

Layout guide for *IOP Conference Series: Materials Science and Engineering* using Microsoft Word

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Abstract. All articles *must* contain an abstract. The abstract text should be formatted using 10 point Times or Times New Roman and indented 25 mm from the left margin. 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 200 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.

1. Introduction

The first paragraph after a heading is not indented (Bodytext style). These guidelines, written in the style of a submission to IOP Conf. Ser., show the best layout for your paper using Microsoft Word.

Other paragraphs are indented (BodytextIndented style). These guidelines, written in the style of a submission to IOP Conf. Ser., show the best layout for your paper using Microsoft Word.

2. 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.

2.1. Formatting the title

The title is set 17 point Times 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.

2.2. Formatting author names

The list of authors should be indented 25 mm to match the abstract. The style for the names is initials then surname, with a comma after all but the last two names, which are separated by 'and'. Initials should not have full stops—for example **A J Smith** and *not* **A. J. Smith**. First names in full may be used

if desired. 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.

2.3. 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.

1.1.1. A subsection. The paragraph text follows on from the subsection heading but should not be in italic.

3. Figures

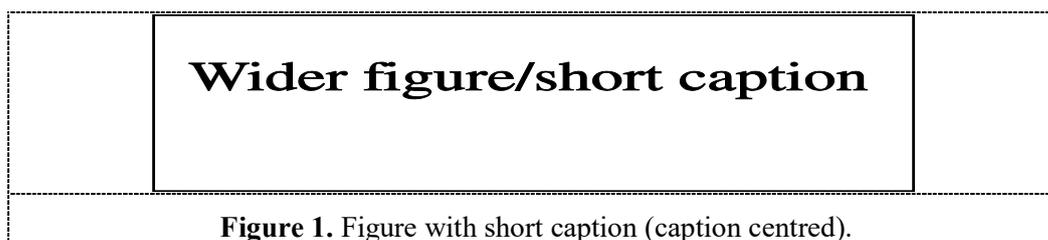
Each figure should have a brief caption describing it and, if necessary, a key to interpret the various lines and symbols on the figure.

3.1. 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.

3.2. Figure captions/numbering

Captions should be below the figure and separated from it by a distance of 6 points—although to save space it is acceptable to put the caption next to the figure. 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',



4. 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.

4.1. Positioning tables

Tables should be centred unless they occupy the full width of the text.

4.2. Tables in parts

If a table is divided into parts these should be labelled (a), (b), (c) etc but there should only be one caption for the whole table, not separate ones for each part.

4.3. Table captions/numbering

Tables should be numbered sequentially throughout the text and referred to in the text by number (table 1, **not** tab. 1 etc). Captions should be placed at the top of the table and should have a full stop (period) at the end. Except for very narrow tables with a wide caption (see examples below) the caption should be the same width as the table.

Table 1. A table with headings spanning two columns and containing notes^a.

Nucleus	Thickness (mg cm ⁻²)	Composition	Separation energies	
			γ , n (MeV)	γ , 2n (MeV)
¹⁸¹ Ta	19.3±0.1 ^b	Natural	7.6	14.2
²⁰⁸ Pb	3.8±0.8 ^c	99% enriched	7.4	14.1
²⁰⁹ Bi	2.6±0.01 ^c	Natural	7.5	14.4

^a Notes are referenced using alpha superscripts.

^b Self-supporting.

^c Deposited over Al backing.

5. Equations and mathematics

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

Acknowledgments

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