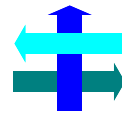


**WCTRS/WCTR
Current Operating Practices
2021**



APPENDIX 07

Appendix 07

Example of Guidelines for Preparing Full Papers for a WCTR

Note

The present Appendix is a guide example.
It can be altered when the need arises as conference preparation activities progress for one WCTR, and also from conference to conference.

Authors may use the templates provided in the Conference website

Number of pages: Papers should be composed of at most 20 pages.

Paper structure: Papers should be prepared in the following order:

- **Introduction:** to explain the background work, the practical applications and the nature and purpose of the paper.
- **Body:** to contain the primary message, with clear lines of thought and validation of the techniques described.
- **Conclusion**
- **Acknowledgements** (when appropriate)
- **References**
- **Appendices** (when appropriate)

Section headings: should be left justified, with the first letter capitalized and numbered consecutively, starting with the Introduction. Sub-section headings should be in capital and lower-case italic letters, numbered 1.1, 1.2, etc., and left justified, with second and subsequent lines indented.

Formatting your document: Please do not alter the formatting and style layouts which have been set up in the template document *Transportation Research Procedia*.

As indicated in the template, papers should be prepared in single column format (192 mm × 262 mm). Do not number pages on the front, as page numbers will be added separately for the preprints and the Proceedings. Leave a line clear between paragraphs.

All the required style templates are provided in the file “MS Word Template” with the appropriate name supplied, e.g., choose 1. Els1st-order-head for your first order heading text, els-abstract-text for the abstract text etc.

i. Title page

The first page should include:

- (a) **Conference Title:** Click on the existing text and enter the name of the congress.
- (b) **Title:** Click on the existing text and enter the title of the paper using sentence case.
- (c) **Each author's name and affiliation,** including present address; authors' names: Remember to include the correct superscript linking to the appropriate affiliation details; affiliations: Remember to include the correct superscript linking to the appropriate author details.

(d) **Abstract**

Insert an abstract, giving a brief account of the most relevant aspects of the paper.

(e) **Keywords** (5–10)

Insert 5–10 keywords.

Please follow the template style for all the above features.

ii. Tables

All tables should be numbered with Arabic numerals. Headings should be placed above tables, left justified. Leave one line space between the heading and the table. Only horizontal lines should be used within a table, to distinguish the column headings from the body of the table, and immediately above and below the table. Tables must be embedded into the text and not supplied separately. Authors should refer to tables in manuscript as table #.

iii. Illustrations

All figures should be numbered with Arabic numerals (1, 2, ...). All photographs, schemas, graphs, and diagrams are to be referred to as figures. Authors should refer to figures in manuscript as fig#.

Line drawings should be good quality scans or true electronic output. Low-quality scans are not acceptable. Figures must be embedded into the text and not supplied separately.

Lettering and symbols should be clearly defined either in the caption or in a legend provided as part of the figure. Figures should be placed at the top or bottom of a page wherever possible, as close as possible to the first reference to them in the paper.

The figure number and caption should be typed below the illustration in 9pt and left justified.

For further guidelines and information to help you submit high quality artwork please visit: <http://www.elsevier.com/artworkinstructions>.

Artwork has no text along the side of it in the main body of the text. However, if two images fit next to each other, these may be placed next to each other to save space.

iv. Equations

Equations and formulae should be typed in Mathtype, and numbered consecutively with Arabic numerals in parentheses on the right hand side of the page (if referred to explicitly in the text). They should also be separated from the surrounding text by one space.

v. References

References must be listed at the end of the paper. Do not begin them on a new page unless this is absolutely necessary. Authors should ensure that every reference in the text appears in the list of references and vice versa. Indicate references by Clark et al. (1962) or Deal and Grove (2009) or Fachinger (2006) in the text.

Some examples of how your references should be listed are given at the end of this template in the 'References' section, which will allow you to assemble your reference list according to the correct format and font size.

Here is an example of some references listed:

Clark, T., Woodley, R., De Halas, D., 1962. Gas-Graphite Systems, in "*Nuclear Graphite*". In: Nightingale, R. (Ed.). Academic Press, New York, pp. 387.

Deal, B., Grove, A., 1965. General Relationship for the Thermal Oxidation of Silicon. *Journal of Applied Physics* 36, 37–70. Deep-Burn Project: Annual Report for 2009, Idaho National Laboratory, Sept. 2009.

Fachinger, J., den Exter, M., Grambow, B., Holgerson, S., Landesmann, C., Titov, M., Podruhzina, T., 2004. Behavior of spent HTR fuel elements in aquatic phases of repository host rock formations, 2nd International Topical Meeting on High Temperature Reactor Technology. Beijing, China, paper #B08.

Fachinger, J., 2006. Behavior of HTR Fuel Elements in Aquatic Phases of Repository Host Rock Formations. *Nuclear Engineering & Design* 236, 54.

vi. Footnotes

Footnotes should be avoided if possible. Necessary footnotes should be denoted in the text by consecutive superscript letters. The footnotes should be typed single spaced, and in smaller type size (8pt), at the foot of the page in which they are mentioned and separated from the main text by a short line extending at the foot of the column. The .Els-footnote. style is available in the "MS Word Template" for the text of the footnote.

Please do not change the margins of the template as this can result in the footnote falling outside printing range.

vii. General guidelines for the preparation of your text

Avoid hyphenation at the end of a line. Symbols denoting vectors and matrices should be indicated in bold type. Scalar variable names should normally be expressed using italics. Weights and measures should be expressed in SI units. All non-standard abbreviations or symbols must be defined when first mentioned, or a glossary provided