

## PAPER UPLOADING/FORMATTING INSTRUCTIONS FOR THANIMA 3

The Full Paper to be submitted for THANIMA 3 is required to be **uploaded** in the Prescribed Format Template. Soft copy of the paper prepared in Microsoft Word (.doc or .docx) in the Format SHOULD ONLY be submitted.

**Paper prepared NOT IN Microsoft Word and/or NOT in the PRESCRIBED FORMAT is LIABLE TO BE REJECTED.**

Paper, including figures and tables, should ordinarily be limited to 8 pages. In no case a paper shall exceed 9 pages.

The following section gives the General Guidelines of the Paper Template.

1. Title of the Paper – Times New Roman 24 pt, Normal Centred
2. Name of the Author (s) - Times New Roman 9 pt, Normal (Centred if ONE, On either side if more than one)
3. Affiliation of the Author (s) - Times New Roman 9 pt *Italics* (Centred if ONE, On either side if more than one)
4. Abstract: Times New Roman 9 pt; **Bold**
5. Key words: Times New Roman 9 pt; ***Italics Bold***
6. Section Headings: Times New Roman 10 pt, Normal
7. Equations are preferably typed using Word Equation editor. Allow one line of space above and below. Give a number for the Equations as given in the Example:

$$\frac{\partial u}{\partial x} + \frac{\partial v}{\partial y} + \frac{\partial w}{\partial z} = 0 \quad (1)$$

8. Table and Fig Title: Times New Roman 8 pt, Normal  
Briefly title each table and caption each figure. The Tables and Figures should be numbered under each Heading number. Eg. 3.1, 4.2 etc. Place table title above the table; place figure caption below the figure. Refer to each table and figure in the text. If possible, place tables and figures in the order mentioned in the text as close as possible to the referring part of the text. Allow one line of space between the table title and the table (or between the figure and its caption). Allow two lines of space between the table or figure and the adjacent text.

In order to make the formatting easier, a “live” template is given in the link for PAPER FORMAT.

Once you are ready with the complete text of the paper formatted and done with all the above requirements, you can use the template for FINAL FORMATTING of your paper. It is advised that, you save the document with a “Save As” option with the required file name. You are advised to save the paper with a name that include an abbreviation of the Paper Title and the Author Name.

You can copy and paste the text matter (section by section) into the live template. Please ensure that the Type and size of the font is same as what is given in the Instructions and in the template.