**Format and Template for Papers to Be Presented at**

**FIVE 2023**

(centre title in **BOLD** letters in 18 point size)

(3 lines between title and author's name/s)

Firstname Familyname\* & Ann Other

Affiliation

City, Country

(centre name and organisation)

(3 lines between name and abstract)

# HEADINGS (in BOLD CAPITAL letters) AND FORMAT

Your paper should be structured with major headings which should be in **bold CAPITAL type**. Sub-headings should be **bold**  type. Leave the text left justified as it is in this template.

## Font, spacing and printing

(sub-headings in upper/lower case **bold** type)

The electronic file that you supply will be used directly for printing. It is critical that the format and examples be followed to maintain consistency among all papers. The page settings and fonts in this template must be used in producing the document.

Use a Roman/Times font (like this one) in point size 11. The text must be single-spaced in black type. The book will be reproduced in black and white and therefore any colour will not be duplicated. Ensure graphs/histograms are defined using different lines and textures etc.

In both cases, remember that the paper is a camera-ready manuscript and will not be subject to editing and therefore any errors will be reproduced!

# General requirements

* Symposium papers are in English
* Papers must be submitted as MS Word documents
* Metric system units are to be used.
* At least three keywords should be included after the Abstract. The keywords are to be given will all letters in lower case and not bold after the word **KEYWORDS:** in bold (e.g. **KEYWORDS:** water mist systems, compartment fires, burning rate).
* Footnotes: Do not include footnotes in the text. Footnotes to tables can be used (see below)
* Page limit: A full paper should have maximum 12 pages.
* Do not include line numbering
* Do not number pages
* All text is single spaced

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\* Multiple authorship: please underline presenting author

# PAPER SIZE, MARGINS AND PAGE LIMITS

## Margins

Please format to A4 size paper (not Letter size) with 1 inch or 2.54 cm margins as used in these instructions.

## Length of manuscript

Your paper should be a **maximum 12 pages** (single sided) in length. This includes all illustrations, photographs, references etc. **DO NOT** insert page numbers or footers or headers in your paper

# TABLES AND EQUATIONS

Tables should appear in the body of the text and numbered consecutively using Arabic numbers. All tables should have a caption and the table caption should be placed above the table and be left aligned. It should be written with italic style as illustrated below. Tables cannot extend beyond page margins.

Table 1 Physical properties of the different material used as fuel.

Column headings should be explanatory and carry units. The SI system should be used for all scientific and laboratory data. English units or other equivalents should appear if necessary (in parentheses).

In the text, references to tables are numbered consecutively and tables are referred to as Table 1. Indicate footnotes to tables by superscripting letters beginning with “a”. Place the footnote (explanation) directly under the table (not at the bottom of the page).

Equations should be separated from the text by a space above and below the equation. Equations are numbered consecutively in the text and referred to as Eq. (1). If the equation reference is the first word in a sentence, then the word “Equation” should be spelled out. The equation is centered, while the equation number in parentheses is right aligned.

 (1)

Symbols in the text of the document should be italic. Symbols must be defined either in the text or in a Nomenclature Listing table. Symbol definitions should include the units of the symbol. All *subscript* and *superscript* symbols appear separately in the listing.

**ILLUSTRATIONS, COMPUTER DRAWINGS AND PHOTOGRAPHS**

**For the printed book production** all photos, graphs, diagrams will be reproduced in black and white only and lines or shading should be bold and sharp in contrast or textures for differentiation. Remember this when using legends etc. in graphs or charts and do not use yellow or blue if formatting a diagram as these colours may disappear in black and white reproduction.

Proceedings will also be distributed electronically in pdf format. The pdf version will be available in colour.

Figures should appear in the body of the text and numbered consecutively using Arabic numbers. The figure caption should be placed below the figure and be left aligned. It should be written with italic style as illustrated below. Figures cannot extend beyond page margins.

Figure 1 Experimental set-up.

In the text, references to figures are numbered consecutively and figures are referred to as Figure 1.

Do NOT use MS Word to create figures or to add information to figures, such as text written on top of photos. Insert figures “in line with text” to minimize unexpected movement of surrounding text.

# REFERENCES

References should be numbered sequentially through the text, indicated using full-size numbers in brackets, i.e. [1]. The reference list should appear at the end of the paper. Include the full title and all the authors in the reference list. Sample references are provided below.

# SENDING THE MANUSCRIPT

Please send your manuscript in MS Word format to [five@ri.se](mailto:five@ri.se). Use this document as template. The deadline for full paper submission after acceptance is **15 December 2022**.

# REFERENCE LIST

(Note that the reference list should be a continuous list without sections; the division made below is only to exemplify different types of references)

*Journals:*

1. Lönnermark, A., and Ingason, H., “Gas Temperatures in Heavy Goods Vehicle Fires in Tunnels”, *Fire Safety Journal,* **40,** 506-527, 2005.

*Articles or Chapters in books:*

2. Ingason, H., “Fire Dynamics in Tunnels”. In *The Handbook of Tunnel Fire Safety* (R. O. Carvel and A. N. Beard, Eds.), Thomas Telford Publishing, 231-266, London, 2005.

*Reports:*

3. Simonson, M., Blomqvist, P., Boldizar, A., Möller, K., Rosell, L., Tullin, C., Stripple, H., and Sundqvist, J. O., “Fire-LCA Model: TV Case Study”, SP Swedish National Testing and Research Institute, SP REPORT 2000:13, Borås, Sweden, 2000.

*Books:*

4. Drysdale, D., *An Introduction to Fire Dynamics*, John Wiley & Sons, 1992.

*Symposium proceedings:*

5. Arvidson, M., “Alternative Fire Sprinkler Systems for Roadway Tunnels”, Proceedings of the International Symposium on Catastrophic Tunnel Fires, 193-201, Borås, Sweden, 20-21 November, 2003.