

APPENDIX

to Announcement of the

INTERNATIONAL CONFERENCE ON

OCCUPATIONAL RADIATION PROTECTION: PROTECTING WORKERS AGAINST EXPOSURE TO IONIZING RADIATION

Geneva, Switzerland
26-30 August 2002

PREPARATION AND SUBMISSION OF CONTRIBUTED PAPERS

1. SUBMISSION OF PAPERS

Contributions to the Conference, in the form of concise papers not exceeding four pages in length, are welcome. These papers will not be presented orally, but will be summarized by Rapporteurs at the topical sessions. A Compendium of Contributed Papers will be given to each participant upon registration. Questions relating to the contributed papers can be put at the appropriate topical session. Contributed papers must be submitted in English. Each contributed paper must be preceded by an abstract not exceeding 200 words.

The contributed papers will be published in the Proceedings of the Conference. The authors of contributed papers may also, if they so desire, present the substance of their papers in the form of posters.

Authors wishing to contribute a paper must submit it through an official channel (see Section 9 of the Announcement) together with **Form B** duly completed. They should state to which topical session their contribution relates (see Section 5 of the Announcement). Simultaneously an electronic version of the contributed paper, in Word95, should be submitted by e-mail to papers.orp@iaea.org or sent on diskette to the Conference Secretariat. The diskette label should identify the paper, the topic and the word processing application used. To permit selection and review, these items must be received at the Conference Secretariat in Vienna not later than

1 February 2002.

Papers arriving after this deadline will not be considered. Papers submitted through official channels together with **Form B** duly completed will be selected for inclusion in the Compendium of Contributed Papers after a review process. The Secretariat reserves the right to exclude papers that do not comply with its quality standards.

2. Text Format of Contributed Paper

Authors should submit a copy, printed on one side of the paper only, single-spaced, 12 point or 11 point CG Times, Times Roman, or similar type. Sans serif type (e.g. Arial, Univers) must not be used. Margins must be set to yield a print area of 16° cm x 25° cm. **The paper must not exceed a total of four pages, including any tables and figures.** Pages should be numbered at the centre of the page below the print area.

2.1. General

- (a) Section and subsection headings should be numbered as in these instructions.
- (b) The international system of units (SI) should be used, or appropriate conversions given where non-SI units must be retained.
- (c) Abbreviations likely to be unfamiliar to readers must be explained the first time they occur.
- (d) Mathematical symbols must be clearly and consistently typed, or handwritten if necessary, to ensure that their meanings and positions are unambiguous.
- (e) Lists should be set out as in this list.
- (f) Footnotes to the text should be indicated by superscript Arabic numerals and should be typed at the foot of the appropriate page.

2.2. Title page

The title of the Paper, the name(s) of the author(s), the names and locations of their institutions and the fax number and/or e-mail address of the main author must be given on the first page of the paper. Footnotes to the title and to authors names should be indicated by asterisks and other symbols. The paper should begin **with an abstract, not exceeding 200 words** and not containing references, figures or tables.

2.3. References

References should be numbered (in Arabic numerals in square brackets) in the order in which they are mentioned in the text and should be listed at the end of the paper. A reference first cited in a figure, figure caption or table should be numbered according to the place in the text where the figure or table is first mentioned. References must conform to the format and must contain all information shown in the examples in Refs.°[1-10], below, and must be carefully checked against the actual material cited.

Book

- [1] TAIT, W.H., Radiation Detection, Butterworth, London (1980) 406 pp.

Paper in proceedings (the publisher and the place and year of publication should be given)

- [2] GRAMBOW, B., LUTZE, W., Chemical stability of a phosphate glass under hydrothermal conditions , Scientific Basis for Nuclear Waste Management (Proc. Int. Symp. Boston, 1979), Vol. 2 (NORTHRUP, C.J.M., Jr., Ed.), Plenum Press, New York (1980) 109-116.

Entire proceedings

- [3] Nuclear Power Performance and Safety (Proc. Int. Conf. Vienna, 1987), 6 vols, IAEA, Vienna (1988).

Paper in the proceedings of this Conference

- [4] BRENNECKE, P., et al., IAEA-CN-70/17, these Proceedings.

Report

- [5] FORSYTH, R.S. (Ed.), The Hot Cell Laboratory -- A Short Description of Programmes, Facilities and Techniques, Rep. STUDEVIK/NF(P)-86/29, Studsvik Energiteknik, Nyköping (1986).
- [6] NATIONALE GENOSSENSCHAFT FÜR DIE LAGERUNG RADIOAKTIVER ABFALLE, Repository for High Level Waste: Construction and Operation, Rep.°85-04, Nagra, Baden, Switzerland (1985).

Journal article

- [7] MATHERON, G., Principles of geostatistics, Econ. Geol. **58** (1963) 1246-1266.
- [8] WILLE, H., BERTHOLDT, H.O., Chemical decontamination of components and systems, Nucl. Eur. **8** 10 (1988) 41-42.

Personal communication

- [9] PHILLIPS, S.M., Kernforschungsanlage Jülich, KOCH, D., Physikalisch Technische Bundesanstalt, Braunschweig, personal communication, 1985.

Thesis

- [10] ASHTARI, M., Biological and Physical Studies of Boron Neutron Capture Therapy, PhD Thesis, Massachusetts Inst. of Technology, Cambridge (1982).

If a bibliography for background reading, i.e. whose entries are not cited in the text, is included, it should be set out in reference form and put in alphabetical order by author. The entries should not be serially numbered. References by the same author should be ordered chronologically, with the earliest reference first.

2.4. Tables

Tables should be integrated into the text. Tables should be numbered (in Roman numerals) in the order in which they are mentioned, and each table should have a heading. Footnotes to tables should be indicated by lower case letters.

2.5. Figures

Figures should be numbered in Arabic numerals in the order in which they are mentioned in the text and each figure should have a caption.

Line drawings should be prepared with a computer, if possible, or by a draftsman if necessary (authors sketches are not acceptable). Lettering should be in sans serif type no smaller than 8 point. Detail that will not reproduce clearly (e.g. fine lines, small plotting symbols, and fine shading) should be avoided. Original prints of line drawings, preferably from a high-resolution computer printer, should be used.

Photographs should be kept to a minimum. Do not insert photographs into the text; instead, submit good quality glossy continuous tone prints of any convenient size, clearly identified on the back. Leave enough space for each photograph in the text, taking into account the aspect ratio of the photograph, and insert the corresponding caption below that space. The following are not acceptable: halftones or screened prints, computer scans, copies of photographs of existing publications, photocopies and slides. Colour reproduction is not possible.

Computer produced figures should be saved on a diskette, in the original application and also as *tif, eps or pict* files if possible. Files should be numbered appropriately. The diskette label should indicate the application in which the figures were prepared.

3. POSTERS

3.1. General

Information on a poster should attract attention. It should therefore be limited to the most important facts only. Details and explanations should be left for face-to-face discussions. Text and presentation should be in English.

Posters should be prepared in advance, and should be easily mounted on a poster board. The exact dimensions of the poster boards will be announced later.

3.2. Title

The top of the poster should display, in lettering at least 3°cm high, the title of the presentation and the names and affiliations of the authors.

3.3. Body

The body of the poster should contain divisions such as Introduction, Method, Results and Conclusions or the equivalent.

The text should be easily readable from a distance of 2 to 2.5 m. Use heavy lettering at least 1° cm high. Ordinary typewritten text is NOT acceptable.

3.4. Presentation

Poster authors are requested to be at their posters for discussion with interested participants during the relevant poster session, as indicated in the Conference programme.

3.5 Size

The size of the poster boards will be communicated to authors at a later stage.