
Formal Paper instructions

It would be very much appreciated by the Organising Committee if content, layout and submission of formal papers could comply with the following rules in order to ensure scientific quality and a uniform format of the Symposium Transactions and smooth processing. This would not only ease the burden of the editor but would also contribute to a professional appearance.

1. **Subject.** Formal Papers must be written in English and report on original work or present a valuable compilation and interpretation of previously published material (offering new insights or relationships) and deal with important subjects in molinology, e.g. subjects regarding the economy, technology, operation, culture or history of (groups of) mills. Descriptions of (the restoration of) a single mill are not considered suitable for a formal paper unless the subject is generalised and conclusions are drawn that have a general validity.
2. **Acceptance.** The Symposium Organising Committee has the right to refuse formal papers that are not considered suitable for presentation or require adaptation to the rules above, or to suggest submission as an informal contribution. For (invited) guest presentations who kindly provide written material, the rules need not be adhered to. In the unfortunate event of disagreement, our TIMS President will make a final decision.
3. **Copyright.** Submission of papers and other material will imply your agreement to publication of those papers and that material in the information pack and the Transactions. If accepted for inclusion in the symposium information pack and the Transactions (on paper or CD-ROM or the TIMS web site) they will be published on the assumption of your permission.
4. **Format and submission.** A Formal Paper must not exceed 12 pages including all tables, illustrations and references. Tables and illustrations should go into the body of the manuscript, close to where they are referred to. The paper should preferably be submitted as a Microsoft Word document and sent as an attachment to email, or on 3½" diskette, or on CD-ROM. Illustrations may be in colour, but a good quality black-and-white print should be possible. Please ensure that text in illustrations remains legible when decreasing their size. In addition to the MS Word file, the paper should be digitally produced in PDF-format (or: printed on A4 white bond paper and sent by traditional mail) to ensure that your special fonts, formulae and diacritical symbols will be reproduced as intended.
5. **General layout.** Left and right margins should be 30mm on A4 size paper while 33 mm is required for top and bottom margins on A4 size. Text should be fully (left and right) justified and typed in Arial, size 11pt. Hyphenating words is encouraged to obtain more even word spacing. Use single spacing for the body of the paper, and double spacing between paragraphs and sections, as well as after title and affiliation of the author(s), abstract and keywords. Also use double spacing around tables and illustrations. Use bold-face type on all headings. Headings should not be centred.
6. **First Page Requirements.** Do not use a separate title page. Centred on the top line, use upper case letters of 12 point font size to type the title of your paper. If more than one line is required, single space between the lines. If an acknowledgement is given, then footnote the title accordingly. Leave two blank lines after the paper title and then type the author(s) name (one line) and affiliation (two lines). If one or more of the authors have an email address, then this should be listed on an additional line below each affiliation. After listing the authors, leave two more blank lines and type the abstract and the keywords. The abstract should be of no more than 150 words and should begin with the word "**Abstract:**". Besides indicating the nature of the topic, the abstract should attempt to summarize the findings of the paper. The keywords should be no more than 5 words and should begin with the word "**Keywords**". Leave two more blank lines and begin the body of the paper with the first main heading.
7. **Other layout items.** *Footnotes* should be numbered consecutively, sized 9 pts, and placed at the bottom of the page on which they appear. Be sure to observe the margin requirements at the bottom of the page. *Illustrations and tables* should be numbered consecutively (and separately) and should appear soon after their first citation in the text. Each table or illustration should have a bold-faced caption describing its content. Their label and the title should be centred and typed in upper/lower case. Books, journals and other *references* should be cited in the text by the author's surname enclosing in parentheses the year of publication. If *quotations* contain two or more sentences and four or more lines, they should be set off from the body of the text by using extra

left and right margins. All *formulae* should be placed on separate lines, centred and numbered consecutively. Be certain that all symbols are adequately defined. Identification numbers should be placed in parentheses along the right margin. *Appendices*, if needed, should immediately follow the body of the paper and precede the references. The title should be in bold. The *bibliography* of cited sources should be entitled "**References**" and should appear at the end of the paper. This section should immediately follow the main body of the paper, after any appendices. The list should include only those publications which are cited in the text. References should be ordered alphabetically.

Note:

- A *template* for a Formal Paper is available on the symposium web site. Please download this; it may help you comply with the layout instructions.
- It would be very much appreciated if some *information about the author(s)* of a Formal Paper and his/her/their relationship with the paper's subject could be added to the paper (maximum 150-200 words), plus a small *photograph* (in JPEG/JPG format) of each author.

Informal contributions. Informal presentations may include subjects not suitable for Formal Papers and/or other material such as videos, CDs or slides. Depending on the number of informal presentations submitted, the Committee will decide on the actual presentation of informal contributions to the Symposium and their inclusion in the Transactions, which may depend on the nature of the subject and the material provided. Instruction 3 above applies to publishable material.