

TEACHING MATERIALS FOR 2ND EUROPEAN SUMMER SCHOOL: INSTRUCTIONS FOR KEYNOTE SPEAKERS

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ABSTRACT (PLEASE USE STYLE HEADING 1)

Please apply style “Body Text” to this paragraph. The material’s abstract should be in one paragraph and up to 300 words. The materials should be compiled in the following order (AS IT IS SHOWN IN THESE INSTRUCTIONS): Title - in capitals, Author - the name (surname then initials), Affiliation/Organisation of the author, Mailing Addresses of the author and e-mail, Abstract, Nomenclature (complete listing), Introduction, Main Body, Conclusions, Acknowledgments, References, Appendices. The materials template is designed for **A4** size paper (210 x 297 mm) with 2.5 cm (1 inch) margins at the top, bottom, left and right of your text. Text will be in Times New Roman 12 point font, single spaced.

EXAMPLE OF HEADING 1

Example of Heading 2

Example of Heading 3

Copy two files, i.e. “InstructionsPreparationTeachingMaterials.doc” and template file “InstructionsTeachingMaterials2ndESSHS.dot”, in your working directory with teaching materials. Open a new Word document, based on this template, by double clicking file “InstructionsTeachingMaterials2ndESSHS.dot” in Windows Explorer (to see a list of paragraph styles please click “View” then “Toolbars” then “2nd SSHS”. Use **“Enable Macros” if asked when opening file “InstructionsTeachingMaterialsSecondESSHS.dot”**. Once the new document is open (it will be .doc file) the set of paragraph styles, created specially to prepare materials for the 2nd European Summer School on Hydrogen Safety, will be available in a toolbar. Every paragraph style has its own button in the Word toolbar: “Title”, “Authors”, “Affiliation”, “Heading 1”, “Heading 2”, “Heading 3”, “Body Text”, “Figure Caption”, “Table Caption”, “Table Text”, “Equation”, “Reference”.

After that, if you already have a Word document of your teaching materials, please open it (alternatively, you can type your materials directly in the opened new document). Then copy the whole document into clipboard (e.g. by using menu “Edit/Select All” and then “Edit/Copy”) and after that, paste it into the opened new document (e.g. by using “Edit/Paste”). The content of the existent materials can be copied into the template-based document part by part as well.

After the whole teaching material content is copied to the new document, the styles should be applied to paragraphs. The template is designed in such a way that you don’t need blank lines between paragraphs in the text – **please, remove any blank lines between paragraphs**. To apply styles to paragraphs, position the cursor into the particular paragraph and click the appropriate button in the toolbar. Make sure that the title is typed as one paragraph, authors (if

many) are listed in one paragraph and author(s)' affiliations is within one paragraph too (use "Shift+Enter" to create a new line within the same paragraph).

Tables should appear in the body of the text and should be centred. Tables could be centred by menu "Format/Paragraph/Alignment/Centred". Table caption should be placed beneath the table. Column headings in tables should be explanatory and carry units. Where a table exceeds one page, ensure that the column headings are repeated on the new page.

Use style "Table Text" in table cells				

Table 1. Example of table and table caption.

Authors must position their figures and diagrams in the body of the text after they are mentioned for the first time. Figures referred to in the text should be numbered using Arabic numbers as follows: Fig. 1, Fig. 2, ...etc. Figures should be centred between the left and right margins. "Figure caption" style can be applied to centre figures. The caption should appear immediately below the figure, as in the example below, and here the word 'Figure' should not be abbreviated. Line drawings should be in a form suitable for direct reproduction and should be placed in the text where appropriate. Computer Generated Diagrams and graphs should be of high quality and sharp in contrast. Reproduction of drawings and photographs will be in black and white (no colour).

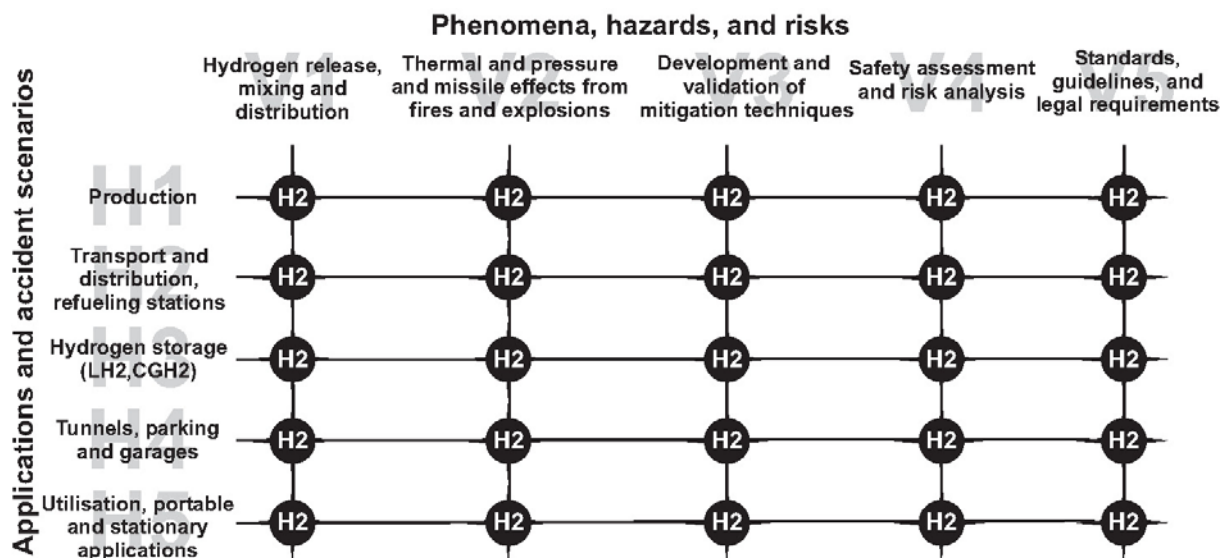


Figure 1. Example of figure and figure caption

Don't highlight words "Figure", and "Table" by bold font in text or in caption.

Equations should be included in the text flush to the left of the page, and numbered using Arabic numerals in rounded parentheses (1) which should be flush to the right of the page, as below:

$$E = mc^2, \tag{1}$$

where E – energy, J; m – mass, kg; c - velocity of light, m/s.

The **SI system** should be used for all scientific and laboratory data.

References should be given in the text by Arabic numerals in squared parentheses, e.g. [1], and should be numbered in the bibliography by the order of citation in the text. The list of references should appear at the end of the teaching materials, and the title References (please use style Heading 1). Examples of references for journals and books are given below (please use style References for references). Please don't leave line spaces between references.

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Citation of journal papers

Bradley D. Instabilities and flame speeds in large-scale premixed gaseous explosions. *Philosophical Transactions of the Royal Society of London, Series A*, **357**:3567-3581, 1999.

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Akbar R. *Mach reflection of gaseous detonations*. PhD thesis, Rensselaer Polytechnic Institute, New York, United States of America, August 1997.

Submission of teaching materials

Please submit the teaching materials to the Organising Committee of the Second European Summer School. You can submit the file with your teaching materials by any of the following ways:

- Uploading to the HyCourse website (will be available from May)
- By attachment to an e-mail (ESSHS@ulster.ac.uk)
- By post as a file saved on a CD/DVD disk

If possible please provide a PDF version of the materials (optional).

Contact information for teaching materials submissions (if not uploading through the HyCourse website):

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