

# An example of article layout

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## **Abstract.**

This template demonstrates how to prepare your paper. It includes examples of the formatting to use and provides a framework into which you can cut and paste your own material. Use style tags as shown here for the title, author(s), abstract, section headings, references, and other features. Leave one blank line between the title and author and two blank lines between the email and abstract. Allow two blank lines before the section heading. Cut and paste the section headings to ensure the correct formats are used.

## **1. Introduction**

This pre-set format has been provided to authors to standardise the structure of papers; to assist in the automation of the print and online production; and last, but not least, to assist authors in preparing their papers. Note, we cannot provide a formatting service; authors should provide their manuscripts in the prescribed format. Poorly formatted manuscripts will be returned to authors for correction.

All mss should be formatted according to the instructions provided here. Use the style tags provided to format paragraphs. Avoid *ad hoc* changes to font and paragraph format unless absolutely necessary.

## **2. Document Structure**

Papers should conform to the normal structure for journal papers. The title area should include:

- *Title*: Only first word capitalised. Use h1 style tag.
- *Author(s)*: Use author style tag .
- *Affiliation(s)*: Use address style tag.
- *Postal address(es)*: (in order of authors) Set out as shown.
- *Email address(es)*: (in order of authors) Set out as shown.

The remainder of the paper should be divided into sections, each clearly indicated by a heading. The sections should include:

- *Abstract* This should be a concise summary of the problem, main findings and significance, in no more than 250 words.
- *Introduction* This should state the problem that you address, as well as explaining the relevant context, background and significance.
- ... other sections as required...
- *Discussion* or *Conclusion*
- *Acknowledgements* (if any)
- *References*

Sections should be numbered, as shown here, except for the Abstract, Acknowledgements and References.

### 2.1. *Quotations*

As a general rule, short quotations should be contained within the text - enclosed within quotation marks. “This is an example of a short quotation”.

Those exceeding 30 words should be set separately and indented. Quoted matter indented in this way should NOT be enclosed within quotation marks. A space should be inserted above and below matter set separately from the text.

*This is an example of a quotation that exceeds 30 words. To successfully apply this type of style you should use the quote style tag supplied with the template.*

### 2.2. *Lists*

#### 2.2.1. *Ordered Lists*

Ordered lists should be inserted using the following techniques.

1. Use the ordered list style tag supplied with the template,
2. Use the numbering format tool in 12pt.

#### 2.2.2. *Unordered Lists*

Unordered lists should be inserted using the following techniques.

- Use the **unordered** style tag supplied with the template,
- Use the bullets format tool to select different bullets for sublists (if needed).

## 3. **Headings and Paragraphing**

Use the **Section** tag to indicate sections. Consecutively number section headings using Arabic numerals (as shown here). First level headings should be in h2 style tag. Leave one blank line before the main text. Use the Firstpar style tag for the first paragraph of each section and subsection.

Use italics for emphasis. Main text should be in normal style tag. Avoid ending the page with a heading or sub-heading. Do not end a page with one or more blank lines except to avoid widow headings or the end of the paper. Avoid starting a page with an incomplete line. Avoid digressing from agreed fonts and styles. Avoid underlining headings, sub-headings, titles, figures, captions or legends. Avoid using footnotes.

### 3.1 Level 2 headings

Consecutively number level 2 headings in Arabic numerals. These headings should be in h3 style tag (bold, in 14pt. and flushed left). Allow one blank line above and below headings.

#### 3.1.1 Level 3 Headings

Please consecutively number level 3 headings in Arabic numerals. These headings should be in h4 style tag (bold, in 12pt. and flushed left). Allow one blank line above and below headings.

## 4. Tables and Figures

### 4.1 Tables

Tables should be created using the **Insert Table** tool provided with Microsoft Word®. This will ensure that correct formatting is maintained during the conversion process. The use of the tab key or fixed spaces to create a table is unacceptable.

*Table 1. Captions should be set immediately above the table to which they refer.*

<i>COLUMN 1</i>	<i>COLUMN 2</i>	<i>COLUMN 3</i>
Tables must contain alpha-numeric elements only; and no graphical elements.	They must be numbered consecutively in Arabic numerals.	Place explanatory notes below the table.
Allow two blank lines before inserting a table, one blank line between caption and table, and two blank lines to the following text or heading.	They are usually set in type smaller than the accompanying text.	Avoid references such as 'the table below'.

### 4.2 Figures

Here are some details regarding the presentation of figures. Use consecutive numbering. Captions must be centred beneath the figures. Position figures close to where they are first mentioned in the text. Do not assemble them at the end of the article.

In addition to their insertion in the manuscript, submit copies of figures as separate GIF files for line art images and JPEG files for photographs, in the size and shape to be presented in the document, on disc. All images should be provided in a compressed image format that is readable by standard World Wide Web browsers.

The editors do not provide an image conversion service. Authors should convert images themselves and should make every effort to reduce images to be as small as possible, without becoming unreadable. Where applicable images should also be saved with a transparent background. If you find that this transparency detracts from the clarity of the image the original background will be acceptable.

Unless there are good reasons for providing large images, they should be scaled to fit as small, images within the text (as in Fig. 1). Allow two blank lines before inserting a figure, one blank line between figure and caption and two blank lines to the following text or heading.



*Figure 1. Captions must be provided for figures. They should be formatted as show here.*

#### *4.2.1 Referencing figures*

Number figures consecutively using Arabic numerals and cite them by number in the text (eg Fig. 1).

#### *4.3 Multimedia elements*

Multimedia elements apply only for digital and online publication. They include coloured images, diagrams and photographs, animations, video, sound, etc. All elements should be provided as separate files, and in appropriate common formats. Interactive or processing elements (eg java, javascript) should also be provided as separate files, together with examples of how they are incorporated.

#### *4.4 Hypertext links*

Wherever possible treat hypertext links as references and include them in the bibliography. Try to avoid links to ephemeral sites or services.

## **5. Equations**

Any equations included in your paper should be prepared either by using the Equation Editor or by including images. Leave one line above and below the equation. If you have already saved your equations as images then they may be inserted into the document as per section 4.2. Here is an example.

$$S = \frac{d}{dx} \frac{d(x^* - x)}{dt} \quad (1)$$

Number all the equations that you need to refer to and cite them by number (eg Eq. 1).

## 6. Theorems etc

Set out theorems using the tag and environment, as shown here. Number all theorems consecutively and refer to them using the numbers you assign (eg Theorem 1).

*Theorem 1*

*This is an example of text set out as a theorem.*

### 6.1 Source code

Set out computer programs, and other source listings using verbatim style.

```
This is an example of verbatim style.  
This is line 2.  
This is line 3.
```

## 7. Citations, References and Bibliography

Please use the Harvard System of referencing. Some examples are provided below, and beneath the reference heading at the end of this ‘paper’.

### 7.1. Examples of the citing format

To cite a publication from your list of references use the codes that you give them and be consistent throughout. For instance to cite a paper by Baker and Grigg, you would use the citation Baker and Grigg (1977).

#### 7.1.1. Personal communications

Personal communications include any verbal or informal written information (such as letters) you have gained from another person. You should list any personal communications under a separate heading at the end of your reference list.

## 8. Discussion and Conclusion

Your article should finish with a section titled Discussion (if assessing results) or Conclusion (if summing).

## Acknowledgements

Here place any acknowledgements that you need or want to make. Avoid terse lists. Ensure that you write full sentences. For example “I am indebted to Fred Nurk for editing a draft.” “I thank the University for its support.” “Part of this work was supported by a grant.”

## References

The entries should appear in alphabetical order.

Please use the Harvard System of referencing. Please pay careful consideration to the way references are formatted. Skip one line before list and ensure there is one blank line between each item. Note carefully the style used below for referencing various publications.

- Barker J. & Grigg G. (1977), *A field guide to Australian frogs*, Rigby, Adelaide.
- Bren L. J., Flinn D. W., Hopmans P. & Leitch C. J. (1979), *The hydrology of small forested catchment in north-eastern Victoria*, Bulletin No. 27, Forests Commission Victoria, Melbourne.
- Brown J. (1991), The socio-politics of flaky bits in Australian archaeology. Paper presented to the Australasian Archaeology Conference, Sydney (unpublished).
- Byrne D. (1983), Aboriginal sites in Wadbilliga National Park: a preliminary investigation, Report to the NSW National Parks & Wildlife Service (unpublished).
- Crowther C. (1992), Why databases do not live up to promise, *The Australian* 23 July: 10.
- CSU (1994), Complexity On Line, Charles Sturt University URL: <http://life.csu.edu.au/complex/>
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- Jones P. (1989), Historical sites in the Wodonga region, Report to the Victoria Archaeological Survey, The Johnstone Centre, Charles Sturt University, Albury.
- Loyn R.H. (1985), Ecology, distribution and density of birds in Victorian forests, in *Birds of eucalypt forests and woodlands: ecology, distribution, conservation and management*, (eds) A. Keast, H. Ford, H. Recher & D. Saunders (eds), Surrey-Beatty & Sons, Sydney.
- Metzeling L. H. (1977), An investigation of the distribution of aquatic macro-invertebrates found in streams flowing through areas with differing amounts of vegetation cover, B.Sc. (Hons) thesis, Monash University, Melbourne.
- NATMAP (1983), Bogong sheet 8324, Natmap, Canberra.
- Spennemann D.H.R. (1995), The virtual past (homepage), The Johnstone Centre, Charles Sturt University, Albury. <http://life.csu.edu.au/virtpast/virtpast.html>
- Tietenberg T. (1992), *Environmental and natural resource economics*, 3rd edn, Harper Collins, New York.
- Victoria College (1988), *Managing business strategy: developing competitive advantage*, TSU Publications, Burwood (video).
- Williams P.L. (1991), Guidelines for the design of computer interfaces in executive information systems, Monash University, Melbourne (unpublished).

## Appendix 1

Place any additional technical or reference matter at the end in numbered appendices. Refer to each appendix by number in the text. Examples of material includes data sets, source listings and other material that is essential, but would clutter up the flow of the main discussion.