Instructions for authors of a novem 2023 paper, times new roman, bold, 16 point, all caps, centred, style “TITLE”

First A. AuthorA1, FirstnameB LastnameB1\* and Firstname C. AuthorC2 (Authors and affiliations 12 point, centred, style “AUTHORS”)

1Acoustics Research Centre, Department of Mechanical and Mechatronics Engineering, University of Auckland, Private Bag 92019, Auckland 1142, New Zealand

\*Email: LastnameB@abc.def.gh

2Laboratoire Vibrations Acoustique de l'INSA de Lyon,

25 bis, avenue Jean Capelle, F-69621 Villeurbanne Cedex, FRANCE

Abstract (bold, 12 point, all caps, style "Title abstract")

This template gives guidelines for the preparation of a paper for NOVEM 2023 using Word. You should use the styles indicated. Use Times New Roman throughout. The title should be bold, 16 point, upper case and centred. This is followed by authors’ names and affiliations, 12 point, centred. Your abstract should be italic, 12 point, justified and less than 500 words. Use the style “Abstract”.

# Introduction

This paper gives instructions on how to prepare and submit your paper for NOVEM 2023. Follow these instructions and prepare your paper in **PDF format,** then submit it on <https://uoaevents.eventsair.com/novem21/sub> by **14 August, 2022 for Peer-Reviewed submissions or 11 September, 2022 for Non Peer-Reviewed submissions** in your space, section “submissions”. Please note that at least one registration is required for every paper submitted.

The main body of the text should be Times New Roman, 12 point, single spacing and justified. Use the style “Paragraph”, with a tab at the beginning of the second and subsequent paragraphs. The manuscript should be **no more than 16 pages for Peer-Reviewed papers or no more than 4 pages for Non Peer-Reviewed papers.**

Colour is welcomed, but please remembers that people are likely to print your paper in black and white.

# Page layout

Title then followed by the name(s) of the author(s) and their affiliations with a 12 point line separating them. The preferred format for author's names is shown above. Use an uppercase asterisk to indicate the author presenting the paper. His/her email should be included immediately below his/her affiliation. Two 12 point lines should separate the affiliations from the abstract.

**Page margins** should be 25 mm on all four sides. The references should be at the end of the paper, following the text.

# headings (bold, 12 point, all caps, style “1 heading 1”)

Only three (or fewer) heading levels should be used and should be formatted as follows. Main headings are bold, 12 point, all caps and left justified. There should be 12 point and 6 point lines before and after the heading. Use the style “1 HEADING 1”.

Start the text after each heading flush left, i.e. with no indentation. The second and subsequent paragraphs should be tabbed 12.5 mm.

## Sub-headings (bold, style “1.1 Heading 2”)

Sub-headings are bold, 12 point and left justified. Capitalise only the first letter. There should be 12 point and 6 point lines before and after the heading. Use the style “1.1 HEADING 2”.

### Sub-sub-headings (italic, style “1.1.1 Heading 3”)

Sub-sub-headings are italic, 12 point and left justified. Capitalise only the first letter. There should be 12 point and 6 point lines before and after the sub-sub-heading. Use the style “1.1.1 Heading 3”.

# formatting your paper

## Page numbers and paper number

Each paper has a unique paper number. Number your pages with the paper number followed by a hyphen and the page number: for example, if your paper number is *x* then number your pages “*x* – 1” etc (see how this paper is numbered for an example). Please quote your paper number in any communication.

## Figures and tables

Figures and tables should be numbered consecutively and have a caption in the format "Figure 1: caption", "Table 1: caption", etc. and referred to in the text as “Figure 1” and “Table 1” (i.e. not abbreviated and with only the first letter capitalised). The caption should be 12 point and placed below the Figure or Table. See Figure 1 for an example. Figures should preferably be included in the text, but they may be added at the end of the paper.



Figure 1: Example of a figure.

## Equations and units

Equations should be numbered and centred. The equation number should be right-justified. An example is

 *p + k2 p =* 0 (1)

There should be a 12 point line before and after each equation. All units should be SI units.

# References

References should be listed at the end of the paper in one of the following forms: books [1], periodicals [2] and other [3]. Standard abbreviations for journal names should be used if known. Citations in the body of the text should be indicated as [1], [2,3], [4­­­-7] etc.

# Submit your paper

Please submit your paper by logging into the profile you created when submitting your abstract at this link: <https://uoaevents.eventsair.com/novem21/sub>. Your files must be in PDF format.

# concluding remarks

Please email us (NOVEM@auckland.ac.nz) if you do not understand these instructions or if you require any further information or assistance. We look forward to seeing you in January 2023.

# Acknowledgements

You can use this section to thank those who helped you complete this work or the funding agencies. This section should not have a number.

references

1. J.F. Claerbout. *Fundamentals of Geophysical Data Processing*. McGraw-Hill, New-York, 1976.
2. I.T. Lu, H.L. Bertoni and H.Y. Chen. Coupling of plate modes at joints. *J. Acoust. Soc. Am.*, 92(1), 510-526, 1992.
3. MARC Analysis Research Corporation. MARC general purpose finite element program. Palo Alto, CA, 1986.