Layout guide for Cambridge International Publishing using Microsoft Word

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**Abstract:** All articles must contain an abstract. The abstract should summarize the contents of the paper and the length should be controlled within 100 to 300 words. It should be set in 10-point Times or Times New Roman and indented 10 mm from the left margin. There should be a space before of 24-point and leave 6-point after the abstract before keywords. The abstract is not part of the text and should be complete in itself; no table numbers, figure numbers, references or displayed mathematical expressions should be included. It should be suitable for direct inclusion in abstracting services in a single paragraph. Since contemporary information-retrieval systems rely heavily on the content of titles and abstracts to identify relevant articles in literature searches, great care should be taken in constructing both.

**Keywords:** The paper must have at least three keywords. This paragraph should be justified with a line space single and with a space before 6-point and 24-point after. The text should be set in 10-point font size and without the use of bold or italic font style. For more than one keyword, please use a comma as a separator.

# Introduction (Heading 1)

These guidelines are presented in the format of a submission to demonstrate the optimal layout for your paper when using Microsoft Word. As your paper will contribute to our journal's collection, we urge authors to adhere to the guidelines detailed in this example to ensure the highest possible quality. Please note that submissions not meeting the technical requirements will be returned for correction. Upon return, the manuscript must be revised accordingly.

# Manuscript Preparation

We strongly encourage authors to use this document as a guide for preparing their camera-ready submissions. To ensure the volume maintains a consistent appearance, please adhere closely to the provided instructions. It is imperative that all submissions are in English and free of spelling errors. Refrain from adding any text to the headers and footers, including page numbers, as such details will be inserted electronically post-acceptance. For optimal readability, use Times New Roman font for the main text. On Macintosh systems, this font is named "Times". However, for special instances, such as program code, the Courier font should be utilized.

## Page Setup (Heading 2)

The paper size must be adjusted to 210x285 mm. For the document margins, please adhere to the following specifications:

* Top: 3 cm;
* Bottom: 2.2 cm;
* Left: 2.2 cm;
* Right: 2.2 cm.

It is recommended to maintain these specified values for consistency.

For the page layout, authors must configure the Section Start to 'Continuous' and ensure the content is aligned to the top. Set the header and footer to 2.5 cm and 1.5 cm, respectively. However, please be aware that inserted headers and footers may be removed during subsequent processing stages.

Additionally, any citations should conform to the referencing style provided later in this document. Any remarks or explanations related to the article must be included in the 'Acknowledgements' section at the end of the document, rather than in the footer. This approach ensures that all essential information is consolidated in the appropriate sections for clarity and consistency.

## Article Information Section

This section must be in one column.

### Paper Title (Heading 3)

For the paper title, use an 20-point font size, align to the left, with 0-point space before and 24-point space after. The line spacing should be single, and the font style must be bold. Capitalize only the first letter of the first word and any proper nouns; all other letters should be in lowercase. Avoid using formulas or special characters of any kind within the title.

If your paper includes a subtitle, it should follow the same formatting as the main title: left-aligned, 20-point font size, bold, with the same capitalization rules. However, directly follow the main title without additional space before it, and apply a 24-point space after to separate it from the rest of the text.

### Authors

Author names must be left-aligned, with the font set to bold and a size of 12 points. The paragraph should have a space of 0 points before and 6 points after, without any left indent, ensuring a clean and uniform start to each line.

### Affiliations and Email

Align affiliations and email addresses to the left, using a 10-point font size without bold for both. Ensure there is no space between paragraphs of the same style to maintain continuity. Affiliation paragraphs should also have no left indent. For email addresses, apply the same formatting as for affiliations and disable text proofing to prevent spell check interruptions.

### Author Identification and Correspondence

The author names, their affiliations, and details regarding the corresponding author should be organized as illustrated at the beginning of this article. Authors’ names must be accompanied by superscript numerals that denote their respective affiliations; for an author with multiple affiliations, use a format like 1, 2. Email addresses should be marked by lowercase superscript letters following the author's name, with each email address corresponding to the appropriate superscript letter in the email section. The corresponding author must be indicated by an asterisk (\*) superscript adjacent to their name, with "Corresponding Author" explicitly stated below their email address.

## Main Text Formatting

The content in this section must be organized in a single column layout. The text should be formatted with an 11-point font size, justified alignment, and single line spacing to ensure readability and a clean appearance. Each paragraph within this section requires a first line indent of 0.5 centimeters, and the text should be justified on both sides to maintain a uniform block of text. This formatting approach is designed to enhance the document's overall clarity and professional presentation.

## Heading Styles

### Heading 1

* Font Size: 13
* Bold
* Space Before: 12 pt
* Space After: 0 pt
* Alignment: Left

### Heading 2

* Font Size: 11
* Bold
* Space Before: 12 pt
* Space After: 0 pt
* Alignment: Left

### Heading 3

* Font Size: 11
* Italic
* Space Before: 6 pt
* Space After: 0 pt
* Alignment: Left

### Heading 4

* Font Size: 11
* Space Before: 6 pt
* Space After: 0 pt
* Alignment: Left

### Title capitalization

For all headings, capitalize the first letter of the first word and any proper nouns. All other words should be in lowercase unless they naturally require capitalization (e.g., acronyms). This approach provides a consistent and professional presentation of headings throughout the document.

## Tables

Tables must be carefully positioned within the designated margins to ensure uniformity throughout the document. Each table should be sequentially numbered and centered on the page, featuring a caption located directly above it.

Table 1 This is the sample of three-line table.

|  |  |
| --- | --- |
| Table Header 1 | Table Header 2 |
| Example text 1 | Example text 2 |
| Example text 1 | Example text 2 |
| Example text 1 | Example text 2 |

Please note that the word “Table” is spelled out.

### Table Caption

For all captions, center alignment is mandated to achieve consistency and enhance readability throughout the document. Captions should use an 11-point font size, avoiding bold or italic styles. There must be a 6-point space before and after each caption, with every caption concluding with a period for uniformity. The term "Table" must always be spelled out, followed by the table number and caption, all centered above the table itself.

### Table Font and Size

The font for table content should match the main text, using Times New Roman with an 11-point font size to ensure readability and consistency. If a table contains a large amount of information, the font size may be reduced to a minimum of 9 points. However, if resizing the font does not sufficiently address space constraints, consider streamlining the table's content to present only the most relevant information.

### Table Notes

When incorporating notes into tables, the following style guidelines should be followed to ensure clarity and uniformity: Utilize Times New Roman font at a size of 9 points for notes. Paragraph formatting for table notes should include a space of 0 points before and 6 points after, with left alignment.

## Figures

Create your figures electronically and ensure they are seamlessly integrated into your document. All figures must comply with the designated margins and should not use indentation. The layout of figures should be set to align with the text, with an adjustment of 6 points of space before and 0 points after each figure. It's crucial that lines in line drawings maintain uninterrupted flow and uniform thickness. The legibility of grids and detailed elements within figures is essential; they must not overlap or clutter. Figures should have a minimum resolution of 300 dpi to guarantee visual clarity.

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Figure 1. Caption should be centered.

Please note that the word “Figure” is spelled out.

### Figure Caption

Each figure must be accurately numbered and centered on the page, featuring a caption that is also centered and placed directly below the figure. Captions should be formatted in an 11-point font size without the use of bold or italic styles. Ensure there is a space of 6 points above and 6 points below each caption. Every caption must conclude with a period to uphold uniformity across the document.

### Figure Notes

When adding notes to figures, place them immediately below the figure captions. These notes should be formatted in a 9-point font size with justified alignment, accompanied by a space of 6 points before and 0 points after. This formatting distinctively separates figure notes from the main text and captions, facilitating the provision of supplementary information or clarifications related to the figure in a clear manner.

## Equations

Equations must be positioned on a separate line and sequentially numbered to ensure clarity and ease of reference. Implement an additional 6-point line space both above and below each equation to maintain consistent visual separation from the surrounding text. Equation numbers should be presented in consecutive order within each section or throughout the document, enclosed in brackets and aligned to the right margin, commencing with the number (1). The standard formatting preference is to center equations for a clean and professional appearance. However, for longer equations that extend beyond a single line or require continuation onto subsequent lines, a flush left alignment should be initiated to accommodate their length and complexity effectively.

 (1)

 (2)

## Program Code

Program listing or program commands in text should be set in typewriter form such as Courier.

Example of a Computer Program in Pascal:

Begin

Writeln('Hello World!!');

End.

The text must be aligned to the left with the line space set to single and in 9-point type. Implement an additional 6-point line space both above and below.

## Reference Text and Citations

All references must be sequentially numbered within square brackets in the text [1] and compiled in the References section following the order of their appearance in the document [2,3]. The references should be formatted in an 11-point font size, with justified alignment [4-8], a single line space, and a 6-point space after each reference entry. Additionally, set a tab position at 1cm to ensure proper indentation and organization of the reference list. For the formatting of references from journals, books, and any other sources, please adhere to the IEEE citation style guidelines. The specifics of these guidelines are not reiterated here but can be found in the IEEE reference format standards.

# Conclusion

We hope you find the information in this template useful in the preparation of your submission.

# Acknowledgements

If any, should be placed before the references section.

# References

1. Maganioti, A.E., Chrissanthi, H.D., Charalabos, P.C., Andreas, R.D., George, P.N. and Christos, C.N. (2010) Cointegration of Event-Related Potential (ERP) Signals in Experiments with Different Electromagnetic Field (EMF) Conditions. Health, 2, 400-406.
2. Bootorabi, F., Haapasalo, J., Smith, E., Haapasalo, H. and Parkkila, S. (2011) Carbonic Anhydrase VII—A Potential Prognostic Marker in Gliomas. Health, 3, 6-12.

# Appendix

If any, the appendix should appear after the references.