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Full Paper Formatting Guidelines

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Guideline

Paper Title

Given name Family name¹, Given name Family name²

Abstract

Provide an informative abstract of the paper here in a maximum of 300 words covering: a statement of the purpose of your study/issue(s) addressed and why they are important; a brief description of the methods/methodology used; the main results observed/discussed; and the main conclusions drawn from your study that will be of interest to the reader.

Keywords: Add up to **five keywords** that are **separated by commas, left aligned, and bolded**. All keywords selected must be found in the Abstract.

1. Formatting requirements [example of Style Heading 1]

These guidelines are for authors wishing to submit a manuscript for the Engineering Institution of Zambia (EIZ) Annual Symposium. Authors are instructed to follow these formatting guidelines strictly. The easiest way to achieve this is to use this template document, and to replace the existing instructions with the text of your report (In MSWord select: *>paste special > unformatted text*). Additional sections and sub-sections can automatically be create/inserted by copying the section/subsection headings of the formatting guideline and pasting at the appropriate position (In MSWord select: *>paste*).

Alternatively, the formatting guidelines described in this document can be used to format your paper without using the template.

1.1 File format [example of Style Heading 2]

Full papers should be submitted *only* in Microsoft Word format (*.docx).

1.2 Length

The full paper should be within 2000 to 5000 words. The paper will typically have an Abstract, Introduction (Section 1), Conclusion (Last section) and References, in addition to the body of the paper containing the relevant sections.

¹ Institution; mailing address; telephone number; e-mail address.

² Institution; mailing address; telephone number; e-mail address.

1.3 Author contact information

The following contact information may be provided as a footnote for all authors of the paper: current employment affiliation; postal, telephone number and electronic mailing address.

1.4 Page layout

1.4.1 Paper size [example of Style Heading 3]

Paper size should be A4 format, that is: 21cm by 29.7cm.

1.4.2 Margins

Page margins should be defined as follows in the “Page Setup” menu: Top: 25 mm, Bottom: 25 mm, Left: 35 mm, Right: 25mm.

1.4.3 Style sheets

1. ‘Page numbers’ – do not use page numbers.
2. ‘Header and footer’ – do not use headers and footers.
3. ‘Author details’ are 14 pt in Times New Roman, centre alignment. Format the ‘Paragraph’ ‘space before’ to 30 pt, ‘space after’ to 15 pt, ‘line spacing’ to ‘Exactly’ 15 pt.
4. ‘Author contact information’ is as a footnote on the first page, formatted to 10 pt Times New Roman.
5. ‘Title of Paper’ is 18 pt in Times New Roman bold, centre alignment. Format the ‘Paragraph’ line spacing to ‘Exactly’ 19 pt, ‘space after’ 26 pt, with ‘page break before’.
6. ‘Abstract title’ is 14 pt in Times New Roman bold, centre alignment. Format the ‘Paragraph’ ‘space before’ to 30 pt, ‘space after’ to 15 pt.
7. ‘Abstract text’ is 11 pt Times New Roman, justified alignment. Format the ‘Paragraph’ line spacing to ‘Exactly’ 15 pt, ‘space after’ 15 pt, indents set to ‘left’ 0.03 cm, ‘right’ 0.03 cm.
8. ‘Keywords’ are as per the Abstract text; the “Keyword” heading should be aligned to the left, bold. Separate key words with commas.
9. ‘Heading 1’ is 14 pt in Times New Roman bold, left alignment. Outline numbered, Level 1, Numbering style: 1, 2, 3 etc, start at: 1. ‘Paragraph’ indentation set to 0 cm, ‘spacing before’ 13 pt, ‘space after’ 15 pt, line spacing ‘Exactly’ 17pt.

10. 'Heading 2' is 12 pt in Times New Roman bold, left alignment. Outline numbered, Level 2, Numbering style: 1.1, 1.2 etc. 'Paragraph' indentation set to 0 cm, 'space before' 15 pt, 'space after' 15 pt, line spacing 'Exactly' 15 pt.
11. 'Heading 3' is 11 pt in Times New Roman bold, left alignment. Outline numbered, Level 3, Numbering style: 1.1.1, 1.1.2 etc. 'Paragraph' indentation set to 0 cm, 'space before' 0 pt, 'space after' 15 pt, line spacing 'Exactly' 15 pt.
12. 'Main body text' is 11 pt in Times New Roman, justified alignment, 'Normal' style. Format 'Paragraph' line spacing to 'Exactly' 15 pt, 'space before' 0 pt, 'space after' 15 pt.

1.4.4 Tables and figures

1. Table and Figure headings are 'caption' style, 11 pt Times New Roman bold italics, left alignment. 'Paragraph' line spacing is 'Exactly' 15 pt, 'space before' 0 pt, 'space after' 6 pt.
2. Table headings are to be inserted before the table.
3. Figure headings are to be inserted after the figure.
4. Text inside tables is 9 pt Times New Roman. 'Line spacing' is single, 'space before' 6 pt, 'space after' 0 pt.

Table 1: Mapping of recently paid-up EIZ members in Zambia

Region Type	Northern	Southern	Eastern	Western	Total
Professional	100	150	90	70	410
Technologists	90	110	80	60	340
Technicians	150	160	10	5	325
Total	340	420	180	135	1075

If using figures refer to them in the main text and keep reasonably simple, using black and white or grey scale, but not colour. Insert or paste into the document as a picture.



Fig. 1: EIZ member progression (Simukanga and Sitali, 2016)

1.4.5 Citing references in text

When citing references, use author/date approach as in the Harvard system as in the following example.

Alexander (2000) or (Simate and Mtonga, 1997); or if there are more than two authors, James *et al* (1990).

2. Conclusion

The guidelines presented here have been used to format this paper. The symposium organisers will appreciate you following these guidelines correctly.

References

1. 'References heading' is as per 'Heading 1' without the number: 14 pt in Times New Roman bold, left alignment. Outline numbered, Level 1, Numbering style: 1, 2, 3 etc, start at: 1. 'Paragraph' indentation set to 0 cm, 'spacing before' 13 pt, 'space after' 15 pt, 'line spacing' 17pt.
2. 'References text' is as per the main body text: 11 pt in Times New Roman, justified alignment. Format 'Paragraph' line spacing to 'Exactly' 15 pt, 'space before' 0 pt, 'space after' 15 pt.
3. Use author/date approach here as in the Harvard system. See below for examples.

Journals:

Gary P and Phiri Z (1950) "Cost implications of industrial waste discharges." *The Zambian Engineer*, Vol. II (4), pp. 326-340.

Ng'andu A N and Simukanga S (2001) "Stress analysis of mechanical components in mineral separation process plants at extremely high temperatures." *Journal of Process Plants*. Samuel and ST Publishing House, Lusaka, pp. 23-30.

(Where possible, journal abbreviations should be used. If the abbreviation is not known, the journal title should be given in full)

Books:

Rollson E C (1949) *Metallurgy for Engineers*. Second Edition, pp. 62-82, London, Edward Arnold.

Conference proceedings:

Nkhuwa D C W (2000) “Management of groundwater resources in Lusaka, Zambia, and expectations for the future,” in Sililo, O. T. N. *et al* (Eds); Groundwater – Past Achievements and Future Challenges. *Proc. XXX. Conf. Of the Ass. of Hydrogeol.*, pp. 993-998, Balkema, Rotterdam.

Reports:

Chama, R. D. (1980) Interfacial structures in nickel-based transition joints after long term service. Report RD/M/N1131, Zambia Electricity Supply Corporation, Lusaka.

Online resources:

Zesco (2015), Load Shedding Schedules, (available online <http://www.zesco.co.zm/customerCare/loadSheddingSchedule> [accessed on 12/8/2016])