Title of Typescript – Typescript Could Be Written either in English or Chinese and Must Be Accurate, Legible and in Their Final Form

A B XXX1, C D YYY2 and E F ZZZ1

1 Geological Company, Hong Kong SAR, China

2 Geological University, Hong Kong SAR, China

1. Page layout

Use A4 paper size (210 x 297 mm) and adjust the margins to 25 mm. The final printed area will be 160 x 247 mm. Use a two-column format, and set the spacing between the columns at 8 mm.

* 1. Formatting the title, authors and affiliations
		1. Formatting the title

The title is set in bold 16-point, Times News Roman (English) or 新細明體 (Chinese), left-justified. The first word and all other words of the title, except for articles, prepositions and conjunctions, should be capitalised.

* + 1. Formatting author names and author affiliations

The style for English names is First and Middle Names then Last Name, in 10-point Times News Roman. The style for Chinese names is Family Name then Given Names, in 10-point 新細明體. Do not use academic titles.

Affiliations of authors should be typed in 9-point Times News Roman (English) or 新細明體 (Chinese). They should be preceded by a numerical superscript corresponding to the same superscript after the name of the author concerned. Please ensure that affiliations are as complete as possible and include the country.

* 1. Formatting the main text

The main text of your typescript should be formatted as follows:

- 10-point Times New Roman (English) or 新細明體 (Chinese).

- The text should be set to single line spacing, with 3 mm (or 8.5 point) spacing before each next paragraph.

- Paragraphs should be justified but not be indented.

The use of sections to divide the main text of the paper is optional and left as a decision for the author. Where the author wishes to divide the paper into sections, the formatting shown in Table 1 should be used.

Table 1. Formatting sections, subsections and sub-subsections.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Font | Spacing | Numbering |
| Section | 12-point bold | 6 mm before, 3 mm after | 1, 2, 3, etc. |
| Subsection | 10-point bold | 1.1, 1.2, 1.3, etc. |
| Sub-subsection | 10-point Italic | 1.1.1, 1.1.2, 1.1.3, etc. |

1. Figures and tables

Figures and tables, as originals of good quality and well contrasted, are to be in their final form, pasted in the appropriate place as close as possible after the point where it is first referenced in the main text. Try to ensure that the text size in your figures/tables is approximately the same size as the main text (10 point). Try to ensure that lines are no thinner than 0.25 point. You are free to use colour illustrations.

Captions should be typed in 9-point Times New Roman (English) or 新細明體 (Chinese). They should be centred above the tables and flush left beneath the figures. A sample of figures and the caption is shown in Figure 1.

Fig. 1. Caption of Figure 1 is below the figure.

References

All references cited in the main text are to be given in chronological order and should be listed in this section.

References listed in this section are to be arranged alphabetically based on the first authors’ last name. Please give the full names of any cited journals, including volume, part and page numbers.

For publications in any language other than English, please use the original title. Titles of publications in non-Latin alphabets (e.g., Chinese, Japanese, or Russian) need to be transliterated, and a note such as “(in Chinese)” needs to be included at the end of the reference.

Here are some examples:

马丽芳 (Ma, L.F.)（主編）（2002）。《中国地质图集》(*Geological Atlas of China*)。北京：地质出版社。(in Chinese)

Sewell, R.J., Campbell, S.D.G., Fletcher, C.J.N., Lai, K.W. & Kirk, P.A. (2000). *The Pre-Quaternary Geology of Hong Kong*. Geotechnical Engineering Office, Hong Kong, 181 p. plus 4 maps.

Tan, C.H. (1983). The Geology of China. *Geological Society of Hong Kong Newsletter*, Vol 1, No 3, pp 2-6.

[ BLANK ]