Word-processor template for papers submitted to

The Journal and Proceedings of the

Royal Society of New South Wales

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2 Department2, Institution2, City2, Country2

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**Abstract**

This is the layout specification and template for a full paper to be submitted to *The Journal and Proceedings of the Royal Society of New South Wales*.

# Introduction

This template can be found on the Royal Society of New South Wales web-site. Use either a Microsoft Word® (version 1997/2003 or later) format file when preparing your full-paper submission. Information for full-paper submission is available on the web at http://royalsoc.org.au/authors.html at which you will find also instructions for paper preparation and a file, *Information & Style Guide for Authors*.

**Papers may be submitted electronically only** to the Honorary Secretary (Editorial) (editor @royalsoc.org.au). Acknowledgement of receipt of the submission will be sent to the corresponding author’s e-mail address. It is the authors’ responsibility to submit an accurate manuscript – any errors in spelling, grammar, or scientific content may be reproduced as typed by the author.

Papers submitted will be reviewed by the Editorial Board. Accepted papers will be published in the printed version of the Journal and electronically on the Society’s web-site.

# Page layout and style

Authors should observe the following rules for page layout. The recommended way to meet these requirements is to use this template (both Microsoft Word® 2010 version and 1997/2003 versions may be downloaded from the Society’s website) and check details against these directions.

## Basic layout features

Page format is **B5**.

Use two spaces after periods.

Two columns are used except for the title and abstract section and possibly for large figures, tables or photographs that need a full page-width.

Margins of at least 20 mm (left/right), 25mm (top) 25mm (bottom), excluding headers and footers.

Column width is 65 mm.

Spacing between columns is 10 mm.

Check indentations and spacings by comparing to this example file (in PDF).

Title of the paper and 100-200 word abstract must be included.

Name of author(s) must be included.

Affiliation(s) of author(s) must be included.

Title and author’s name must be in larger font and in boldface.

A PDF version of the file must be submitted with the Microsoft Word® version.

If you have any questions regarding paper submission, please contact the Editor at editor@royalsoc.org.au.

## Headings

Section headings are centred in boldface with the first word capitalized and the rest of the heading in lower case. Sub-headings appear like major headings, except they start at the left margin in the column. Sub-sub-headings appear like sub-headings, except they are in italics and not boldface. See the examples given in this file. No more than 3 levels of headings should be used.

## Text font

A modified Garamond font is used for the main text. Font size is 11 points, condensed by 0.2 points. Other font types may be used only if needed for special purposes. It is important that when the final PDF file is created, **all fonts used must be embedded**.

## Footnotes

Footnotes should be brief and only used if essential[[1]](#footnote-1).

## Figures

All figures must be centred on the column (or page, if the figure spans both columns). Figure captions should follow each figure and have the format given in Fig. 1. Figures which span two columns (i.e., occupy full page width) need to be separated from the rest of the text by a section break and should be placed at the top or bottom of the page.

|  |
| --- |
|  |
| Figure 1: This is the figure caption. Colour figures are acceptable. |

## Tables

An example of a table is shown as Table 1. Somewhat different styles are allowed according to the type and purpose of the table. The caption text must be above the table.

See an example below:

|  |
| --- |
| Table 1: This is an example of a table. |
|

|  |  |  |
| --- | --- | --- |
| format | size [mm2] | aspect ratio |
| A4 | 210 × 297 | 1.414 |
| JIS B5 | 182 × 257 | 1.414 |
| Legal | 216 × 356 | 1.647 |
| Letter | 216 × 279 | 1.294 |

 |

## Equations

Equations should be placed on separate lines and numbered. An example of an equation is given below:

, (1)

where λ is the thermal conductivity.

## References

References be at the end of the paper, should be in alphabetical order by author last name and should be formatted in accordance with *Information & Style Guide for Authors*. See examples in section 4 below.

## Files submission

Authors, are required to submit a PDF file as well as the Microsoft Word® file of their manuscript. Both files should comply with the following requirements:

there must be **no encryption or password protection** on the files;

all fonts must be embedded in the PDF; and

the PDF file must be text searchable (to check this, press CTRL-F and search for a common word such as ‘the’).

Non-complying files will be not be accepted.

# Acknowledgements

Acknowledgement of copyright and publications permissions belong here.

# References

Ackoff, R. L. (1975) Does quality of life have to be quantified?; *General Systems,* 20, 213-219.

Ehrenfeld, J. R. (2008) *Sustainability by design: a subversive strategy for transforming our consumer culture*, Yale University Press, New Haven, CT, USA.

Rolston III, H. (2003) “Value in nature and nature of value”, in Light, A. & Rolston III, H. (eds.) *Environmental ethics: an anthology*;Blackwell Publishing Ltd, Malden, MA, USA, 143-153.

![Description: MC900438273[1]]()

1. This is an example of a brief footnote. It should not run to more than a couple of lines. [↑](#footnote-ref-1)