Manuscript Example for GEOSTATS2016

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**Abstract**  Use this document as your template, just remove the existing text and substitute your own. Choose the style ‘Title’ for the title, the style ‘author’ for the authors and style ‘abstract’ to start the abstract. Author names go with a footnote at the end of the page to indicate the affiliation. The abstract should be a single paragraph, and start immediately after the word “Abstract”, which is automatically inserted after the style is chosen. Avoid using bold except for mathematical symbols. The same goes for italics. When the abstract is done, select ‘heading1’, and start your paper.

Introduction

Always select headings from the style gallery, do not format fonts on your own. As you can see, the first paragraph after a heading has no indentation. The first paragraph after the heading goes, automatically, with style ‘Normal\_NoParindent’.

The subsequent paragraphs are indented like this. This is what happens if you select the ‘Normal’ style. If for some reason you need to remove the indentation, for instance after an equation, just use backspace at the start of the line or chose ‘Normal\_NoParindent’. You may have to select normal again to get back to standard paragraphs when you want that.

Length

The manuscript should be no shorter than 4 pages and no longer than 16 pages.

Advanced items

Here, we discuss the use of tables, figures, equations and citations. Please follow the instructions here. All the subsections are started with a heading of style ‘heading2’.

Tables

When creating a table, remember that the caption should always be before the table. Use “Caption” on the “Insert” menu, and select Table. Make sure to define special rows in your table: With the table selected, choose ‘Design’ under table tools, and identify special rows and columns. Then select the ‘Classic 1’ or ‘Plain Table 2’ table design. Also, when your paper is done, go through it to make sure that the caption and the entire table is all in one page. When referencing a table, “Insert” “cross-reference”, and use ‘Only label and number’. For example, in Table 1 (this is a cross-reference), we present an estimate of the success rate on the application of these instructions.

Table 2 Overview of estimated success rate for sending instructions to authors.

|  |  |
| --- | --- |
| Category | Number |
| Did not read the instructions | 40 % |
| Read, but did not understand | 25 % |
| Understood, but chose not to follow | 25 % |
| Actually followed the instructions | 10 % |
| Total | 100 % |

Leave an empty line below the table. If you change the order of tables, the numbering may be weird. Select all (ctrl+a), right click and choose ‘update field’. This will fix the numbering.

Figures

This is similar to tables, but simpler. Insert your figure from the “Insert” menu (insert picture from file) and add a caption of type ‘Figure’, which should go below the figure itself. Referencing is done in the same way as for tables. Make sure that figure and caption are kept in the same page. Referencing is done in the same way as for tables.

Figure 1 below shows the Valencia Music Hall as seen from the old river bed gardens.



Figure 1. Valencia Music Hall viewed from the old river bed.

Equations

Getting consistent numbered equations is actually a bit tricky, since Word has no built-in functionality here. Select the style ‘equation’, then insert a ‘tab’ then “Insert Equation”, type the equation, when is finished, insert a tab and the number in parenthesis. It should look something like this:

(1)

The two tabs necessary to center the equation and to right align the number are inserted when selecting the ‘equation’ style.

Vectors and matrixes should be in bold. When discussing variables in the text, use the same formatting as in an equation (italics/bold).

Citations

If you do not have a citation tool, use ‘Insert Citation’ on the ‘References’ tab of the toolbox to manage your citations. Use the APA style. We just created a citation for these instructions that is included here (Gómez-Hernández, Rodrigo-Ilarri, & Cassiraga, 2016). When the paper is finished, you then add the bibliography (from the “references” tab) at the end of the document, and apply the ‘heading1’ style to the word ‘Bibliography’.

Finishing your paper

This is just a short guide. Please, try not to violate the instructions here.

When the paper is complete, take a last look at it. Select all (ctrl-a) and update fields (right-click). Then look through the paper and check that:

1. Tables are on the same side as their captions, and do not go across pages.
2. Figures are on the same side as their captions, and do not go across pages.
3. The items in the bibliography are actually referenced in the text. If not, remove the item from the ‘manage sources’ choice next to ‘Insert Citation’ on the References tab.
4. The ‘Bibliography’ heading is using the ‘heading1’ style which all your sections use.

Bibliography

Gómez-Hernández, J. J., Rodrigo-Ilarri, J., & Cassiraga, E. (2016). Extended abstract example for GEOSTATS2016. *Instructions for GEOSTATS2016 participants* (pp. 1-4). Valencia: Universitat Politècnica de València.

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