

INSTRUCTIONS FOR TYPESETTING MANUSCRIPTS USING MSWORD*

FIRST AUTHOR†

*GeoLab Laboratory for Geocultural Analyses, Ionian University,
GR-49100 Corfu, GREECE‡
firstauthor_id@ionio.gr*

SECOND AUTHOR

*Group, Laboratory, University,
Postcode City, Country
secondauthor_id@domain_name*

Accepted (Day Month Year)

The abstract should summarize the context, content and conclusions of the paper in less than 200 words. It should not contain any references or displayed equations. Typeset the abstract in 8 pt Palatino Linotype with line spacing of 10 pt, making an indentation of 0.25 inches on the left and right margins. Typeset similarly for keywords below.

Keywords: Keyword1; keyword2; keywords3.

1. Introduction

Contributions to *GeoLab Working Papers* should be supplied in an electronic file provided by the authors. Contributions are to be in English or Greek. Authors are encouraged to have their contributions checked for grammar. Abbreviations are allowed but should be spelt out in full when first used. Integers ten and below are to be spelt out. Italicize foreign language phrases (e.g., Latin).

2. The Main Text

The text is to be typeset in 10 pt Palatino Linotype, with line spacing of 13 pt. Text area (including copyright block) is 8 inches high and 5 inches wide for the first page. Text area (excluding running title) is 7.7 inches high and 5 inches wide

* For the title, try not to use more than three lines. Typeset the title in 10 pt Palatino Linotype, bold and uppercase.

† Typeset names in 8 pt Palatino Linotype, uppercase. Use the footnote to indicate the present or permanent address of the author. Use this footnote to indicate corresponding author.

‡ State completely without abbreviations, the affiliation and mailing address, including country. Do not translate the name of GeoLab = Laboratory for Geocultural Analyses. Typeset in 8 pt Palatino Linotype *Italic*.

for subsequent pages. Final pagination and insertion of running titles will be done by the publisher.

3. Running Heads

Please provide a shortened running head (not more than eight words) for the title of your paper. This will appear with page numbers on the top right-hand side of your paper on odd pages.

4. Major Headings

Major headings should be typeset in boldface with the first letter of important words capitalized.

4.1. *Sub-headings*

Sub-headings should be typeset in boldface italic and capitalize the first letter of the first word only. Section number to be in boldface.

4.1.1. *Sub-subheadings*

Typeset sub-subheadings in medium face italic and capitalize the first letter of the first word only. Section numbers to be in roman.

4.2. *Numbering and spacing*

Sections, sub-sections and sub-subsections are numbered in Arabic. Use double spacing before all section headings, and single spacing after section headings. Flush left all paragraphs that follow after section headings.

4.3. *Lists of items*

Lists may be laid out with each item marked by a dot:

- item one,
- item two.

Alternatively items may also be numbered in lowercase Roman numerals:

- (1) item one,
- (2) item two,
 - (a) lists within lists can be numbered with lowercase alphabets,
 - (b) second item.
- (3) item three.

5. Equations

The equations are typeset in 10 pt size, centered. Equation numbers are right aligned. In MathType please set the font size to 10 pt by selecting the MathType menu "Size" > "Define". When the "Define Sizes" dialog appears, set the value for "Full" as 10 pt.

Displayed equations should be numbered consecutively in the paper, with the number set flush right and enclosed in parentheses:

$$\mu(n,t) = \frac{\sum_{i=1}^{\infty} 1(d_i < t, N(d_i) = n)}{\int_{\sigma=0}^t 1(N(\sigma) = n) d\sigma}. \quad (1)$$

Equations should be referred to in abbreviated form, e.g., "Eq. (1)". In multiple-line equations, the number should be given on the last line.

Displayed equations are to be centered on the page width. Standard English letters like x are to appear as x (italicized) in the text if they are used as mathematical symbols. Punctuation marks are used at the end of equations as if they appeared directly in the text.

6. Programs and Algorithms

Fragments of computer programs and descriptions of algorithms should be prepared as if they were normal text. Use the same font sizes for keywords, variables, etc., as in the text; do not use small typeface sizes to make program fragments and algorithms fit within the margins set by the document style.

```
<initiates>
  <event id="bill_timer"/>
  <fluent id="01">
    <apara name="Charge">
      <add>
        <value id="cDailyCharge"/>
      </add>
    </apara>
  </fluent>
</initiates>
```

Theorem 1. *Theorems are to be numbered consecutively in the paper. Use double spacing before and after theorems.*

Lemma 1. *Lemmas are to be numbered consecutively in the paper. Use double spacing before and after lemmas.*

Proof. The heading is in boldface, while the proof is in roman. Proofs should end with a box. □

7. Illustrations and Photographs

Figures are to be inserted in the text nearest their first reference. Please send one set of originals with copies. If the author requires the publisher to reduce the figures, ensure that the figures (including letterings and numbers) are large enough to be clearly seen after reduction. If photographs are to be used, only black and white ones are acceptable.

Figures are to be sequentially numbered in Arabic numerals. The caption must be placed below the figure. Typeset in 8 pt Palatino Linotype with line spacing of 10 pt. Use double spacing between a caption and the text that follows immediately.

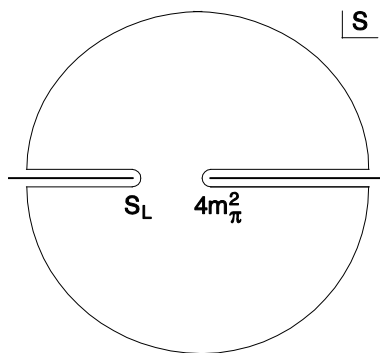


Fig. 1. This is the caption for the figure. If the caption is less than one line then it needs to be manually centered.

Previously published material must be accompanied by written permission from the author and publisher.

8. Tables

Tables should be inserted in the text as close to the point of reference as possible. Note that tables only have horizontal thin lines. Some space should be left above and below the table.

Tables should be numbered sequentially in the text in Arabic numerals. Captions are to be centralized above the tables. Typeset tables and captions in 8 pt Palatino Linotype with line spacing of 10 pt.

If tables need to extend over to a second page, the continuation of the table should be preceded by a caption, e.g., "Table 1 (*Continued*)".

Table 1. This is the caption for the table. If the caption is less than one line then it is centered. Long captions are justified to the table width manually.

Schedule	Capacity	Level
Business plan	Financial planning ^a	Planni ng
Production planning	Resource requirement plan (RRP)	
Final assembly schedule	Capacity control	
Master production schedule (MPS)	Rough cut capacity plan (RCCP)	
Stock picking schedule	Inventory control	
Order priorities	Factory order control	Executi

9. Citation

Reference citations in the text are to be numbered consecutively in Arabic numerals, in the order of first appearance. They are to be typed in superscripts after punctuation marks, e.g.,

- (1) "...in the statement.¹"
- (2) "...have proven² that this equation..."

When the reference forms part of the sentence, it should not be typed in superscripts, e.g.,

- (1) "One can deduce from Ref. 3 that..."
- (2) "See Refs. 1-3, 5 and 7 for more details."

10. Footnotes

Footnotes should be numbered sequentially in superscript lowercase Roman letters.^a

Acknowledgments

This section should come before the References. Acknowledge the name of the internal referee of the paper, if known and the comments have lead to improvements of the paper. Indicate carefully sponsors, chairs and ARC projects funding with correct affiliation.

^a Footnotes should be typeset in 8 pt Palatino Linotype at the bottom of the page.

Appendix A. This is the Appendix

Appendices should be used only when sophisticated technical details are crucial to be included in the paper.

A.1. This is the subappendix

They should come before the References. Number displayed equations occurring in the Appendix in this way, e.g., (A.1), (A.2), etc.

$$\frac{S_R(f)}{R^2} \cong \frac{\alpha_H}{nV_{\text{eff}}} \frac{1}{f^k}. \quad (\text{A.1})$$

A.1.1. Sub-subappendix

This is the sub-subappendix.

Appendix B. Another Appendix

If there is more than one appendix, number them alphabetically.

$$\mu(n, t) = \frac{\sum_{i=1}^{\infty} 1(d_i < t, N(d_i) = n)}{\int_{\sigma=0}^t 1(N(\sigma) = n) d\sigma}. \quad (\text{B.1})$$

References

The references section should be labeled “References” and should appear at the end of the paper. References are to be listed alphabetically. The numbering with Arabic numerals is optional. Typeset references in 9 pt Palatino Linotype. Use the style shown in the following examples.

References

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