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INTERNATIONAL SCIENTIFIC CONFERENCE ON HARDWOOD PRODUCTS &
IUFRO'S WOOD QUALITY MODELING GROUP

How to Prepare Your Paper in Printer-ready Format for the ISCHP2024 Conference Proceedings – Sample and Instructions

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Abstract

The guideline explains how to prepare your paper in printer-ready format for the International Scientific Conference on Hardwood Products (ISCHP26), so that its appearance is consistent with the editor's expectations and the other papers in the proceedings. The guideline includes guidance on layout, illustrations, text style and references, presented exactly as your paper should appear. It is highly advised to use the ISCHP26 template or strictly follow the instructions to prepare your paper in Microsoft Word 2003 or later. Some authors use this guideline to copy and paste their paper into, thereby assuring the proper formatting of their submission. The abstract portion in the papers is a narrative presentation without references. The abstract should give a concise and informative description of the paper, in 300 words or less, written to interest the reader as well as for information retrieval.

1. Introduction

The guideline is designed to achieve uniformity in the papers appearing in the ISCHP26 proceedings. The typography, layout and style used in this guideline are exactly the same, as you should use when preparing your paper. It explains how to prepare an electronic printer-ready version. Your paper will be printed 'as is'. Please use the specific styles defined in the ISCHP26 Paper Template and also in this document to format your paper. The official language of the conference is English. If English is not your native tongue, make sure that your English is checked by a competent editor. Unsatisfactory English will be a reason for rejection of the paper.

This guideline is also available on the ISCHP26 conference web site: <https://ischp26.co.za>. As all accepted ISCHP26 papers and abstracts will be published in electronic proceedings and, if requested, in printed format, your paper must address the interests of readers with diverse specialties and backgrounds, including the author's peers. Your manuscript must provide the details of the work to readers. It should be divided into sections, each with a heading, so that a reader can follow the logical development of the work.

2. Printer-Ready Manuscript

The length of your paper should not exceed **1500 words** for oral presentation and **1000 words** for poster presentation. Please do not change the paper size and the pre-defined styles of the template or of these guidelines.

The easiest way to format your paper is to use the Word template file (.doc) downloadable from the conference web site. If you do not want to use this template, then please strictly follow the instructions provided in this document to format your paper, or alternatively use this guideline to enter your text.

2.1. TYPE SIZES AND FONTS

If you do not use the template or styles, please try to adhere as strictly as possible to Table 1.

Please use the *Times New Roman* font only and the attributes as mentioned below. The font sizes and font styles are associated with the pre-defined **ISCHP Styles**. Use the pre-defined **ISCHP Styles** properly and do not modify or update the **Styles**. For example, the style "ISCHP Section" guarantees the font size, font type, and the line spaces before and after a section heading.

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Table 1: Style and font size for printer-ready papers

Name of Style	Font Size and Type	Use for
ISCHP Title	14, Bold	Title of your paper
ISCHP Author Names	12	Author names
ISCHP Author Affiliations	10	Author affiliations
ISCHP Abstract Heading	9, Bold, Italic	Abstract heading
ISCHP Abstract	9, Italic	Abstract text
ISCHP Section	10, Bold	Section headings
ISCHP Subsection	10, Bold, Italic	Subsection headings
ISCHP Caption	9	Table captions, figure captions
ISCHP Text Body	10	Main text
ISCHP Equation	10	Equations
ISCHP Footnote	9	Footnotes
ISCHP Reference Text	9, Italic	References

2.2. FORMAT

Your manuscript must fit within the required margins. In formatting your page (A4 size 21 × 29.7 mm), set your margins at 25.4 mm for top, bottom, left, and right. Set the positions of header and footer at 12.5 mm and 12.5 mm, respectively. Indent paragraphs about 5 mm.

Do not worry about page headlines and page numbers. Both will be inserted and modified later.

2.3. NUMBERING AND ATTRIBUTING

Use *Arabic numbers* and small caps for section headings. Subsections should be numbered as shown and the subsection titles should be italicized. Use bold face for the paper title and the headings of sections and subsections.

Moreover, use italic style (or equivalent) for the abstract and subsection headings.

3. Units

Use the International System of Units (SI) only. Never combine SI units and CGS or other units. If you must use other units, always state the units for each quantity that you use in an equation or in a figure.

4. Helpful Hints

4.1. FIGURES AND TABLES

Figure captions should be below the figures as shown in Figure 1, and table captions above the tables. Figure axis labels are often a source of confusion. Try to use words and symbols in the figure captions rather than the symbols alone.

Preferably digitize your figures and pixel graphics with a minimum resolution of 300 dpi, which still allows printing without quality degradation. Higher resolutions enlarge the data without significant better printing quality. Please note that the conference proceedings printout will be realized with grayscale pictures, even if the publication of a full color version of all papers on digital support is planned. Check the readability of your colored figures after they have been printed in grayscales. Do not use such explanations in your text like “the red line in figure x in comparison to the green line...”. Check readability of all text in the figures (lowercase characters should be at least the same size as lowercase characters in the main text). Center your picture and select appropriate distances from the text (which may depend on the picture, for instance some pictures already have white space at top and bottom).

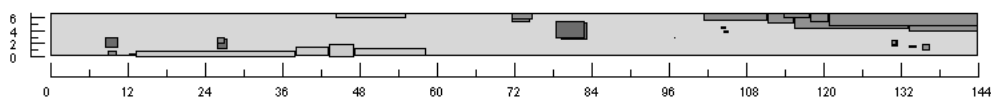


Figure 1: Digitized representation of a 3A Common red oak board.

4.2. REFERENCES

References are to be cited at the appropriate location in the text using the author-date style, in order of relevance. For example: (Adams 1995, Brown and Banks 1990, Evans et al. 1997). References should be listed at the end of the manuscript in a section called "References". They should be listed in alphabetic order. Translate foreign titles; indicate the original language and if an English abstract is available. If the author has consulted an online source, the citation should include the complete uniform resource locator (URL) and the date the source was accessed. If the source is an online version of a printed journal or other printed material, the citation should include the standard reference information. If the paper has a DOI available, it should be included at the end of the reference.

Number footnotes separately in superscripts. Place the actual footnote at the bottom of the page on which it is cited. Do not put footnotes in the reference list. It is advised to limit the use of footnotes and try to incorporate the contents of footnotes into the main text.

Give all authors' names; do not use "et al." unless there are three authors or more. Papers that have not been published, even if they have been submitted for publication, should be cited as "unpublished". Papers that have been accepted for publication should be cited as "in press" or "in print".

For papers published in non-English journals, please give the English citation first, followed by the original citation. Only the cited papers or books in the main text appear in the reference list.

4.3. ABBREVIATIONS AND ACRONYMS

Define abbreviations and acronyms the first time they are used in the text. Do not use abbreviations in the titles unless they are unavoidable.

4.4. EQUATIONS

Number equations consecutively with equation numbers in parentheses flush with the right margin. Italicize symbols for quantities and variables but not function names (cos, exp, etc.), and units.

Be sure that the symbols in your equation have been defined before the equation appears, or their definitions follow the equation immediately, for instance:

$$f(x) = \sin(a) + \cos(b) \quad (1)$$

where: a = variable one and b = variable two.

5. Full Paper Submission

Please adhere to the submission deadlines sent to you by e-mail and published on the website. Late submission may result in shorter time for revisions or exclusion from the proceedings.

Some layout effects in WinWord are related to the printer driver settings. Be sure to have a 600dpi laser printer driver selected before you finally save your manuscript. Since PDF files will be used for the proceedings, **please check** if the layout in the PDF file is correct.

By submitting your paper, you agree and accept the commitment that at least one of the co-authors will register and present the paper in person at the ISCHP26 conference. Should your paper be accepted, the copyright of your paper shall be transferred to ISCHP26 for allowing us publishing your paper in the conference proceedings.

Before submitting your ISCHP26 Full Paper, please name your file with the following format: "AbstractIDnumber_CorrespondingAuthor'sSurname.docx". The abstract ID number can be found in the review outcome email message. Full papers should be submitted through the link below. This is a safe folder managed only by the ISCHP26 Organizing Committee.

<https://www.dropbox.com/request/b9EJaCg77ZmxL0NiZTB2>

6. Summary

This document provides authors with basic guidance on how to prepare a printer-ready paper manuscript. It is highly advised to use either the ISCHP26 Paper Template (downloadable from the ISCHP26 web page: <https://ischp.co.za>) or strictly follow the instructions provided in this document to prepare your paper. A paper that does not meet the requirements will be returned to the author(s) for revision.

ACKNOWLEDGEMENTS

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