附件1：

湖南省第十一届研究生创新论坛论文格式要求（样稿）[[1]](#footnote-0)\*

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**摘 要**：湖南省第十一届研究生创新论坛为了提高论文集质量，我们为论文排版制定了统一规范。请按照此规范提供论文的最终版本。 注意：中文文章必须同时提供英文摘要和关键词。

**关键词**：论文，格式，电子文档

**Template for Preparation of Papers**

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**Abstract**: This is the paper style requirement. The writers of papers should and must provide normalized electronic documents in order for readers to search and read papers conveniently.

**Key Words**: Paper, Instruction, Graduate Innovation Forum of Hunan

文件类型要求(**Typing Instructions**)

湖南省第十一届研究生创新论坛为规范论文的版面， 特制作此模板——中文MS Word模板， 同时我们也制定了英文MS Word模板。

* 1. 提交论文作者须知 **(Instructions for Author)**

根据出版社编辑加工的需要，每篇论文需提交电子版DOC文档一份。

版面要求**(Formatting Instructions)**

论文排版在A4纸张上。版面居中。 这里给出论文版面的详细规范及其说明。

* 1. 论文长度要求 **(Length)**

提交论文不得超过6页。

* 1. 页面和字体设置 **(Page/Font Settings)**

本文是一个MS Word中文模板，您可以直接使用此模板，也可以按照要求建立自己的模板。表1和表2分别给出页面设置和字体设置，请以此作为自己设置模板的规范。

表1 页面设置

|  |  |
| --- | --- |
| 纸 张 | 21×29.7cm |
| 上边距 | 2.54cm |
| 下边距 | 2.54cm |
| 左边距 | 2.54cm |
| 右边距 | 2.54cm |

表2 字体设置

|  |  |
| --- | --- |
| 题目 | 三号, 黑体, 加粗, |
| 作者 | 五号, 宋体 |
| 作者地址 | 五号, 宋体 |
| Email | 五号, Times New Roman |
| 摘要、关键词 | 号, 宋体; “摘 要”、“关键词” 两词,五号, 黑体 |
| 题目（英文） | 三号, Times New Roman, 加粗 |
| 作者（英文） | 五号, Times New Roman |
| 作者地址（英文），Email | 五号, Times New Roman |
| 摘要、关键词（英文） | 五号, Times New Roman, “Abstract”, “Key word”五号,加粗 |
| 一级标题 | 四号, 黑体 |
| 二级及二级以下标题 | 五号, 黑体 |
| 一级标题（英文） | 四号, Times New Roman,  |
| 二级及二级以下标题（英文） | 五号, Times New Roman,  |
| 正文字体 | 五号, 宋体 |
| 图、表标题 | 小五号, 黑体 |
| 表内文字 | 小五号, 宋体或Times New Roman |
| 脚注 | 8磅, 宋体或Times New Roman |
| 参考文献 | 五号, 宋体, 或五号, Times New Roman, “参考文献”四号, 黑体 |

* 1. 题目及摘要**(Title and Abstract Setting)**

题目，三号黑体，加粗，段前空18磅，段后空12磅。

作者五号宋体占一行。当作者为不同单位时，用罗马数字作为上标标注。

作者单位、所在城市、邮编为五号宋体占一行，段前空6磅.Email地址五号，Times New Roman体。当有多个单位时，按照作者的标注顺序，列出单位等信息，字体格式如前所述。

摘要、关键词字体为五号宋体，“摘 要”、“关键词”两词顶头，五号黑体。 摘要段前空12磅。

中文论文同时需要提供英文摘要等信息。

英文题目三号，Times New Roman字体，加粗.段前空18磅，段后空12磅。 每个单词的第一个字母大写，其它字符均为小写。

作者英文姓名为五号，Times New Roman字体，占一行。

作者英文单位、地址、城市、邮编，五号，Times New Roman字体，占一行，段前空6磅。单位中每个单词的第一个字符大写，后面字符小写。

Email地址五号，Times New Roman体。

英文摘要、关键词字体为五号Times New Roman， “Abstract”，“Key word”加粗，“Abstract”段前空12磅，“Key word”段后18磅。对于英文文章，中文摘要的最后“关键字”段后18磅。

以上均为单倍行距。

* 1. 标题 **(Section and Subsection Headings)**

标题居左、顶头，并同时提供英文标题。节号用阿拉伯数字1， 2。……连续地排，下一级标题的节号要包含上一级标题的节号，用“.”分隔，格式如上行。

一级标题中文为四号黑体，英文为四号Times New Roman体。英文标题大写。段前、后各空6磅。

二级及二级以下标题中文为5号黑体，英文为五号Times New Roman体。 英文标题首字母大写，其它小写。 段前、后各空6磅。

以上均为单倍行距。

* 1. 正文**(Main Text)**

正文版面为A4纸，采用五号宋体， 正文中的英文为五号Times New Roman体。段头空两个中文字，单倍行距，段后空2磅。

* 1. 表格**(Tables)**

表的标题位于表上方，居中， 小五号黑体， 段前、后各空6磅。表的序号用阿拉伯数字。表中文字为中文小五号宋体或者英文小五号Times New Roman体。表格上、下边框为双线，左、右无边框，表内用单线分隔。

* 1. 图**(Figures)**

图的标题位于图的下方，居中，小五号黑体，段前、后各空6磅.图的序号用阿拉伯数字。图形尽可能放置在文中提到的段落后面。为了使图形更加清晰，请用原始图或者照片。



图 1 The Caption

* 1. 数学公式**(Mathematical Formulas)**

数学公式居中，根据需要可以添加公式编号。

 (1)

* 1. 参考文献**(References)**

参考文献按照文中出现的顺序排列。 排列序号为方括号中插入阿拉伯数字， 例如“[1]”。

“参考文献”四个字为四号黑体，居左顶头，占一行。段前空12磅，段后空6磅。

中文参考文献为五号宋体， 英文参考文献为五号Times New Roman体。 段头不空， 悬挂式缩进0.57cm，单倍行距，段后空2磅。

参考文献为期刊论文时， 每篇论文包括作者、题名、刊名、卷、期、页、出版年信息； 参考文献为专著时，每本专著包括著者、书名、版本、出版地、出版者、出版年信息。具体形式可参见本文中参考文献样例。

注意事项(Checklist)

* 标题不要落在页面的底部；
* 文中要保持行距一致；
* 图、表最好放置在文中提到的段落附近；
* 文中不需要插入页码；
* 正文中的第一行不要删除，否则脚注将被删除。

参考文献

1. 张一龙, 周非非, 孙宇, 等. 脊髓型颈椎病手术治疗后的近中期JOA评分变化规律[J].中国脊柱脊髓杂志,2015,25(01):13-17.
2. Vaccaro AR, Carrino JA, Venger BH, et al. Use of a bioabsorbable anterior cervical plate in the treatment of cervical degenerative and traumatic disc disruption[J]. J Neurosurg, 2002,97(4 Suppl):473-480.

**Template for Preparation of Papers[[2]](#footnote-1)\***

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**摘 要**：湖南省第十一届研究生创新论坛为了提高论文集质量，我们为论文排版制定了统一规范。请按照此规范提供论文的最终版本。 注意：中文文章必须同时提供英文摘要和关键词。

**关键词**：论文，格式，电子文档

**1 INTRODUCTION**

These are instructions for authors typesetting . This document has been prepared using the required format. Please use this document as a “template” to prepare your manuscript. Do not delete the blank line immediately above the first section; it sets the footnote at the bottom of this column.

## Instructions for Authors

According to the need of publishers editing ,each paper will be submitted DOC.

**2 FORMATTING INSTRUCTIONS**

MS Word Authors: please try to use the paragraph styles contained in this document.

## Length

The *maximum* allowed number of pages is 6.

## Page/Font Settings

It is strongly recommended that prospective authors download templates for use with MS Word.

Templates provided here have been created to ensure that margin requirement is adequately met. If, for some reason, you are not able to use provided templates, please observe the following margins and font settings strictly.

Table1. Page Margins

|  |  |
| --- | --- |
| Paper Size | 21×29.7cm |
| Top Margin (1st page) | 2.54cm |
| Top Margin (rest) | 2.54cm |
| Left Margin | 2.54cm |
| Right Margin | 2.54cm |

Table2. Font Settings

|  |  |
| --- | --- |
| Title | Times New Roman, 16pt,bold |
| Author List | Times New Roman, 10.5pt |
| Authors’ Address | 10.5pt |
| Abstract, Key Words | 10.5pt |
| Section Titles | 14pt,bold |
| Subsection Titles | 10.5pt,bold |
| Normal Text | 10.5pt |
| Table/Figure Captions | 9pt |
| Footnotes | 8pt |
| References | 10.5pt |

* 1. **Section and Subsection Headings**

Number section and subsection headings consecutively in Arabic numbers and type them in bold. Avoid using too many capital letters. If any further subdivision of a subsection is needed the titles should be 10.5 point and flushed left.

* 1. **Main Text**

Use Times New Roman with font size 10.5 point for text (character size). Paragraphs are separated by 6 point and with no indentation. You may type on plain white A4 paper.

* 1. **Tables**

All tables must be centered in the column and numbered consecutively (in Arabic numbers). Table headings should be placed above the table. Place tables as close as possible to where they are mentioned in the main text (see Table1 and Table2).

* 1. **Figures**

All illustrations should be original drawings or photographic prints of originals. Photographs should be glossy prints. Photocopies are often not good enough and should be avoided. All illustrations must be numbered consecutively, using Arabic numbers. Center figure captions beneath the figure (see Figure 1). If possible, do not assemble figures at the back of your article, but place them as close as possible to where they are mentioned in the main text. No part of a figure should go beyond the typing area. Captions should appear below graphical objects, as in Figure 1.



 Fig 1. Magnetization as a function of applied field. It is good practice to explain the significance of the figure in the caption.

Color and grayscale figures should be prepared with 400 dpi resolution and saved with no compression, monochrome figure should be prepared with 600 dpi resolution and saved with no compression.

* 1. **Mathematical Formulas**

Mathematical formulas should be roughly centered and have to be numbered as formula (1).

 (1)

* 1. **References**

Number citations consecutively in square brackets [1]. The sentence punctuation follows the brackets [2].

Please note that the references at the end of this document are in the preferred referencing style. Give all authors’ names; do not use “*et al*.” unless there are six authors or more. Use a space after authors' initials.

**3 FINE TUNING**

* Do not end a page with a section or subsection heading.

Do not include page numbers

**4 PAPER SUBMISSION**

After proofreading your paper, it must be sent to the relevant E-mail electronically including both MS Word and PDF formats.

**References**

1. Vaccaro AR, Carrino JA, Venger BH, et al. Use of a bioabsorbable anterior cervical plate in the treatment of cervical degenerative and traumatic disc disruption[J]. J Neurosurg, 2002,97(4 Suppl):473-480.
2. Bingjing Z, Hong W, Changkui L, et al. Evaluation of Ti–6Al–4V Alloy Biocompatibility Fabricated by Electron Beam Melting In Vitro and In Vivo[J].Journal of Biomaterials & Tissue Engineering,2016,6(7):574-581.
1. \*此项工作得到国家自然科学基金资助, 项目批准号:××××××× [↑](#footnote-ref-0)
2. \* This work is supported by National Nature Science Foundation under Grant ××××××× [↑](#footnote-ref-1)