

Demonstration of conference paper preparation in MS Word

{(Format–Font) "17pt"; (Format–Paragraph) Alignment: "Centred", Spacing Before: "22pt" After: "8pt"}

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This document is a short guide for the preparation of a conference paper for the proceeding of the conference Computational Mechanics using the file *compmech.docx*. It gives a description how to set up the document in MS Word before starting conference paper preparation. To set up the conference paper layout, you can create a new document and follow grey written instructions mentioned in braces (file *cm.docx*), or you can use predefined document *compmech.docx* as a starting point for your manuscript. First, save this file as a new document with a name consisting of the string CM and of the last and the first name of the first author in the form *CM_Thefirst_Adam.docx*. Then continue in accordance with instructions but keep in mind that the conference paper must be written in **English** and its length must be **between 2 and 4 pages** including references (an even number of pages is not required). Additionally, please **do not add an abstract or keywords** to your conference paper. If necessary, include the summary of your work into the first paragraph or Introduction section. {(Format–Paragraph) Alignment: "Block"}

The upper part of the front page is the only part of the document that has a specific format. The title of the manuscript should be formatted as stated above (including type face, alignment, spacing etc.). Authors and affiliations are placed again as stated above. Each author's name is composed of the first letter of author's first name and of his/her last name. The superscripts *a*, *b*, *c*, ... define the link(s) between author(s) and corresponding affiliation(s) placed under the name(s) of author(s). {(Format–Paragraph) Alignment: "Block" Indent Special: "First Row" "0,6cm"}

If appropriate, the authors may structure the text into numbered sections and subsection. All authors need to use standard MS Word commands for equations, figures and tables insertions. **Captions of figures (tables)** should be always **centered below (above)** the corresponding object and written with the **10pt non-italic and non-bold Times New Roman font**. All labels of figures and tables should be referred to by using the sequences **Fig. <figure number>** and **Table <table number>**, respectively (e.g., Fig. 1 and Table 1).

The last paragraph that includes conclusions of presented work may be followed by an acknowledgement statement if necessary (see Acknowledgements format below). Selected

references (**up to 5 references**) should be listed in **alphabetical order** according to the last name of the first author at the end of the document. All of them should be cited in the text.

Finally, we point out that only a document in **PDF** format can be accepted. To submit the final version of your conference paper, you have to **pack** it including all source files and all figures and upload the **zip** file using the on-line form available at <https://compmech.kme.zcu.cz> after you log in. Please name the pack file in the same way as the source text file, i.e., *CM_Thefirst_Adam.zip*.

Acknowledgements {(Format–Font) "Bold", "12pt"; (Format–Paragraph) Indent Special: "Before" "0,5cm", Spacing Before: "14pt" After: "8pt"}

The acknowledgement should be stated here, for example: The work has been supported by the grant project ... and by the research project ...

References {(Format–Font) "Bold", "12pt"; (Format–Paragraph) Indent Special: "Before" "0,5cm", Spacing Before: "14pt" After: "8pt"}

- [1] Clark, J.A., Basic knowledge, Elsevier, Amsterdam, 1986. {(Format–Font) "10pt"; (Format–Paragraph) Indent Left "0.25cm" Special: "Before" "0.65cm", Space Before: "0pt" After: "0pt"; (Format–Bullets and Numbering) Numbering}
- [2] Lee, Y., Korpela, S.A., Horne, R.N., Structure of multi-cellular natural convection in a tall vertical annulus, Proceedings of the 7th International Heat Transfer Conference, Varna, Bulgarian Publisher, 1973, pp. 45-52.
- [3] Sparrow, E., Heat problems in a duct having spanwise-periodic rectangular protuberances, Numerical Heat Transfer 4 (8) (1989) 165-180.