**APCChE 2019 Proceedings Manuscript Style Guide – A4 Paper Size, Two Columns Format**

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**Abstract** Use 8 mm of space above the abstract and 10 mm below the abstract. The heading “Abstract” should be typed in bold 9-point Arial. The body of the abstract should be typed in normal 9-point Arial in a single paragraph, immediately following the heading. The text should be single spaced. The abstract should be justified, centred across the page, and indented 17 mm from both the left and right page margins. It should not normally exceed 200 words.

**1 Page Layout**

Use A4 paper size (210 x 297 mm) and set the margins according to specifications shown in Table 1. The final printed area will be 170 x 252 mm. The number of pages must be from 4 to 6.

**Table 1**. Setting Word’s margins

|  |  |
| --- | --- |
| **Margin** | **mm** |
| Top | 25 |
| Bottom | 20 |
| Left | 20 |
| Right | 20 |

Use a two-column format, and set the spacing between the columns at 8 mm. Do not add any page numbers.

**1.1 Formatting the title, authors and affiliations**

*1.1.1 Formatting the title*

The title should be justified and use bold 16-point Arial. Capitalize the first letter of the first word of the title. Capitalize the first letter of all other words except for the following: *a*, *an*, *and*, *at*, *but*, *by*, *for*, *in*, *nor*, *of*, *on*, *or*, *so*, *the*, *to*, and *up*. Leave 35 mm of space above the title and 6 mm under the title.

*1.1.2 Formatting author names and author affiliations*

The style format for author names is First Name, typed in 10-point Times, then Last Name, typed in 10-point Times small caps, with a comma after all except the last author, which is separated by comma + “and”. Do not use academic titles.

Affiliations of authors should be typed in 9-point Times. They should be preceded by a numerical superscript corresponding to the same superscript after the name of the author concerned.

**1.2 Formatting the text**

The text of your paper should be formatted as follows:

- 10-point Times, Times Roman or Times New Roman.

- The text should be set to single line spacing.

- Paragraphs should be justified.

- The first paragraph after a section or subsection should not be indented; subsequent paragraphs should be indented by 5 mm.

The use of sections to divide the text of the paper is optional and left the discretion of the author. Where the author wishes to divide the paper into sections, the formatting shown in Table 2 should be used.

**Table 2.** Formatting sections, subsections and subsubsections

|  |  |  |  |
| --- | --- | --- | --- |
|  | Font | Spacing | numbering |
| Section | 12-point **Arial Bold** | 6 mm above  3 mm below | 1, 2, 3, etc. |
| Subsection | 10-point **Arial bold** | 6 mm above  3 mm below | 1.1, 1.2, 1.3, etc. |
| Subsubsection | 10-point *Arial italic* | 6 mm above  3 mm below | 1.1.1, 1.1.2, 1.1.3, etc. |

**2 Figures and Tables**

Insert figures and tables in appropriate places in the text. They should be of good quality and well contrasted. Try to ensure that the size of the text in your figures is approximately the same size as the main text (10 point). Try to ensure that lines are no thinner than 0.25 point.

**Figure 1.** Caption of Figure 1. Below the figure.

**2.1. Captions/numbering**

Each figure and table must have a caption. Captions should be typed in 9-point Times and centred. They should be placed above tables and beneath figures.

**2.2 Positioning**

Cite figures and tables as “Figure 1”, “Figures 2 and 3”, “Table 1”, etc. in the text. Place the figure as close as possible after the point where it is first referenced in the text. If there is a large number of figures and tables it may be necessary to place some before their text citation. If a figure or table is too large to fit into one column, it can be centred across both columns at the top or the bottom of the page.

**3 Equations and Mathematics**

Equations should be centred and numbered, with the numbers being right-justified.

*T*s (*l,t*) = *T*g (*l,t*) (1)

*T*s (*l,t*) = *T*g (*l,t*) *T*b (*x*   , *t*) = 0 (2)

Use italics for variables (*u*) and bold (**u**) for vectors. The order for brackets should be {[()]}, except where brackets have special significance.

**Acknowledgements**

The acknowledgements should be typed in 9-point Arial (title) and Times (text).

**References**

References should be cited in the text as follows: Kakoh and Fujisan (2019), Kakoh and Fujisan (2018a, 2018b), Kakoh *et al*. (2017), (Kakoh *et al*., 2017; Kakoh and Fujisan, 2019), and (Kakoh and Fujisan, 2018a, 2018b).

A complete reference should provide enough information to locate the article. For example, references to printed journal articles should typically contain:

• The authors, in the form: initials of the first names followed by last name (only the first letter capitalized with full stops after the initials),

• The journal title (abbreviated),

• The volume number (bold type),

• The article number or the page numbers,

• The year of publication (in round brackets).

Authors should use the forms shown in Table 3 in the final reference list.

**Table 3.** Font styles for a reference to a journal article

|  |  |
| --- | --- |
| **Element** | **Style** |
| Authors | Normal  Initials followed by last name except first author (see examples below) |
| Journal title | *Italics*  Abbreviated |
| Article title, Book title, Proceedings title | Normal  First letter of each word capitalized, excluding preposition, conjunction, and articles |
| Volume number | **Bold** |
| Page number | Normal |
| Year | Normal  In round brackets |

Here are some examples:

Kakoh, I., H. Fujisan, and N. Yonaga; “Article Title,” *Abbreviated Journal Title*, **38**, 98-105 (2017)

Kakoh, I. and H. Fujisan; “Article Title,” The 18th Asian Pacific Confederation of Chemical Engineering Congress, pp. 8-14 (pages or article number), Sapporo, Japan (2018a)

Kakoh, I. and H. Fujisan; Chemical Engineering Handbook, pp. 321-325, the Society of Chemical Engineers, Japan ed., Tokyo, Japan (2018b)

Kakoh, I. and H. Fujisan; “Article Title,” *Abbreviated Journal Title*, **1**, 123-127 (2019)