

Preparation of Papers for the H2Symposium 2020

Name SURNAME¹, Name SURNAME² and Name SURNAME¹

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Abstract—These instructions give you basic guidelines for preparing camera-ready papers for conference proceedings. Use this document as a template if you are using Microsoft Word 6.0 or later. Otherwise, use this document as an instruction set. Use 9-point Century Gothic and single-line spacing throughout. Your abstract may include the following elements: research objectives; methodologies; preliminary findings; and potential contributions to the literature. Define all symbols used in the abstract. Do not cite references in the abstract.

Key words—Approximately four key words or phrases in alphabetical order, separated by commas.

I. INTRODUCTION

This document is a template for MS Word versions 6.0 or later.

A. Full-Sized Camera-Ready Copy

Prepare your paper in full-size format, on A4-sized paper (21 cm x 29.7 cm).

Century Gothic is the preferred font.

Margins: top and bottom = 2.5 cm, left and right = 2 cm.

Use automatic hyphenation and check spelling. Digitize or paste down figures.

II. HELPFUL HINTS

A. Figures and Tables

Figure captions should be centered below the figures; table captions should be centered above. Avoid placing figures and tables before their first mention in the text. Use the abbreviation "Fig. 1," even at the beginning of a sentence.

Figure axis labels are often a source of confusion. Use words rather than symbols. For example, write "Magnetization," or "Magnetization, M," not just "M." Put units in parentheses. Do not label axes only with units. In the example, write "Magnetization (A/m)" or "Magnetization (A·m⁻¹)." Do not label axes with a ratio of quantities and units. For example, write "Temperature (K)," not "Temperature/K."

Multipliers can be especially confusing. Write "Magnetization (kA/m)" or "Magnetization (10³ A/m)." Figure labels should be legible, about 10-point type.

B. References

Number citations consecutively in square brackets [1]. Punctuation follows the bracket [2]. Refer simply to the reference number, as in [3]. Use "Ref. [3]" or "Reference [3]" at the beginning of a sentence: "Reference [3] was the first ..."

Number footnotes separately in superscripts. Do not put footnotes in the reference list. Use letters for table footnotes (see Table 1).

Give all authors' names; use "et al." if there are six authors or more. Papers that have not been published, even if they have been submitted for publication, should be cited as "unpublished" [4]. Papers that have been accepted for publication should be cited as "in press" [5]. In a paper title, capitalize the first word and all other words except for conjunctions, prepositions less than seven letters, and prepositional phrases.

For papers published in translated journals, first give the English citation, then the original foreign-language citation [6].

C. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title unless they are unavoidable.

D. Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents. Italicize Roman symbols for quantities and variables, but not Greek symbols. Use an en dash (–) rather than a hyphen for a minus sign. Use parentheses to avoid ambiguities in denominators. Punctuate equations with commas or periods when they are part of a sentence, as in

$$a + b = c. \quad (1)$$

Symbols in your equation should be defined before the equation appears or immediately following. Use "(1)," not "Eq. (1)" or "equation (1)," except at the beginning of a sentence: "Equation (1) is ..."

E. Other Recommendations

The Roman numerals used to number the section headings are optional. If you do use them, do not number ACKNOWLEDGMENTS and REFERENCES, and begin Subheadings with letters. Use two spaces after periods (full stops). Hyphenate complex modifiers: "zero-field-cooled magnetization." Avoid dangling participles, such as, "Using (1), the potential was calculated." Write instead, "The potential was calculated using (1)," or "Using (1), we calculated the potential."

Use a zero before decimal points: "0.25," use "cm³," not "cc." Do not mix complete spellings and abbreviations of units: "Wb/m²" or "webers per square meter." not "webers/m²." Spell units when they appear in text: "... a few henries," not "... a few H."

III. SOME COMMON MISTAKES

The word "data" is plural, not singular. A graph within a graph is an "inset," not an "insert." Be aware of the different meanings of the homophones "affect" and "effect," "complement" and "compliment," "discreet" and "discrete," "principal" and "principle." Do not confuse "imply" and "infer." The prefix "non" is not a word; it should be joined to the word it modifies, usually without a hyphen. There is no period after the "et" in the Latin abbreviation "et al." The abbreviation "i.e." means "that is," and the abbreviation "e.g." means "for example."

ACKNOWLEDGMENT

The preferred spelling of the word "acknowledgment" is without an "e" after the "g." Try to avoid the stilted expression, "One of us (R. B. G.) thanks ..." Instead, try "R. B. G. thanks ..."

REFERENCES

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2. J. Clerk Maxwell, *A Treatise on Electricity and Magnetism*, 3rd ed., vol. 2. Oxford: Clarendon, 1892, pp. 68–73.
3. I. S. Jacobs and C. P. Bean, "Fine particles, thin films and exchange anisotropy," in *Magnetism*, vol. III, G. T. Rado and H. Suhl, Eds. New York: Academic, 1963, pp. 271–350.
4. K. Elissa, "Title of paper if known," unpublished.
5. R. Nicole, "Title of paper with only first word capitalized", *J. Name Stand. Abbrev.*, in press.
6. Y. Yorozu, M. Hirano, K. Oka, and Y. Tagawa, "Electron spectroscopy studies on magneto-optical media and plastic substrate interface," *IEEE Transl. J. Magn. Japan*, vol. 2, pp. 740–741, August 1987 [Digests 9th Annual Conf. Magnetism Japan, p. 301, 1982].

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