10th Regional Metrology Conference “Metrology for Sustainability”

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TEMPLATE AND GUIDELINES FOR THE PREPARATION OF A FULL PAPER FOR THE 10th Regional metrology conference

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***Abstract*** − These directions are written in the format required for the manuscript, which is to be presented in publication-ready form, including figures and tables. The manuscript must be written in British English. The length of the paper is about 6 pages (at least 4 but preferably not more than 8 pages). The paper abstract (this text) should describe the scope of the paper, the main results, and conclusions. This paragraph should usually not exceed 150 words in length and should not contain formulas.

*Keywords*: paper instructions; layout; references (up to six, separated by semicolon)

1. INTRODUCTION

This file is a template, and it can be used by just replacing this text, the figures, tables, and formulas with the own ones. New sections, subsections, paragraphs, figures, tables, formulas, and references can be inserted by copying existing ones and replacing them with the new ones. However, the settings of this template are described in the following allowing an own empty template to be generated from scratch.

The paper begins with the congress title, which is followed by the paper title, the name(s) of the author(s) and their affiliation(s). Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. Present the authors’ affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lowercase superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the email address of each author. If there are more than six authors, add the further authors’ information at the end of the paper following the References section.

* 1. Corresponding author

One author must be designated as the corresponding author who will handle correspondence at all stages of refereeing and publication, including post-publication. This responsibility includes answering any future queries about methodology and materials. Ensure that the email address is given and that contact details are kept up to date by the corresponding author. The name of the corresponding author must be marked with a superscript asterisk symbol (\*).

* 1. Structure of the paper

The main text should be divided into numbered sections and subsections. Subsections should be numbered 1.1, 1.2, etc. (the sections Abstract, Keywords, Acknowledgements and References are not included in section numbering). Use this numbering also for internal cross-referencing: use ‘in X.Y‘, do not just refer to 'the text'.

Subsection title

Any subsection may be given a brief heading. Each heading should appear on its own separate line.

As a part of the starting section (usually "Introduction") the problem must be described, and the results of the quoted references given.

New Subsection title

The following sections 2 and 3 represent the main part of the paper. Use this space to describe the Methods and Procedures used and to present the Results achieved. The latter should be clear and concise. This part of the paper should explore the significance of the results of the work and should not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

In the Conclusions section, the achieved results described in the paper must be summarised as well as future work directions shall be provided.

At the end, a list of references must be added. Please refrain from referencing datasheets and reduce self-referencing to a minimum.

1. Methods and Procedures

The full paper should be written on A4 format of paper (210 mm × 297 mm). In formatting your pages, set top and bottom margin to 20 mm; left margin should be 17 mm and the right one 15 mm. The column width is 86 mm and the space between two columns is 6 mm.

Do not change the page numbering or headers and footers. Please avoid the use of Greek symbols or super- and subscripts in the paper title.

* 1. Text

Use the Palatino Linotype font. Paragraphs are justified and have a 5 mm indentation of the first line. On the last page justify columns to have the approximately the same number of lines (in MS Word, this is done with a continuous Section Break after the last reference, as used in this document). Follow the type sizes specified in Table 1.

Line spacing should be 1.0 (single). However, when super- and subscripts are used, the space could be increased to prevent overlapping of adjacent lines. Leave one free line between: the congress title and the paper title (14 points); the paper title and the name(s) of the author(s) (14 points); the name(s) and the affiliation(s) (11 points); the affiliation(s) and the beginning of the text (10 points).

For section titles, use the style “Section” which is bold, centred with 12 points spacing before and 6 points spacing after. For the subsection’s titles, use the style “Subsection” which is italic, bold, left aligned, with 6 points spacing before and 3 points after. Please refrain from using subsections with more than two levels.

Symbols and acronyms should be typed clearly and defined at the first time they appear in the text.

Table 1. Type sizes for manuscript in points (note that the caption text size is 9 points, the spacing is 12 points before and 6 points after, and the caption ends with a period).

|  |  |
| --- | --- |
| Type size | Use for |
| 9 | References, tables, table captions, figure captions, footnotes, complete information about the author(s) at the end |
| 10 | Congress title (only at the top of the first page), section titles, main text, equations, text subscripts and superscripts |
| 14 | PAPER TITLE |
| 11 | *Author's name* |
| 10 | Author's affiliation |

* 1. Tables and figures

Tables and figures should be included whenever possible on the page on which they are first discussed. Figures and tables must be numbered in the order of appearance in the text. Large figures and tables may span both columns.

All figures and tables must be referred by number (and not “above”, “next” or “following”) in the main text, before they are inserted. Use the references “Figure 1” or “Table 1” and so on.

Table captions must be located above the tables while figure captions must be placed below the figures. Use the styles “Table” and “Figure” for the captions which are 9 points size and left aligned. “Table” has 12 points spacing before and 6 points spacing after. “Figure” has 6 points spacing before and 12 points spacing after. Make sure the figures are inserted in line with the text in an own centred paragraph with no additional spacing. After each table and before each figure, add a single line to increase spacing. An example of a figure is shown in Figure 1.

Abscissas and ordinates of all the graphs should be labelled with symbols and units. Prepare them before inserting into the text and make sure all the text is readable by printing the document on a 600 dpi printer. In case that table or figure are wider than the column, you can use full page width, but place it in the top or bottom of the page.

Figure 1. Example of a figure (note that the caption text size is 9 points, the spacing is 6 points before and 12 points after, and the caption ends with a period).

* 1. Equations

All equations must be numbered consecutively throughout the text. Use a table with two columns and 6 points spacing before and after. Place the equation in the left column with left alignment and vertically centred. Equations should be numbered consecutively. Equation numbers should be enclosed in parentheses, vertically centred, and flushed right as in (1)

|  |  |
| --- | --- |
|  | (1) |

The type size in the equation is the same as for the text. To make your equations more compact, you may use the appropriate mathematical symbols or expressions. Use parentheses to avoid ambiguities. Punctuate equations with commas or periods when they are part of a sentence.

Be sure that the symbols in your equation have been defined before the equation appears or define them immediately following the equation. To reference an equation, use "(1)", not "Eq. (1)" or "equation (1)", except at the beginning of a sentence where "Equation (1) ... " should be used.

Vectors and tensors should be marked clearly on the manuscript. Use the following sequence of parentheses: )]}.

* 1. Writing style

Use explicit technical language. Consult a native speaker and/or dictionary if necessary.

Unit symbols are in normal type, and quantity symbols are in italic type with super- and subscripts in normal or italic type as appropriate.

* 1. Reference style

List and number all bibliographical references at the end of your manuscript in the order of their appearance in the text. When they are referenced in the text, enclose the citation number in square brackets (for instance: [1]). Do not use "reference [3]" or "ref. [3]", except at the beginning of a sentence: "Reference [3] ... ". Do not use [1-4] or [1,2,5-7]. Give all authors’ names; do not use "et al.". If there are more than five authors, for example, 12, write the first five authors and add the text ‘(+ another 7 authors)’.

Papers that have not been published, should be cited as "unpublished". Papers that have been accepted for the publication should be cited as "in press". For papers written and published in other languages, please give the English translation of the citation first, followed by the citation in the original language and add the original language, for example, French, with the text ‘[In French]’.

The journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your References. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference.

As given in Table 1, use a font size of 9 points for the reference list and align the text in justified format. The References section contains some examples.

Examples of the recommended style for references are for books [1], a chapter in an edited book [2], journals [3]-[5], conference papers [6], a website [7], and a dataset [8].

1. Results and Discussion

Submission is done through a web-based system. Do not send papers by email. Before entering the submission process, please produce your MS Word DOCX file. Also have your abstract text ready for copy and paste into the system and select the topic that best suits your research.

Produce the DOCX without reducing the quality of the figures. After the DOCX is done, please print it on a 600 dpi (at least) printer and check the printed results.

1. CONCLUSIONS

Follow these instructions carefully when preparing your full paper. The easiest approach is to download these guidelines as an MS Word document and use it as the foundation for your paper because it contains all the necessary formats and styles.

ACKNOWLEDGMENTS

Acknowledgments should be placed after the Conclusions and before the References. List funding sources in this standard way to facilitate compliance to funder's requirements.

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If no funding has been provided for the research, please include the following sentence: This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

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