

Author Guidelines for Submission of Manuscripts to AOSFST2015

-Template by Microsoft Word 2010 for Windows-

The template has been designed to help you prepare your manuscript for submission to the 10th Asia-Oceania Symposium on Fire Science and Technology (AOSFST2015). It is intended to benefit to the author in that the entire manuscript (text, tables, and figures) may be submitted in one file. Inserting figures and tables close to the point at which they are discussed in the text of the manuscript can also be a benefit for the reviewer and publisher. [Detailed information for authors on style, including paper length, format, etc., and a paper template are available via a link on the Symposium web page \(<http://aosfst2015.com/>\)](#). If accepted for publication, it will also help Springer as the publisher to process it more easily. It does not give an exact representation of how the published article will look when it has been typeset.

Springer will professionally typeset the book and, with XML structuring, will ensure that your content will be available to readers in many formats for many years to come.

When you submit a manuscript using this template, you may not actually see the page formatting that appears in the printed proceedings. This will occur as part of the editorial production process. Abbreviated instructions for using the template follow. Additional Author's instructions such as Manuscript Guideline and Key Style Point can be found at the following web page.

[Author's Instruction] <http://www.springer.com/gp/authors-editors/book-authors-editors/book-manuscript-guidelines>

Using the template

There are many different components of a manuscript (i.e., title, abstract, main text, figure, table etc.) that are represented in the template.

1. If typing your manuscript directly into the template, select (highlight) the text of the template that you want to replace and begin typing your manuscript. Authors can use this Microsoft (MS) Word template by employing the relevant styles from the Styles and Formatting list (which is accessed from the Styles group in the Home ribbon, Fig. 1):

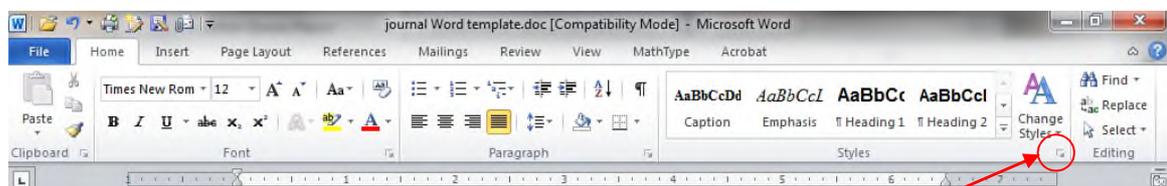


Fig. 1 MS Word 2010 Home ribbon. Red arrow indicates where to access Styles window

To view which style is being used in any part of this document, place the cursor on the line and look in the style list. If you are using Word 2003 you can select Format on the menu bar and Reveal Formatting to view the style palette.

2. To insert graphics within the text or as a figure, chart, scheme, or table, create a new line and insert the graphic where desired. If your graphic is not visible, ensure that the Word Style is "Normal" with an automatic height adjustment.
3. Ensure that page numbers are present on all pages before submitting your manuscript.
4. Delete any instructions and sections that are not needed.
5. Save the file with the graphics in place: select **Save As (File menu)** and save it as a document file (not a .dotx or .dot template file).
6. Proof the manuscript to ensure that all parts of the manuscript are present and clearly legible.

NOTE: All figures (including photographs) should be black and white as the proceedings will be printed in black and white. **Color figures and photographs are accepted for revised manuscript.** Resolution of graphics (including photographs) should be at least 300 dpi.