

INTERNATIONAL WORKSHOP
“Capacity Building on Life Cycle Assessment in APEC Economies”
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INSTRUCTIONS FOR PREPARING A FULL PAPER
FOR “Capacity Building on Life Cycle Assessment in APEC Economies”

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Abstract

This document provides information and instructions for preparing a paper for the “Capacity Building on Life Cycle Assessment in APEC Economies”. Please start with an abstract, giving a brief account of the most relevant aspects of paper.

Keywords: instruction, paper format, layout

1. Introduction

All authors are requested to use plain white paper in A4 size (210 mm × 297 mm). There should be a bottom margin of 30 mm and a top, left and right margin of 25 mm, respectively. If you use other paper formats, please keep in mind that bottom and the left margin should meet the above-mentioned requirements and that the typing area should be within 160 mm × 242 mm.

The manuscript should be written in English including figures, tables and refereances. The length of a paper is allowed up to a **maximum of 10 pages**. Follow the specification in this document to determine the layout of your paper. Please, do not type page numbers in your paper.

2. Paper title and authors

The title of the paper should be written in **16 pt. bold** and throughout with CAPITAL LETTERS. It should be also centered on the first line of the page.

The name(s) of author(s) should be written in **14 pt. bold**. It/They should be centered Under the title with proper space separating the title from author (s). Author’s affiliation should consist of department or division, university or company name. In case of the first author, a contact address should follow the affiliation. The affiliation and country of

the other author(s), should be separated by a blank line. Each affiliation should have asterisk(s) or dagger(s) to recognize the author(s). All authors' affiliation information should be in *10 pt. Italic*.

3. Main body of the text and headings

The type size of the main body should be 12 pt. When starting new paragraph, please indent the line about 5 mm. Main heading and subheading should be **12 pt. bold** and aligned to the left-hand side. If needed, sub-subheadings should be done similarly.



Fig. 1 Logo of the National Metal and Materials Technology Center and National Science and Technology Development Agency.

Table 1 Front styles and sizes.

| Item | Front style | Font size |
|--------------------------------|------------------------------|-----------|
| Title | Bold, CAPITAL LETTERS | 16 pt. |
| Author(s) | Bold | 14 pt. |
| Affiliation | <i>Italic</i> | 10 pt. |
| Headings | Bold | 12 pt. |
| Subheadings | Bold | 12 pt. |
| Text in the main body | Normal | 12 pt. |
| Captions in figures and tables | Normal | 12 pt. |

Reference

References should be numbered consecutively throughout the paper and listed at the end of paper. **When referring to them, type the corresponding number in square brackets, for example [1].** When listing the references, use the following format as shown below.

[1] National Foreign Trade Council, Inc. (2003), Looking Behind the Curtain: The Growth of Trade Barriers that Ignore Sound Science, Washington, DC.

[2] Ministry of Industry Socialist Republic of Vietnam. (1998), Energy Conservation in Iron Casting Industry, Hanoi.