Instructions for Preparing Two Column Paper Using Word

First Author

*Department, University/Organization, Country. E-mail: firstauthor id@domain name.org*

Second Author

*Group, University/Organization, Country. E-mail: secondauthor id@domain name.com*

Abstracts should not exceed 300 words. It should not contain any references or displayed equations. Typeset the abstract in 9pt Times New Roman with line spacing of 11pt. Suggest approximately 6–12 keywords for indexing purposes (separated by commas) as below.

*Keywords*: Keyword1, keyword2, keywords3.

**1. General Appearance**

Contributions to the 35th European Safety and Reliability Conference (ESREL2025) and the 33th Society for Risk Analysis Europe Conference (SRA-E2025) Conference,  *Stavanger, Norway, 15-19 June 2025* are to be in American English. Authors are encouraged to have their contribution checked for grammar. American spelling should be used. Abbreviations are allowed but should be spelt out in full when first used. Integers ten and below are to be spelt out. Italicize foreign language phrases (e.g. Latin, French). Authors are required to submit their manuscripts both in PDF and the typeset source (MS-Word or LaTex) formats, and should check their formatting before submission.

**2. The Main Text and Important
Considerations of the Paper**

The text is to be typed in 10/12pt Times New Roman single spaced. A4/US letter size paper can be used. The trim size is 247mm (height) x 173mm (width). Text area includes running title; the footer at the bottom is 221mm deep and 146mm wide. **The entire paper must be typeset using two column and must be within 8 pages maximum**. Final pagination and update of running titles/folios will be done by the publisher. Authors are encouraged to use the LaTeX style template if possible. If you're not using the LaTeX template, please ensure the page dimensions are followed as close as possible in the PDF typeset sample provided, as your manuscript will be reduced electronically if it exceeds the page dimensions. (Author and Author 1986).

**3. Major Headings**

Major headings should be typeset in boldface in Title Case. Leave 6 points additional space after the major heading, and one line space before. (Author et al. 1987).

**3.1.*Sub-headings***

Sub-headings should be typeset in boldface italic. Capitalize the first letter of the first word only. Leave no space after the sub-headings; leave one space before.

**3.1.1.*Sub-subheadings***

Typeset sub-subheadings in boldface italic and capitalize the first letter of the first word only. Number the sub-sub headings systematically, as illustrated. Make sure that no heading, sub-heading, or sub-sub heading appears all by itself on the last line. Leave no line space after the sub-headings; leave one space before.

**3.1.2.*Numbering and Spacing of Headings***

Sections, sub-sections and sub-sub-sections are numbered uniformly in Arabic numerals. Leave two spaces after the end of the numbering and beginning of heading text. Flush left all paragraphs that follow after section headings. Subsequent paragraphs should be indented.

**3.1.3.*List of Items***

Lists may be laid out with each item marked by a bullet (dots only):

* Item one
* Item two

Leave 6pt space before and after bullets. Alternatively, items may also be numbered in lowercase Roman numerals: Author (1988)

1. item one
2. item two

(a) lists within lists can be numbered with lowercase alphabets

(b) second item

1. item three.

**3.1.4. *Equations***

The equations are typeset in 10pt size, centered. Equation numbers must appear right aligned with open and closed parentheses (see Eq. (1)).

Displayed equations are to be centered on the page measure and have at least 8pt empty space above and below the equations. Displayed equations should be numbered consecutively in the paper, with the number set flush right and enclosed in parentheses, as below:



Equations should be referred to in the text in abbreviated form, e.g. “Eq.(1)” or “Eq.(2)” %do a reference example for Eq. (1) instead of text Author et al. (1990).

Conventional symbols should be adopted and used consistently. There is no constraint on use of units. Standard English letters like x are to appear as *x* (italicized) in the text if they are used as mathematical symbols. Punctuation marks are used at the end of equations as if they appeared directly in the text. (Author et al. 1992).

**4. Figures and Photographs**

Figures are to be inserted into the text nearest its first reference. The text in the figures should be large enough so that the text is reasonably readable. Authors are advised that all photographs will be finally reproduced in grayscale/black and white.

Leave one line space before and after the figure caption. Leave one line space between the text and start of the figure. Figures are to be placed closest to where cited, but definitely within the same section as called. Figures must be anchored to move with the text and be sequentially numbered in Arabic numerals. The 9ptfont figure caption must be placed below the figure. (Author et al. 1994) Figure should be placed top and bottom of the page. Please prepare the figures in high resolution (300 dpi) for half-tone illustrations or images. Half-tone pictures must be sharp enough for reproduction.



Fig. 1.This is the caption for the figure in font 9pt. The short-line caption must be centered, and the long caption can be left justified.

Figures must be anchored to move with the text and be sequentially numbered in Arabic numerals. The 9pt font figure caption must be placed below the figure. Short-line captions can be centered, while the long-captions must be justified. Whereas every effort should be made to place figures within a single column, larger sized figures may span across both columns by inserting suitable section breaks. Please ensure the figures and the labels with reasonable size and for clear visibility. No relabeling or enhancement of artwork will be done while production/printing. (Author 2021)

All authors must testify that their tables and figures are their own works, previously published figures must be accompanied by a written permission from the author and publisher.

**5. Tables**

Tables should be inserted in the text as close to the point of reference as possible, and definitely within the same section. One line space should be left above and below the table; also keep one line space after the text and start of the Table caption.

Tables should be numbered sequentially in the text in Arabic numerals. (see Table 1).

Table 1. This is the caption for this Table in font 9pt. Short line caption must be centered.

|  |  |  |
| --- | --- | --- |
| Year | Height of Dam | Width at Base |
|  | (m) | (m) |
| 1200 | 10 | 50 |
| 1350 | 15 | 70 |
| 1625 | 17 | 90 |
| 1865 | 25 | 119 |
| 1950 | 30 | 135 |
| 2006 | 39 | 155 |
| Sample typeset by RPS for ESREL2025 conference proceedings. |

The table captions must be in 9pt Times New Roman. If tables need to extend over to a second page or column, the continuation of the table should be preceded by a caption, e.g. “*Table1 (Continued)*”. The text inside tables should be in 9pt. Whereas every effort should be made to place tables within a single column, larger sized tables may span across both columns by inserting suitable section breaks. In all events, tables must be anchored to move with the text.

**6. Questions**

For questions on writing the paper and submitting manuscripts, please consult the this guideline first. If your question is not answered, kindly contact the **Publisher** at editorial@rpsonline.com.sg or **ESREL Conference Secretariat** at esrel-srae2025-program@uis.no. Please adhere to the submission schedule for best results to ensure your paper is published.

**7. Copyright Transfer Agreement**

The copyright transfer agreement, will be made available at the ESREL 2025 & SRA-E2025 website, and MUST be submitted along with the submission of the final paper.

**8. Typesetting**

All manuscripts will be processed as how it is submitted considering it as Camera Ready Copy (CRC). No separate proof to authors will be sent after pagination. Hence, please adhere to the type size and the trim size specified in Section1.

**9.Footnotes**

Footnotes must be numbered sequentially; select footnotes at the bottom of page by going *Insert → Footnote*.[[1]](#footnote-2) Endnotes will be permitted for legal affairs type of papers only.

**10. Final Manuscript**

The final PDF must submitted together with the MS-word or LaTeX files together with all other supporting files, such as, .eps, .cls, .sty, .tex etc. It will be printed directly without any further editing. There should not be any corrections on the final submitted manuscript. If your manuscript is not within the trim size specified above, it will be reduced electronically to the trim size, so please ensure that indices and other small pieces of text are legible.

**11. Manuscript Submission**

The manuscript must be submitted using the submission system found at https://easychair.org/conferences/?conf=esrelsrae2025. Submit a PDF file and a WORD/LaTeX source document. Kindly adhere to the submission deadlines.

**Acknowledgement**

This section and its heading (unnumbered) should be in 9 points and come before the appendices and references. Dedication and funding information may also be included here.

**Appendix A. The Relation Between *R* and *V***

Appendices should be used only when absolutely necessary. They should come before the References. If there is more than one appendix, label them alphabetically. Number the displayed equations occurring in the Appendix in this way, e.g., (A.1), (A.2), etc



**References**

Type references in continuous format in 9pt Times New Roman with single line spacing. The references need to be in a proper style, i.e., the Chicago bibliography style. Once you have the required package installed in your system, please uncomment the line at the tex premble to start using the Chicago bibliography style references. For more information on how to and the samples, please visit: https://ctan.org/pkg/ and https://www.bibtex.com/s /bibliographystyle-chicago-chicago/.

Author, N. (1988).*Book Title*. Publisher Name.

Author, N. (1992).Title. In N. Editor and N. Editor (Eds.), *Book Title*, pp. Page start–Page end. Publisher Name.

Author, N. (2021, Month).Title. Working paper, School.

Author, N. and N. Author (1986).Article title. *Journal title Volume number*, Page start–page end.

Author, N., N. Author, and N. Author (1990).*Book Title* (Edition ed.). Publisher Name. Note.

Author, N., N. Author, N. Author, and N. Author (1987).Article title. *Journal title Volume number*, Page start–page end.

Author, N., N. Author, N. Author, and N. Author (1994). Title. Working Paper, University of Name.

1. This is a sample footnote. Aim to keep all footnotes within two to three lines. Footnotes take up space, so use them sparingly. [↑](#footnote-ref-2)