ABSTRACT STYLE GUIDE

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Dear colleagues, the Organizing Committee of STS-35 has prepared a document template for preparing abstracts in a short time and with minimal editing costs. Formating your material comes to the use of ready-made settings (styles) for paragraphs of various purposes (title, text, figures, etc.). This document serves as a style guide and contains instructions. The limited set of styles is the same for all abstracts submitted to the conference. It allows minimizing the time of editing and publishing and maintaining the high quality publication.

To display the "Styles and Formatting" bar in Word 2003, click the icon ⚊ or select the appropriate menu item on the "Format" tab. On the bar (usually on the right) you will see the following style names to be used in preparing abstracts.

In Word 2007 and later, the bar is called "Styles" and is opened by clicking the expansion button.

Fig. 1. Styles bar opening in MS Office Word.

Normal – **basic paragraph style:** Times New Roman, 10 pt, single line spacing, left alignment; used for sentences less than a page width that do not require paragraph indentation.

Title – **paragraph style for the presentation title**: built-in style, based on the Normal style, Times New Roman font, 10 pt, bold, all uppercase, single line spacing, center alignment, indentation after paragraph of 6 pt. This style is inapplicable for paragraphs other than the title. The style is used to form the content of the Book of Abstracts. It is very important to use a line separator (Shift+Enter) rather than a paragraph separator when writing a long title (two or more lines). This serves to include the full title of your presentation into the content. The note on line separation applies to all paragraph styles, and especially to those with indentations before and after the paragraph (*Title, Organizations_sts, Figures_sts*).

Authors_sts – **paragraph style for the list of authors**: in addition to *Normal* style, page center alignment and bold font are set. This style is inapplicable for paragraphs other than the list of authors. The style is used to form the content of the Book of Abstracts. A reference to organization is done using style "*Top_index*".

Organisations_sts – **paragraph style for the titles of organizations**: in addition to *Normal* style, page center alignment and indent of 6 pt before and 12 pt after the paragraph are set.

Text_sts – **paragraph style for the Abstract body**: in addition to *Normal* style there are the page width alignment and the paragraph indent of 5 mm (should be used for the most part of the presentation).

Text_centered_sts – **paragraph style for the centered text**: in addition to *Normal* style page centering is set. The style is required for subtitles etc.

Text_no_indentation_sts – **paragraph with run-in-style**: in addition to *Normal* style has the page width alignment. The style is often required for lists, text after formula, etc.

Figures_sts – **paragraph style for figures and captions**: in addition to *Normal* style, page centering is set: Times New Roman, 9 pt, italics, and spacing before and after paragraphs of 6 pt. Figure and caption templates are given below.

Figures and captions are centered within the text column according to one style. In case of several figures, combine them in one (from top to bottom) with numbering (a) and (b).

Microsoft Equation or MathType compatible with Word 97–2010 are strongly recommend for designing formulas. Using MathType, when entering one of the formulas, download the attached file with the settings: "**Formula_sts.eqp**" using menu (see Fig. 3). At that, be sure to tick the box "Apply to new" (see Fig. 4). After that, all formulas will be entered in accordance with the requirements.

To customize the formula editor, use Times New Roman fonts for all variables except the Greek letters for which use Symbol; MT Extra for special characters. Variable size should be 10 pt (normal symbol), index – 58% of normal, small index – 42%, an uppercase character – 150%, and small uppercase character – 100%.

References_sts – **numbered style of paragraph for the list of references:** in addition to *Normal* style has the page width alignment, Times New Roman, 8 pt, numbering with tabbing and indent of 5 mm.

Grants_sts – **paragraph style for links to grants and acknowledgements:** in addition to *Normal* style, there is right alignment and italics font.

In addition to paragraph styles, there are four additional styles **for characters** required to put part of the text in **bold** (*Bold*), *italics* (*Italic*), ^{superscript} (*Top_index*), and $_{subscript}$ (*Bottom_index*).

If an Abstract has been already prepared without using the listed styles, the following steps may be taken to reformat:

- copy your text and paste it into the file after the Guide;
- select **only your text**, open the styles and formatting bar and click the "Clear format" button (first from the top);
- successively place the cursor on the paragraphs of your abstract and click on the corresponding style button from the Style and Formatting bar; to reduce the number of displayed styles on the same bar, you can select only "Used" in the " Show:" column (at the bottom of the bar);

- correct text, figures and formulas as described above if necessary;
- to put parts of the text in a paragraph in italics or bold select the desired text and click the appropriate style *Italic* or *Bold;*
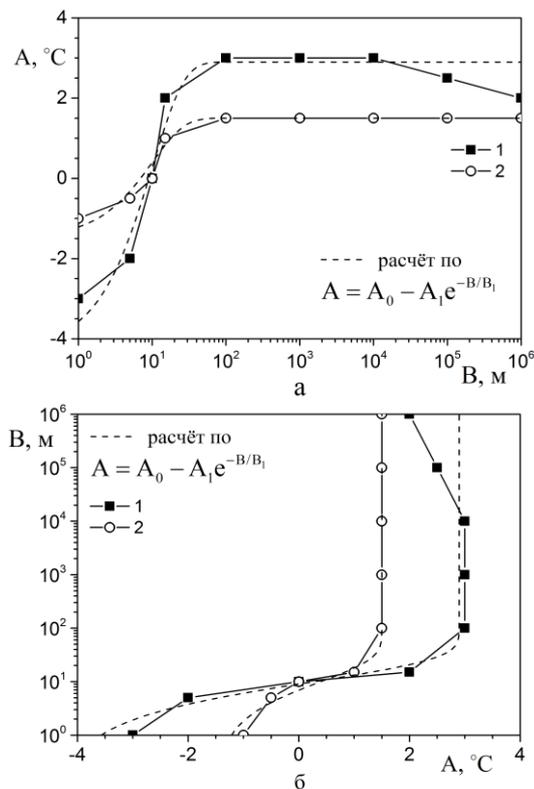- any formatting can be undone by selecting the appropriate paragraph or text and clicking the "Clear Format" button.

Fig. 2. Dependence of parameter A on parameter B (a) and inverse dependence (b) at the value of parameter C: 1 – 60 kg; 2 – 20 kg, compared with the calculation by formula (1) at the values of formula parameters: 1 – A_0=2.9; A_1=7.15; B_1=10 and 2 – A_0=1.5; A_1=3.00; B_1=10.
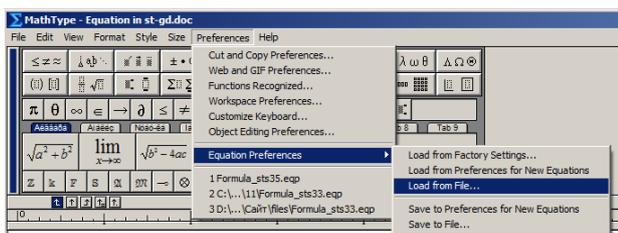

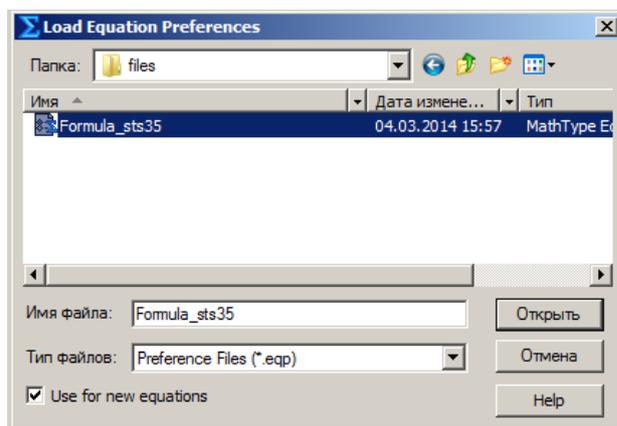*Fig. 3. Downloading the formula formatting template in Math-Type.*

Fig. 4. Choosing the file of formula formatting template in MathType.

A final note. Very often, spaces are used for indentation (often several tens or even whole lines of spaces.) From the formatting point of view, they are not needed if all indents are already provided in the settings of the corresponding styles. If your materials contain double, triple, etc. spaces, it is recommended to remove them before formatting the text. This can be easily done by replacing characters (Ctrl+H), if two spaces are put in the line "Find:" and one space is put the line "Replace:", and the "Replace All" is repeatedly pressed until the counter of the found double spaces shows 0.

We hope that the information given in this memo will be useful, and will save your and our time in preparing the conference materials for publication.

Welcome to STS-35.

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