**Title (Times New Roman- 14 pt- bold)**

----- One line space -----

**First author1, Second author2, Third author3 (Times New Roman bold 12 pt)**

1First author affiliation, University/Institute; First author Email address (Times New Roman 11pt)

2Second author affiliation, University/Institute; Second author Email address (Times New Roman 11pt)

3Third author affiliation, University/Institute; third author Email address (Times New Roman 11pt)

**Abstract (12 pt, bold)**

The abstract is to be in fully-justified italicized text as it is here, below the author information. Use the word “Abstract” as the title, in 12-point Times New Roman, boldface type, centered relative to the column, initially capitalized. The abstract is to be in 12-point, single-spaced type. The abstract should give a concise and informative description of the paper, between 150 to 300 words. All manuscripts must be in English. (12 pt)

**Keywords:** Between 5-3 words separated by commas (,), and in a single line (12 pt)

**Introduction**

This instruction gives you guidelines for preparing papers international conference on urban fire service and safety. An easy way to comply with the conference paper formatting requirements is to use this document as a template and simply type your text into it. All papers must be written by Microsoft Word 2007 and be submitted in \*.doc format or \*.docx one. The length of your paper should not exceed 20 pages.

Your paper must be in one column format with single line spacing between lines and the margins must be set as follows:

* Top = 3 cm
* Bottom, Left and Right = 2.5 cm

**Elements of a Paper**

The basic elements of a paper are listed below in the order in which they should appear:

1. Conference header
2. The title of paper
3. Authors' names and affiliations and Email addresses
4. Abstract
5. Keywords
6. Introduction
7. The main body of the paper (including figures and tables)
8. Results and discussions
9. Conclusions
10. Acknowledgments (Optional)
11. List of symbols (Optional)
12. References
13. Appendices (Optional)

All papers should have an abstract. The abstract should include the method of study and analysis, main results and discussion about them. Mentioning the background and importance of the subject of study is not necessary in this part. Introduction includes problem definition and scientific history of paper subject with pointing to references. Referring to references is used with mentioning reference numbers, namely [1]. In introduction, scientific and technical achievements relative to the other researches should be noted, clearly.In results and discussion part, main results of paper are discussed. Moreover presentation of extended results is a part of paper. It’s necessary that the details of mentioned references in paper will be noted in references part.

**Equations**

Equation must be written in a two column table with no border like the following example. (Using Microsoft Equation recommends)

|  |  |
| --- | --- |
| (1) |  |
| (2) |  |

**Tables and Figures**

All of the Tables and Figures must be in the center of the page. Tables and figures should be cited consecutively in the text. Title of the Tables must be in the top of the Table and the title of Figures must be in below of them at center (Times New Roman, 10pt, Normal). Before and after the Tables and Figures, an empty line must exist.

**References**

References must be numbered and be listed in the list of references in the order they were referred to in the text.

Their numbers must be put in squared bracket, e.g., [1].The complete details of the references will appear in the list of references. Just mention those references which were mentioned in the paper.

For journal papers, books and conference papers use the following formats:

[1] Family, M.M., and Family, J.G., ‘‘The concepts of energy, environment, and cost for process design’’, International Journal of Green Energy, Vol.1, pp. 137-151, 2004.

[2] Family, F., and Family, J., Principles of solar engineering, Hemisphere-McGraw Hill.1978.

[3] Family, R. R., Family, M.X., and Family, M.J., ‘‘Fundamental studies of transition-metal sulfide catalytic materials,’’ In Advances in Catalysis, Vol. 40, edited by D.D., Eley, H., Pines, and W.O., Haag, Burlington, Mass, Academic press.1994.

[4] Family, C.H., Family, B.X., and Family, X.F., ‘‘Experimental investigation on boiling of nano-particle suspension,’’ Boiling Heat Transfer Conference, Jamaica, 2003.

[5] http://www.website.com

**Table 1. Necessary information to write papers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Font** | **Size** | **Type** |
| Paper Title | Times New Roman | 14 | Bold |
| Name and Family of Authors | Times New Roman | 12 | Bold |
| Affiliation and Email of Authors | Times New Roman | 11 | Normal |
| Sections title | Times New Roman | 12 | Bold |
| Sections subtitles | Times New Roman | 11 | Bold |
| Abstract text | Times New Roman | 12 | Normal |
| Keywords | Times New Roman | 12 | Normal |
| Main text | Times New Roman | 11 | Normal |
| Footnotes | Times New Roman | 9 | Normal |
| Title of Tables and Figures | Times New Roman | 10 | Normal |
| Text of Tables | Times New Roman | 9 | Normal |
| References | Times New Roman | 10 | Normal |
| Page number | Times New Roman | 10 | Normal |