

# Guidelines for preparing IOP Conference Series articles

## IOP Conference Series Team

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**Abstract.** This document provides guidelines for preparing articles using the IOP Conference Series Word template. **Authors must not change the page size or margins in the template, and must not add headers, footers or page numbers.** IOP Publishing will add these components during production, but will not make any other changes to the text or layout, and will not send out author proofs. The submitted PDF must be in the final form ready for publication. More detail on the requirements is provided in the online author guidelines available at <https://conferenceseries.iop.org/content/authors>.

## 1. Introduction

The file IOP-ConfSer-template.docx contains the basic layout for an article, in line with the requirements for the IOP Conference Series titles. **Do not change the page size or margins, and do not add headers, footers or page numbers.**

Replace the placeholder text in the template with the details for your article. Organise the main text using section headings, and include any equations, figures, tables, lists.

General requirements for articles in IOP Conference Series titles are summarized in the sections below. Refer to the [online author guidelines](#) for more details.

The submitted PDF must be in the final form ready for publication. **Make sure you proofread your article before submitting it.** Information on how to submit your article will be provided by the conference organizer.

## 2. General requirements

### 2.1 Page layout

The following points are set by the IOP-ConfSer-template file and **must be followed** to avoid problems in the production of your proceedings article:

- page size: European A4;
- top-margin: 4 cm; bottom-margin: 2.7 cm; left- and right-margin: 2.5 cm;
- no page numbers, no other page headers or footers;
- text is single-spaced, not double-spaced;
- all pages are portrait orientation.

In addition:

- all fonts must be embedded in the submitted PDF.

## 2.2 Article content

All articles must have a title, authors and affiliations, and an abstract.

The abstract must be a single paragraph providing concise information about the content of the article, including the main results obtained and conclusions drawn. The abstract **must not** contain any table numbers, figure numbers, references or displayed mathematics.

Leave 10 mm space below the abstract before starting the main text of your article on the same page. Organise the main text using section headings, and include any equations, figures, tables, lists etc.

Information on article length limit will be provided by the conference organizer.

The template file includes IOP-CS styles for headings, body text, captions, table content and reference text. To apply a style, select the text and choose the required option from the Styles panel.

### 2.2.1 Figures and tables

Figures and tables must be placed close to where they are mentioned in the text, **not all together at the end of the article**. All figures and tables must have a caption.

The template file includes placeholder text boxes for a figure and a table. Replace the placeholder information following the instructions in the template. Copy and paste the text boxes to add more tables or figures. **Delete the text boxes if they are not required.**

### 2.2.2 Equations

Insert equations and inline math expressions using MathType if available. Otherwise use the default Word equation editor. **Equations that are converted to images are not permitted.** Note that the Word auto-recover file will automatically convert equations to images. Save your file regularly to avoid needing to use the auto-recover file.

## 3. References

You can choose to use either the Vancouver (numbered) or Harvard (author-year) system for citing your references. Items in the reference list can be formatted in any style, as long as each item contains all the information needed to find the reference. The required details for some standard reference types are given below.

- **Journal article**
  - Authors, Year, Journal name, Volume number, Page/article number
- **Book**
  - Authors or editors, Year, Chapter title (if relevant), Book title, Volume details (if relevant), Publisher, Page number (if relevant)
- **Conference proceedings** (published in a conference series)
  - Authors, Year, Conference series name, Volume, Page/article number
- **Conference presentation** (unpublished)
  - Authors, Year, Presentation title, Conference name, Conference date and location

- **Preprint**
  - Authors, Year, Preprint service name, Preprint number
- **Thesis**
  - Authors, Year, Thesis type, Institution
- **Website**
  - URL, Date of access
- **Data**
  - Authors, Year, Dataset title, Repository name, URL (DOI if available)
- **Software**
  - Authors/Organization responsible, Year, Software package title and version, Repository name (if relevant), URL (DOI if available)

## Pertanika Journal

*Our goal is to bring high-quality research to the widest possible audience*

### INSTRUCTIONS TO AUTHORS

#### MANUSCRIPT FORMAT

Generally, each **Research article** is **not to exceed 6000 words** and **review article not more than 8000 words** (excluding the abstract, references, tables, and/or figures), a maximum of **80 references**, and **an abstract of less than 250 words**.

The paper should be submitted in **one-column format** with 1.5 line spacing throughout. Authors are advised to use Times New Roman 12-point font and *MS Word* format.

#### 1. **Manuscript Structure**

The manuscripts, in general, should be organised in the following order:

- **Page 1: Running title**

This page should **only** contain the running title of your paper. The running title is an abbreviated title used as the running head on every page of the manuscript. The running title **should not exceed 60 characters, counting letters and spaces**.

- **Page 2: Author(s) and Corresponding author's information**

**General information:** This page should contain the **full title** of your paper **not exceeding 25 words**, with the name of all the authors, institutions and corresponding author's name, institution and full address (Street address, telephone number (including extension), handphone number, and e-mail address) for editorial correspondence. **The corresponding author must be clearly indicated with a superscripted asterisk symbol (\*)**.

**Authors' name:** The names of the authors should be named in **full without academic titles**. For Asian (Chinese, Korean, Japanese, Vietnamese), please write first name and middle name before surname (family name). The last name in the sequence is considered the surname.

**Authors' addresses:** Multiple authors with different addresses must indicate their respective addresses separately by superscript numbers.

**Tables/figures list:** A list of the number of **black and white/colour figures and tables** should also be indicated on this page. See **"5. Figures & Photographs"** for details.

*Example (page 2):*

#### **Fast and Robust Diagnostic Technique for the Detection of High Leverage Points**

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*List of Table*

*Table 1.*

*List of Figure*

*Figure 1.*

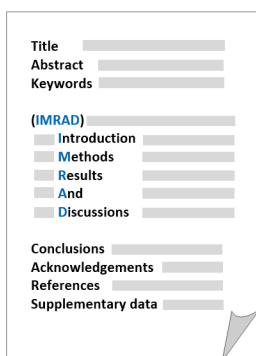
- **Page 3: Abstract**

This page should **repeat** the **full title** of your paper with only the **Abstract**, usually in one paragraph and **Keywords**.

*Keywords: Not more than 8 keywords in alphabetical order* must be provided to describe the content of the manuscript.

- **Page 4: Text**

A regular paper should be prepared with the headings *Introduction, Materials and Methods, Results and Discussions, Conclusions, Acknowledgements, References, and Supplementary data* (if any) in this order. The literature review may be part of or separated from the *Introduction*.



#### MAKE YOUR ARTICLES AS CONCISE AS POSSIBLE

Most scientific papers are prepared according to a format called IMRAD. The term represents the first letters of the words Introduction, Materials and Methods, Results, And, Discussion. It indicates a pattern or format rather than a complete list of headings or components of research papers; the missing parts of a paper are: Title, Authors, Keywords, Abstract, Conclusions, and References. Additionally, some papers include Acknowledgments and Appendices.

The Introduction explains the scope and objective of the study in the light of current knowledge on the subject; the Materials and Methods describes how the study was conducted; the Results section reports what was found in the study; and the Discussion section explains meaning and significance of the results and provides suggestions for future directions of research. The manuscript must be prepared according to the Journal's instructions to authors.

## 2. Levels of Heading

Level of heading	Format
1 <sup>st</sup>	<b>LEFT, BOLD, UPPERCASE</b>
2 <sup>nd</sup>	<b>Flush left, Bold, Capitalise each word</b>
3 <sup>rd</sup>	<b>Bold, Capitalise each word, ending with .</b>
4 <sup>th</sup>	<b>Bold italic, Capitalise each word, ending with .</b>

## 3. Equations and Formulae

These must be set up clearly and should be typed double-spaced. Numbers identifying equations should be in square brackets and placed on the right margin of the text.

## 4. Tables

- All tables should be prepared in a form consistent with recent issues of *Pertanika* and should be numbered consecutively with Roman numerals (Table 1, Table 2).
- A brief title should be provided, which should be shown at the top of each table (**APA format**):

Example: Table 1

*PVY infected Nicotiana tabacum plants optical density in ELISA*

- Explanatory material should be given in the table legends and footnotes.
- Each table should be prepared on a new page, embedded in the manuscript.
- Authors are advised to keep backup files of all tables.

**\*\* Please submit all tables in Microsoft word format only, because tables submitted as image data cannot be edited for publication and are usually in low-resolution.**

## 5. Figures & Photographs

- Submit an **original** figure or photograph.
- Line drawings must be clear, with a high black and white contrast.

- Each figure or photograph should be prepared on a new page, embedded in the manuscript for reviewing to keep the file of the manuscript under 5 MB.
- These should be numbered consecutively with Roman numerals (Figure 1, Figure 2).
- Provide a brief title, which should be shown at the bottom of each table (**APA format**):

*Example: Figure 1. PVY-infected in vitro callus of Nicotiana tabacum*

- If a figure has been previously published, acknowledge the original source, and submit written permission from the copyright holder to reproduce the material.
- Authors are advised to keep backup files of all figures.

**\*\* Figures or photographs must also be submitted separately as TIFF or JPEG, because figures or photographs submitted in low-resolution embedded in the manuscript cannot be accepted for publication. For electronic figures, create your figures using applications that are capable of preparing high-resolution TIFF files.**

## 6. Acknowledgement

Any individuals and entities who have contributed to the research should be acknowledged appropriately.

## 7. References

- References begin on their own page and are listed in alphabetical order by the first author's last name. Only references cited within the text should be included. All references should be in 12-point font and double-spaced.
- If a Digital Object Identifier (DOI) is listed on a print or electronic source, it is required to include the DOI in the reference list. Use Crossref to find a DOI using author and title information.

**NOTE:** When formatting your references, please follow the **APA-reference style** (7th edition) (refer to the examples). Ensure that the references are strictly in the journal's prescribed style, failing which your article will **not be accepted for peer-review**. You may refer to the *Publication Manual of the American Psychological Association* (<https://apastyle.apa.org/>) for further details.

Examples of reference style are given below:

### Books

Books	Insertion in Text	In Reference List
Book/E-Book with 1-2 authors	<p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Starron, 2020)</p> <p>... (Darus &amp; Rasdi, 2019)</p> <p>... Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>(Starron, 2020)...</p> <p>Darus and Rasdi (2019) ...</p>	<p>Starron, M. (2020). <i>Action research in software engineering</i>. Springer International Publishing. <a href="https://doi.org/10.1007/978-3-030-32610-4">https://doi.org/10.1007/978-3-030-32610-4</a></p> <p>Darus, A., &amp; Rasdi, I. (2019). <i>Introduction to occupational health a workbook</i>. UPM Press.</p>
Book/E-Book with 3 or more authors	<p><i>For all in-text references, list only the first author's family name and followed by 'et al.'</i></p> <p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Yusof et al., 2020)</p> <p>... Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>Yusof et al. (2020) ...</p>	<p>Yusof, N. A., Azmi, U. Z. M., Ariffin, N., &amp; Rahman, S. F. A. (2020). <i>Biosensors and chemical sensors: A practical approach</i>. UPM Press.</p>

Books	Insertion in Text	In Reference List
Book/E-Book with more than 20 authors		For books with more than 20 authors, please follow the guidelines for journal articles with more than 20 authors.
Chapter in an edited Book/E-Book	<p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Mainzer, 2020) ...</p> <p>... (Tang et al., 2020) ...</p> <p>Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>Mainzer (2020) ...</p> <p>Tang et al. (2020) ...</p>	<p>Mainzer, K. (2020). Logical thinking becomes automatic. In K. Mainzer (Ed.), <i>Artificial intelligence-When do machines take over?</i> (pp 15-45). Springer. <a href="https://doi.org/10.1007/978-3-662-59717-0_3">https://doi.org/10.1007/978-3-662-59717-0_3</a></p> <p>Tang, W., Khavarian, M., Yousefi, A., &amp; Cui, H (2020). Properties of self-compacting concrete with recycled concrete aggregates. In R. Siddique (Ed.), <i>Self-Compacting Concrete: Materials Properties, and Applications</i> (pp. 219-248) Woodhead Publishing <a href="https://doi.org/10.1016/B978-0-12-817369-5.00009-X">https://doi.org/10.1016/B978-0-12-817369-5.00009-X</a></p>
Editor	<p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Kesharwani, 2020) ...</p> <p>... (Lanza et al., 2020) ...</p> <p>Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>Kesharwani (2020) ...</p> <p>Lanza et al. (2020) ...</p>	<p>Kesharwani, P. (Ed.). (2020). <i>Nanotechnology based approaches for tuberculosis treatment</i>. Academic Press.</p> <p>Lanza, R., Langer, R., Vacanti, J. P., &amp; Atala, A. (Eds.). (2020). <i>Principles of tissue engineering</i>. Academic press. <a href="https://doi.org/10.1016/C2018-0-03818-9">https://doi.org/10.1016/C2018-0-03818-9</a></p>
Several works by the same author in the same year	<p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Aggarwal &amp; Aggarwal, 2020a, 2020b) ...</p> <p>Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>Aggarwal &amp; Aggarwal (2020a, 2020b) ...</p>	<p>Aggarwal, P., &amp; Aggarwal, Y. (2020a). Strength properties of SCC. In R. Siddique (Ed.), <i>Self-Compacting Concrete: Materials, Properties, and Applications</i> (p. 83-115). Woodhead Publishing. doi: <a href="https://doi.org/10.1016/B978-0-12-817369-5.00004-0">https://doi.org/10.1016/B978-0-12-817369-5.00004-0</a></p> <p>Aggarwal, P., &amp; Aggarwal, Y. (2020b). Carbonation and corrosion of SCC. In R. Siddique (Ed.), <i>Self-Compacting Concrete: Materials, Properties, and Applications</i> (p. 147-193). Woodhead Publishing. doi: <a href="https://doi.org/10.1016/B978-0-12-817369-5.00007-6">https://doi.org/10.1016/B978-0-12-817369-5.00007-6</a></p>

## Journals

Journals	Insertion in Text	In Reference List
Journal article with 1-2 authors	<p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Laan &amp; Fox, 2019) ...</p> <p>Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>Laan and Fox (2019) ...</p>	<p>Laan, E., &amp; Fox, J. W. (2019). An experimental test of the effects of dispersal and the paradox of enrichment on metapopulation persistence. <i>Oikos</i>, 129(1), 49-58. <a href="https://doi.org/10.1111/oik.06552">https://doi.org/10.1111/oik.06552</a></p>
Journal article with 3 or more authors	<p><i>For all in-text references, list only the first author's family name and followed by 'et al.'</i></p> <p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Midi et al., 2020) ...</p> <p>... (Shagufta et al., 2017) ...</p> <p>Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>Midi et al. (2020) ...</p> <p>Shagufta et al. (2017) ...</p>	<p>Midi, H., Hendi, H. T., Arasan, J., &amp; Uraibi, H. (2020). Fast and Robust Diagnostic Technique for the Detection of High Leverage Points. <i>Pertanika Journal of Science &amp; Technology</i>, 28(4), 1203-1220.</p> <p>Shagufta, B., Sivakumar, M., Kumar, S., Agarwal, R. K., Bhilegaonkar, K. N., Kumar, A., &amp; Dubal, Z. B. (2017). Antimicrobial resistance and typing of Salmonella isolated from street vended foods and associated environment. <i>Journal of Food Science and Technology</i>, 54(8), 2532-2539. doi: <a href="https://doi.org/10.1007/s13197-017-2698-1">https://doi.org/10.1007/s13197-017-2698-1</a></p>
Journal article with more than 20	<p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Wiskunde et al., 2019) ...</p> <p>Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>Wiskunde et al. (2019) ...</p>	<p>Wiskunde, B., Arslan, M., Fischer, P., Nowak, L., Van den Berg, O., Coetzee, L., Juárez, U., Riyaziyyat, E., Wang, C., Zhang, I., Li, P., Yang, R., Kumar, B., Xu, A., Martínez, R., McIntosh, V., Ibáñez, L. M., Mäkinen, G., Virtanen, E., ... Kovács, A. (2019). Indie pop rocks mathematics: Twenty One Pilots, Nicolas Bourbaki, and the empty set. <i>Journal of Improbable Mathematics</i>, 27(1), 1935-1968. <a href="https://doi.org/10.0000/3mp7y-537">https://doi.org/10.0000/3mp7y-537</a></p>



<p>Journal article with an article number</p>	<p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Roe et al., 2020) ...</p> <p>Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>Roe et al. (2020) ...</p>	<p>Roe, E. T., Bies, A. J., Montgomery, R. D., Watterson, W. J., Parris, B., Boydston, C. R., Sereno, M. E., &amp; Taylor, R. P. (2020). Fractal solar panels: Optimizing aesthetic and electrical performances. <i>Plos One</i>, 15(3), Article e0229945. <a href="https://doi.org/10.1371/journal.pone.0229945">https://doi.org/10.1371/journal.pone.0229945</a></p>
<p>Journal article with missing information</p>	<p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Alfirevic et al., 2017) ...</p> <p>... (Hayat et al., 2020) ...</p> <p>... (Fan et al., 2020) ...</p> <p>Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>Alfirevic et al. (2017) ...</p> <p>Hayat et al. (2020) ...</p> <p>Fan et al. (2020) ...</p>	<p><b>Missing volume number</b></p> <p>Alfirevic, Z., Stampalija, T., &amp; Dowswell, T. (2017). Fetal and umbilical Doppler ultrasound in high-risk pregnancies (review). <i>Cochrane Database of Systematic Reviews</i>, (6), 1-163. <a href="https://doi.org/10.1002/14651858.CD007529.pub4">https://doi.org/10.1002/14651858.CD007529.pub4</a>. Copyri ght</p> <p><b>Missing issue number</b></p> <p>Hayat, A., Shaishta, N., Mane, S. K. B., Hayat, A., Khan, J., Rehman, A. U., &amp; Li, T. (2020). Molecular engineering of polymeric carbon nitride based Donor-Acceptor conjugated copolymers for enhanced photocatalytic full water splitting. <i>Journal of colloid and interface science</i>, 560, 743-754. <a href="https://doi.org/10.1016/j.jcis.2019.10.088">https://doi.org/10.1016/j.jcis.2019.10.088</a></p> <p><b>Missing page or article number</b></p> <p>Fan, R. G., Wang, Y. B., Luo, M., Zhang, Y. Q., &amp; Zhu, C. P. (2020). SEIR-Based COVID-19 Transmission Model and Inflection Point Prediction Analysis. <i>Dianzi Keji Daxue Xuebao/Journal of the University of Electronic Science and Technology of China</i>, 49 (3). <a href="https://doi.org/10.12178/1001-0548.9_2020029">https://doi.org/10.12178/1001-0548.9_2020029</a></p>
<p>Several works by the same author in the same year</p>	<p><b>Information prominent' (the author's name is within parentheses):</b></p> <p>... (Chee et al., 2019a, 2019b) ...</p> <p>Or</p> <p><b>'Author prominent' (the author's name is outside the parentheses):</b></p> <p>Chee et al. (2019a, 2019b) ...</p>	<p>Chee, S. S., Jawaid, M., Sultan, M. T. H., Alothman, O. Y., &amp; Abdullah, L. C. (2019a). Accelerated weathering and soil burial effects on colour, biodegradability and thermal properties of bamboo/kenaf/epoxy hybrid composites. <i>Polymer Testing</i>, 79, Article 106054. <a href="https://doi.org/10.1016/j.polymertesting.2019.106054">https://doi.org/10.1016/j.polymertesting.2019.106054</a></p> <p>Chee, S. S., Jawaid, M., Sultan, M. T. H., Alothman, O. Y., &amp; Abdullah, L. C. (2019b). Evaluation of the hybridization effect on the thermal and thermo-oxidative stability of bamboo/kenaf/epoxy hybrid composites. <i>Journal of Thermal Analysis and Calorimetry</i>, 137(1), 55-63. <a href="https://doi.org/10.1007/s10973-018-7918-z">https://doi.org/10.1007/s10973-018-7918-z</a></p>

## Newspapers

Newspapers	Insertion in Text	In Reference List
Newspaper article – with an author	... (Shamshuddin, 2019) ... Or ... Shamshuddin (2019) ...	Shamshuddin, J. (2019, September 23). Lynas plant waste residue can be used to boost oil palm growth? <i>New Straits Times</i> . <a href="https://www.nst.com.my/opinion/letters/2019/09/523930/lynas-plant-waste-residue-can-be-used-boost-oil-palm-growth">https://www.nst.com.my/opinion/letters/2019/09/523930/lynas-plant-waste-residue-can-be-used-boost-oil-palm-growth</a>
Newspaper article – without an author	("Zoonotic viruses," 2017). OR "Zoonotic viruses" (2017) ...  Use a shortened title (or full title if it is short) in Headline Case enclosed in double quotation marks.	Zoonotic viruses like swine flu are ticking time bombs, say experts. (2020, July 4). <i>New Straits Times</i> , 3.

## Dissertation/Thesis

Dissertation/Thesis	Insertion in Text	In Reference List
Published Dissertation or Thesis References	... (Rivera, 2016) ... Or ... Rivera (2016) ...	Rivera, C. (2016). <i>Disaster risk management and climate change adaptation in urban contexts: Integration and challenges</i> [Doctoral dissertation, Lund University]. Lund University Publications. <a href="https://lup.lub.lu.se/search/ws/files/5471705/8570923.pdf">https://lup.lub.lu.se/search/ws/files/5471705/8570923.pdf</a>
Unpublished Dissertation or Thesis References	... (Brooks, 2014) ... Or ... Brooks (2014) ...	Brooks, J. D. (2015). <i>Bamboo as a strengthening agent in concrete beams for medium height structures</i> [Unpublished Doctoral dissertation]. The University of Washington.

### Conference/Seminar Papers

Conference/Seminar Papers	Insertion in Text	In Reference List
Conference proceedings published in a journal	... (Duckworth et al., 2019) ... Or Duckworth et al. (2019) ...	Duckworth, A. L., Quirk, A., Gallop, R., Hoyle, R. H., Kelly, D. R., & Matthews, M. D. (2019). Cognitive and noncognitive predictors of success. <i>Proceedings of the National Academy of Sciences, USA</i> , 116(47), 23499-23504. <a href="https://doi.org/10.1073/pnas.1910510116">https://doi.org/10.1073/pnas.1910510116</a>
Conference proceedings published as a book chapter	... (Bedenel et al., 2019) ... Or Bedenel et al. (2019) ...	Bedenel, A. L., Jourdan, L., & Biernacki, C. (2019). Probability estimation by an adapted genetic algorithm in web insurance. In R. Battiti, M. Brunato, I. Kotsireas, & P. Pardalos (Eds.), <i>Lecture notes in computer science: Vol. 11353. Learning and intelligent optimization</i> (pp. 225-240). Springer. <a href="https://doi.org/10.1007/978-3-030-05348-2_21">https://doi.org/10.1007/978-3-030-05348-2_21</a>
Online	... (Gu et al., 2018) ... Or Gu et al. (2018) ...	Gu, X., Yu, J., Han, Y., Han, M., & Wei, L. (2019, July 12-14). <i>Vehicle lane change decision model based on random forest</i> . [Paper presentation]. 2019 IEEE International Conference on Power, Intelligent Computing and Systems (ICPICS), Shenyang, China. <a href="https://doi.org/10.1109/ICPICS47731.2019.8942520">https://doi.org/10.1109/ICPICS47731.2019.8942520</a>

### Government Publications

Government Publications	Insertion in Text	In Reference List
Government as author	<b>First in-text reference: Spell out the full name with the abbreviation of the body.</b> ... National Cancer Institute (2019) ... Or ... (National Cancer Institute, 2019) ...  <b>Subsequent in-text reference:</b> ... NCI (2019) ... Or ... (NCI, 2019) ...	National Cancer Institute. (2019). <i>Taking time: Support for people with cancer</i> (NIH Publication No. 18-2059). U.S. Department of Health and Human Services, National Institutes of Health. <a href="https://www.cancer.gov/publications/patient-education/takingtime.pdf">https://www.cancer.gov/publications/patient-education/takingtime.pdf</a>

## 8. General Guidelines

**Abbreviations:** Define alphabetically, other than abbreviations that can be used without definition. Words or phrases that are abbreviated in the *Introduction* and following text should be written out in full the first time that they appear in the text, with each abbreviated form in parenthesis. Include the common name or scientific name, or both, of animal and plant materials.

**Authors' Affiliation:** The primary affiliation for each author should be the institution where the majority of their work was done. If an author has subsequently moved to another institution, the current address may also be stated in the footer.

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