



OP2005 instructions for the preparation of a 2-column-format camera ready paper using the word template

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Abstract

These pages provide you with instructions on how to use this word template to prepare your paper according to the required layout and style.

Keywords: (Please select a maximum of 6 keywords from the keyword list, please see keywords.pdf)

1. How to use the template

Using this template will enable you to prepare your paper in accordance with the instructions for authors for OP- 2005 papers with a minimal amount of manual styling and formatting.

Where appropriate you should overwrite the different fields with your own text. Make sure that as you do this the correct style for the current paragraph is still displayed in the style box on the menu bar. If you need to modify the style of a section of text that you have added or changed, highlight the section and choose the correct style from the drop down box to apply it.

Please read through the following sections for more information on preparing your paper. However, if you use the template you do not have to worry about setting margins, page size, and column size etc. as the template already has the correct dimensions.

2. Format

Text should be produced within the dimensions shown on these pages; each column 8.47 cm wide with 0.85 cm middle margin, total width of 17.78 cm and a maximum

length of 21cm on the first page and 23.5cm on the second and following pages. Make use of the maximum stipulated length apart from the following two exceptions: (i) do not begin a new section directly at the bottom of a page, but transfer the heading to the top of the next column; (ii) you may exceed the length of the text area by *one line only* in order to complete a section of text or a paragraph.

2.1. Spacing

You must use single line spacing. However, when typing complicated mathematical text it is important to increase the space between the text lines in order to prevent sub- and superscript fonts overlapping one another and making your printed matter illegible. If you are using a desktop publishing program ensure that your auto adjust for interline spacing is suitably set to prevent overlapping but without leaving too much space.

2.2. Fonts

All text should be Times New Roman (or Times Roman) with font sizes as follow: Title 17pt, Authors 13pt, Addresses 8pt, Article history 8pt, Abstract including abstract title 9pt, Keywords 8pt, Body text 10pt, Level 1

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headings 10pt bold, Level 2 headings 10pt italic, Level 3 headings 10pt italic no space below, Level 4 headings 10pt

italic no space below and text runs on, Footnotes 8pt.

Table 1 -Excited States in ethylene^a

State	Symmetry	Excitation Energy (eV)
1	3B1u	3.78
2	3B3u	7.43
3	1B3u	7.83
4	1B1u	7.98

^a Reprinted from *Exploring Chemistry with Electronic Structure Methods*, J. B. Foresman and A. Frisch, 1993, p. 216

3. Printout

The most suitable printer is a LaserJet. A dot matrix printer should only be used if it possesses an 18 or 24 pin printhead ('letter quality').

The printout submitted should be an original; a photocopy is not acceptable. Please make use of good quality plain white A4 (21 × 29.7 cm) paper size. Remember to leave at least 3 cm at the top of the page above the first text line.

Printers sometimes produce text which contains light and dark streaks, or has considerable lighting variation either between left- and right-hand margins or between text heads and bottoms. To achieve optimal reproduction quality, the contrast of text lettering must be uniform, sharp, and dark over the whole page and throughout the article.

If corrections are made to the printout, run off completely new replacement pages. The contrast on these pages should be consistent with the rest of the paper, as should text dimensions and font sizes.

4. Tables

Tables should have a title which makes the general meaning understandable without reference to the text. Tables should be presented in the form shown in Table 1, with all text, including title 8pt. Their layout should be consistent throughout.

Horizontal lines should be placed above and below table headings, above the subheadings and at the end of the table above any notes. Vertical lines should be avoided.

If a table is too long to fit onto one page, the table number and headings should be repeated on the next page before the table is continued. Alternatively, the table can be spread over two consecutive pages (first on even-numbered, then on odd-numbered page).

5. Illustrations

5.1. Line drawings

Line drawings should be drawn in black ink on drawing or tracing paper or should be glossy prints of the same, if

they have not been prepared on your computer facility. All illustrations should be clearly displayed by leaving at least a single line of spacing above and below them. When placing a figure at the top of a page, the top of the figure should be at the same level as the first text line of the other column. Legends to illustrations should be centred if on one line or aligned left if on two or more lines and should be 8pt.



Fig. 1. Good quality with clear lettering.

5.2. Photographs

5.2.1. Black and white photographs

Photographs must always be sharp originals (*not screened versions*) and rich in contrast. A copy or scan of the photograph should be pasted on the page and the original photograph (labelled) should accompany your paper.

5.2.2. Colour photographs

Sharp originals (*not transparencies or slides*) should be submitted close to the size expected in the publication. Charges for the processing and printing of colour will be passed on to the author(s) of the paper. As the costs involved are per page, care should be taken in the selection of size and shape so that two or more illustrations may be

fitted together on one page. When your paper has been received and logged by the publisher you will be contacted re: prices for colour figures.

5.3. General

All notations and lettering should be no less than 2 mm high. The use of heavy black, bold lettering should be avoided as this will look unpleasantly dark when printed.

6. Equations

Equations should be placed flush-left with the text margin and should be preceded and followed by one line of white.

$$E(F) = E(0) + \sum_i \left(\frac{\delta E(F)}{\delta F_i} \right)_0 F_i + \frac{1}{2} \sum_{i,j} \left(\frac{\delta^2 E(F)}{\delta F_i \delta F_j} \right)_0 F_i F_j$$

References

The references should be brought together at the end of the article, and numbered in the order of their appearance in the text. Authors should check whether every reference in the text appears in the list of references and vice versa. Numerals for references are given in square brackets []. Do not set reference numbers in superscript. The font size for the reference list should be 8pt. Please follow the style in the examples below for Journal references, Books, Edited Books, and Patents.

- [1] D.E. Tallman, G.G. Wallace, *Synth. Met.* 90 (1997) 13.
- [2] H.W. Kroto, J.E. Fischer, D.E. Cox, *The Fullerenes*, Pergamon, Oxford, 1993.
- [3] A.G. MacDiarmid, A.J. Epstein, in W.R. Salaneck, D.T. Clark, E.J. Samuelson, (eds.), *Science and Applications of Conducting Polymers*, Adam Hilger, Bristol, 1991, p.117.
- [4] D.I. Eaton, *Porous glass support material*, US Patent No. 3 904 422 (1975).

↑ If possible equalize columns on the last page ↑