

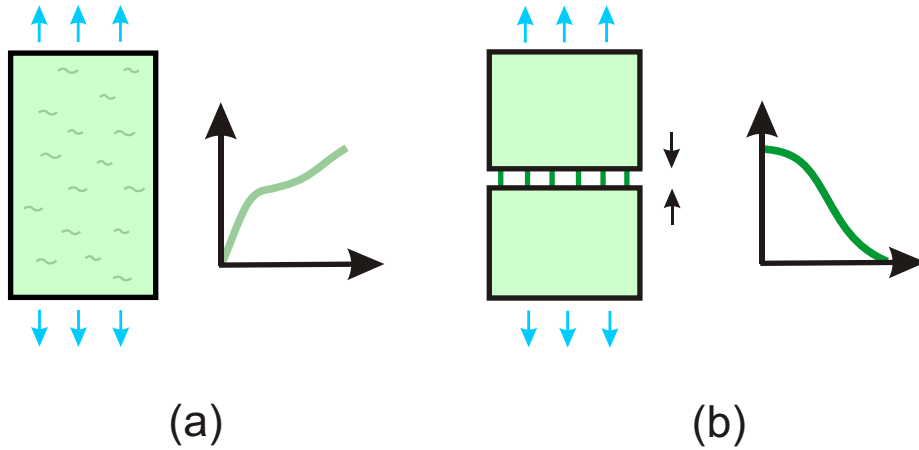
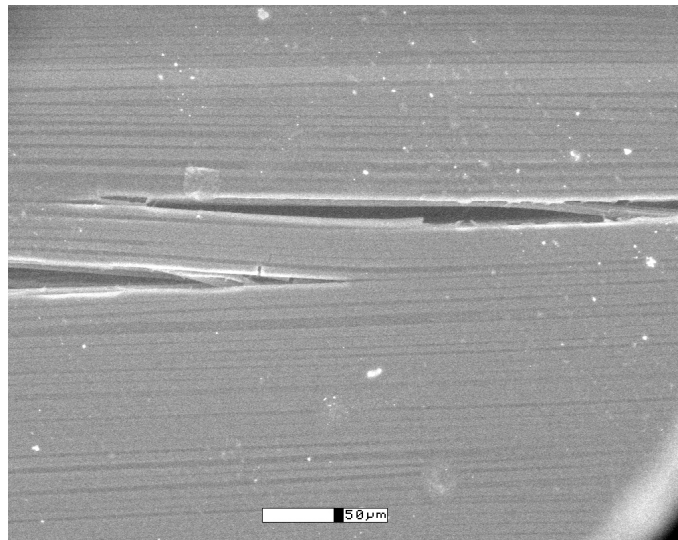


Figure caption abbreviate Figure to Fig.

Fig. 1. Distributed phenomena are described by the stress-strain concept (a), localised phenomena are described by bridging laws (b). The figure caption should be placed (centered) below or aside the figure. Two small figures can be placed next to each other.

Indent left and right minimum 5 mm (0.2 in)

Indent left and right minimum 5 mm (0.2 in)



minimum 5 mm (0.2 in) spacing around figure

Fig. 2. An image showing a crack bridging ligament in a carbon fibre/epoxy composite. Indicate the magnification by the use of a scale bar or the width of the view (do not show the magnification as e.g. 200 X, since the picture will be reduced in size).

4. SUBMISSION

Contributed papers should be 6-8 pages (invited papers should be 12-20 pages). The entire manuscript (including drawings and images) will be reduced 20%. Submit the manuscript as a pdf-file and the original word processing file (Word or Latex) as E-mail attachments to [symposium@risoe.dk](mailto:symposium@risoe.dk). The Word document must not be protected for editing, because the symposium editors reserve the right to edit your paper if it does not conform to the instructions.

Full responsibility for the paper rests with the author, including necessary steps to obtain permission to use any material that is protected by copyright.

Acknowledgement heading  
capital letters, centered, no number

ACKNOWLEDGEMENT

The authors thank A. Asterix for proposing the theory, B. Bunny for fabricating the material, B. Castafiore for performing the experiments, D. Duck for analysing the results, and F. Flintstone for drawing the figures and typing the manuscript. Acknowledgements should be placed at the end of the text, but before the reference list and any appendices.

Capital letters, centered, no number

REFERENCES

Include all authors names (do not use "et al.")

References  
alphabetical order

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← Report

← Journal

← Book

← Edited book/proceedings

More than two editors: use name of first author and "et al."

Indent subsequent lines in a reference 5 mm (0.2 in)

Same authors, same year

Capital letters, centered, no number

APPENDIX

Headings for appendix/appendices, if any, should be typed as major headings. No number should precede the heading. If more than one appendix is used, denote them appendix A, B, C, etc. Equations should be numbered (A1), (A2), etc., as follows.

$$E = mc^2 \tag{A1}$$

