

# Paper Format (Template of Paper Style )

Wang Baozhong

China First Heavy Industries

Zhang Jin

Confederation of Chinese Metalforming Industry

## Abstract

The paper will be supplied With Word in Microsoft Office. **Paper A4:**All margins are taken: Upper and bottom 2.5cm, left 3cm, right 1.5cm.The line spacing is multiple (set to 1.25). The word spacing is the default (scale 100%, spacing: default).

## 1. The Font

Chinese: 宋体; English: Times New Roman

### 1.1 Fond Size

Title of paper is in 16pt with bold.

Authors/Writer is in 14pt and his company is 12pt.

Heading/Headline is in 14pt with bold.

The text is in 12pt, the left and right ends of the text are aligned at the same time.

Abstract is in 14pt with bold and centered.

#### 1.1.1 Identifying of Heading/Headline

All title levels of the text shall be neat and clear, and the same level shall be represented by unified font.

Fist Heading/Headline is recognized as “1”, “2”, “3”...

Second Heading/Headline is recognized as “1.1”, “1.2”, “1.3”...

Third Heading/Headline is recognized as “1.1.1”, “1.1.2”, “1.1.3”...

The authors from the same company are listed together and the company is written below. There will be one-line space (in 12pt) between the first author line and the last line of the paper of title, and will be a space (in default) between the author line and the line of company, and a one-line space (in 12pt) between the second author line of the line of the first author’s company.

There is a line-space (12pt) between two sections.

## 2. Figure, Table and Formula

## **2.1 Figure:**

Avoid repetition with tables and words. The terms, symbols and units in the drawing shall be consistent with the words. The sequence and title of the drawing are centered at the bottom of the drawing, and the font is in 12pt Times New Roman.

## **2.2 Table**

The parameters in the table shall indicate the symbols of quantity and unit. Table order and table name are placed above the table. The preface, name and contents of the table are in 12pt Times New Roman

## **2.3 Formula**

Numbers are written in parentheses at the end of the right line without dashes. The English letters and numbers in the formula can adopt the default font and size.

There should be a line space between the figure, table and the text, and no blank line between the formula and the text; the figure, table, note and formula in the text should be numbered by Arabic numerals according to the place of the Heading/Headline.

## **3. Author/Writer**

If you like to take an introduction to the author or writer in the paper, please put it after the Reference, style as reference.

## **Reference**

The reference shall be placed on a separate page after the text and the title will be in 14pt with bold.

## **Introduction to Author/Writer**

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Dr. Wang Baozhong, Expert, China First Heavy Industries,...

Mr. Zhang jin, General Secretary, Confederation of Chinese Metalforming Industry,...