

THE INTERNATIONAL RESEARCH GROUP ON WOOD PROTECTION

Guidelines for the preparation of an IRG document

NB

Please note that papers received after the deadline March, 1st 2010 will be posted on the website (Compendium) but the opportunity to make an oral presentation will be at the discretion of the Scientific Programme Committee chair. These papers may be presented as posters at the meeting.

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THE INTERNATIONAL RESEARCH GROUP ON WOOD PROTECTION

Section Y

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Title of paper

Author(s)*

Organisation, University etc

Department etc

Address

Postcode, city, country

*Organisation etc for co-authors (if other than for first author)

Paper prepared for the 41st Annual Meeting

Biarritz, France

9-13 May 2010

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Title of paper (Use 14 pt New Times Roman or Arial bold)

First Author¹, Second Author², Third Author³

¹ Address of first author, including affiliation, country, and e-mail address

² Same for second author

³ Same for subsequent authors

ABSTRACT

This document explains how to prepare a manuscript for an IRG Annual Meeting. Please read the instructions carefully, they are formatted according to the guidelines and can be used as a template. If possible, please prepare your manuscript using 'MS Word' word processing software. The complete document shall be submitted by e-mail to the IRG Secretariat irg@sp.se. Files might be submitted zipped when necessary. There is no need to send hard copies to the Secretariat. All pictures, tables, and figures should be embedded in the text. Top and bottom margins are 2.5 cm, right margin is 2 cm, and the left margin is 2.5 cm. Do not place any text outside of this area. If presenting a talk, your paper can be up to approximately 20 pages long (including references), if presenting a poster your paper can be up to approximately five pages long (including references). Please do not exceed these page limits. Your abstract should be between 250 to 350 words long.

Keywords: List the keywords of the subjects covered by your paper (3 to 7).

1. INTRODUCTION

All manuscripts should be in English. Metric units (SI) should be used. It is assumed that the corresponding authors grant us copyright to use the manuscript in the proceedings. Should the authors use tables or figures from other publications, it is assumed that permission has been obtained to do so. To emphasize a word or a phrase, use *italics*, only use capitals or bold for the section headings.

2. ORGANISATION OF THE TEXT

Following the introduction, if appropriate to the content of the paper, please follow the structure: EXPERIMENTAL METHODS, RESULTS AND DISCUSSION, CONCLUSIONS, REFERENCES. All text styles are set in this document, body text is 12 point Times New Roman (or Arial). Main section headings are bold, left justified, and capitalised. Second level headings are left justified, bold, and lower case. Third level headings are left-justified, italics, bold and lower case.

2.1 A Second Level Heading

This is a second level heading.

2.1.1 A third level heading

This is a third level heading.

2.2 Page numbers

Centered bottom. The front page should not be numbered.

2.3 Tables

These should be included in the text but separated from the text by a blank line above and below. A descriptive title should be given above the table in 11 pt. Times New Roman (Arial) and left-justified. Units should be given in square brackets. An example is given below (Table 1).

Table 1: Results of test

Specimen	Length [m]	Width [m]	Height [m]	Weight [kg]
1 ^a	1	1	1	1
2	2	2	2	2
3 ^b	3	3	3	3
4	4	4	4	4

^aBirch, ^bCorsican pine

2.4 Figures

Figures should be referred to in text as Fig. 1, or as (Fig. 1) and should be presented as part of the text, again leaving a blank line above and below. Use Times New Roman (Arial) 11 pt. for the figure captions. *If at all possible all figures should be embedded in the text.* Graphs must be disconnected from spreadsheets.

If this is not possible, then supply the figures on separate sheets and these will be scanned in. If this is done then please put each figure on a separate sheet of paper and identify that figure on the back of the paper. Also mark in the paper where the figure is to be included. If figures are not included in the text, then please note the page limits that apply and ensure that the number of pages of text allows for the page limit to be adhered to when the final document is prepared.

Example:

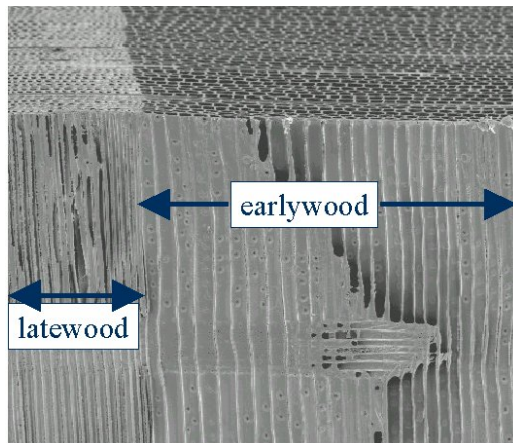


Figure 1: Scanning electron micrograph of a softwood

2.5 Equations

Equations should be referred to in the text as Eq. 1 (or Eq. 1) and should be indented five spaces. A line should be left above and below to separate the equation from the text. The equations should be numbered sequentially, with the number in brackets on the right hand side of the page.

Example:

$$a^2 = b^2 + c^2 \quad (1)$$

2.6 References

All references should contain enough information to allow a reader to find the cited materials. Do not abbreviate journal titles. Cite references in the text using the author's last name and date of publication as follows (Murphy 1990, Jones and Smith 1989, Davis *et al.* 1999). List the citations at the end of the manuscript in alphabetical order (examples given below).

3. REFERENCES

Ross, R J, DeGroot, R C, Nelson W J (1994): Technique for the non-destructive evaluation of biologically degraded wood. *Experimental Techniques*, **18**(5), 29-32.

Clausen, C A, Green III, F, Highley, T L (1991): Early detection of brown-rot in southern yellow pine using monoclonal antibodies. In: *Proceedings of the 8th International Biodeterioration and Biodegradation Symposium*, ed. H.W. Rossmore. Windsor, Ontario, pp. 412-414. Elsevier Applied Science, New York.

Jenkins, J A (1980a): *Fundamentals of Soil Mechanics*. Vol. I, John Wiley and Sons, New York.