Title of Contribution for the International Conference on Green Transformation (Green2024) (do not exceed 180 characters including spaces)

Firstname Firstsurname(1)\*, Secondname Secondsurname(2), Thirdname Thirdsurname(1,2)

1) Vietnam National University, Hanoi City, Address, Country ([first.author@vnu.edu](mailto:first.author@vnu.edu).vn, note that the corresponding author is indicated by an asterisk)

2) University of the Interdisciplinary studies and Arts, Department of Sustainable Science ,Ho Chi Minh City, Country

**Abstract** This is an example text template for the paper submission at the International Conference on Green Transformation (Green2024), which will be held from 24 to 25 October 2024 in Hanoi, Vietnam. The Abstract should be concise and self-contained. The maximum suggested length is about 200 words. The style to be used, according to the Template Style List, is the Normal Style without the right indentation. At the end of the abstract text a list of keywords (minimum: 3 maximums: 5) should be added as follows. The paper size should be A4 size (210 mm × 297 mm). Papers must be limited to six pages, including text, references, tables, and figures.. Please submit MS Word .docx file.

**Keywords** keyword1, keyword2, keyword3…

The general body of the manuscript

The main text of the paper should be formatted using Normal Style according to the Template Style List. The first paragraph of each Section should not have the right indentation whilst the following paragraphs should, as in the following.

The right indentation is 0.8 cm (as per Template Style Normal). The Normal style is based on the Constantia font, available within Microsoft Word software in all recent releases, size 10. Line spacing is single. The page format must be strictly respected as per the Template Page Format. Two-column formatting with a column width of 8.85 cm and column spacing of 0.8 cm should be used. Page margins are: Top 2.5 cm; bottom 2 cm; Internal side 1.5 cm; External side 1.0 cm. Please ensure to respect the paper template which has different margins for right and left pages to allow for double-sided printing.

Sections of the manuscript

How to start?

Copy the template file, Green2024\_Paper\_Template, to the template directory. This directory can be found by selecting the Tools menu, Options and then the File Locations. When the Word program is started, open the File menu and choose New. Select Templates, On my computer, and then the template, Green2024\_Paper\_Template.

Please rename the document before you start writing your paper. The file name of the manuscript should include the corresponding author's name. For instance, if the corresponding author is John Wick, the file name is John\_Wick\_Full\_Paper\_V1.doc, wherein V followed by a number indicates a version of your paper (after revision(s), after your own corrections etc.). Please follow submission instructions that will be addressed by e-mail [green@vnu.edu.vn](mailto:green@vnu.edu.vn) or announced at the web site: http://green2024.org.vn

Section and sub-sections

Each manuscript section should be entitled according to the Template Style List using up to 3 levels of indentation: style Heading 1 for the main title of the section, style Heading 2 for a possible sub-section and, if needed, style Heading 3 for a further sub-level. We recommend not to use more than 3 levels on titles and sub-sections. The example up here shows the use of two levels of titles for section and sub-section headings.

The font to be used for all Headings is Calibri. Heading 1 has font size 11, a typeface bold and colour blue with RGB=(0,102,153). Heading 2 has font size 10, a typeface bold, black colour. Finally, heading 3 has font size 10, typeface bold + italic, black colour. However, please choose the correct style in the Style List of the Template file so that formatting is automatically applied to avoid mistakes.

Figures and figure captions

Figures are allowed either in greyscale or in colour. It is possible to insert column-wide figures (half-page width) with a maximum width of 82 mm and double-column-wide figures as well with a max allowed dimension of 170 mm. In any case, the max height is 230 mm. The Figure should be directly attached to the document at the right place using the “insert -> image -> from file” option of Microsoft Word using a recommended resolution of 400 dpi for greyscale images and 300 dpi for colour images. TIFF format is recommended.

The following is an example of a column-wide figure. The figure line (the line of text in which the figure has to be placed) should be formatted by choosing the appropriate Style “Figure” from the Template Style List. This will ensure proper distancing between the figure and the surrounding text. However, authors are free to add one or two empty rows of normal text to adjust formatting and visual appearance.



Figure 1 Example of half-page figure. Captions which are 2 or more rows long must be justified. The shorter caption must be column-centred. Please ensure to select the style “Figure Caption” and place a caption below the figure. Figures should be cited in the text using the short: “Fig.”.

Title, authors, affiliations and other issues

Title and authors

The paper should start with the title section which has a special single-column formatting (see the top of the first page). Please make sure to maintain section separation to ensure proper column formatting of the document. In case you inadvertently delete the section break, insert a new one on top of the beginning of the manuscript's main body using the Microsoft Word option “insert -> break -> section break -> continuous”.

The author’s name should precede the paper title as in the example above. Please use the style “Authors” for this part of the paper, which uses the following formatting: font Calibri, font size 12, typeface bold, colour black, left indent 5 cm, vertical spacing after 3 pts. Each author must be followed by a superscript number in parentheses corresponding to the author’s affiliation (see also below).

The title has to be formatted using the style “Title” reflecting the following format: font Calibri, font size 14, typeface bold, left indent 5 cm, justified, vertical spacing before 6 pts, after 12 pts, colour blue RGB=(0, 102, 153).

Finally, Affiliations conclude the first section of the paper, according to the style “Affiliation” in the Style List of paper Template. Each affiliation must be preceded by the relevant number between parentheses as in the example at the top of this file. Affiliation formatting is font Calibri, font size 9, typeface bold, colour black, left indent 5 cm, vertical spacing after 3 pts. Each affiliation must be placed on a separate line, using the following order: Department/Branch/Office, Institution/University, Address, Country. For the affiliation of the corresponding author, the following information must be included: email and/or telephone number.

Maths and formulas

All mathematical notations should be kept outside normal text paragraphs except for single (or very simple combinations of) symbols. An example of the use of in-text symbols is this: β is defined as the slope angle in degrees. More complex expressions should be placed under the style “Equation” and inserted in the manuscript as equation objects using the proper Microsoft Word commands (such as e.g. “insert -> object -> Mathtype”). Please avoid copy-pasting equations as images. If equation numbering is necessary, please use a right-sided numbering between squared parentheses as in the following example.

 (1)

All the units of measurement used in the paper should be in the SI system and every time a new symbol, group of symbols or specific operator is introduced, it should be explained and described along with its unit of measurement if appropriate.

Tables

In all the manuscripts, tables must be formatted according to the following example. It is possible to insert a single- or a double-column table (if needed) provided that the author inserts the proper section breaks to ensure column formatting separation between sections.

Table format must be copy-pasted from the example below, using font Calibri, font size 9. Table caption must precede the table and must be formatted according to the style “Table caption”. Maximum table width is 82 mm for single-column tables and 170 mm for page-wide tables.

Table 1 Example of table

|  |  |
| --- | --- |
| Green2024 | Dates |
| Time for submitting abstracts | Feb 20 - April 15th 2024 |
| Notification of accepted abstracts | 1 week after receiving the abstract |
| Symposium onset | 06 December 2024 |

References (in the alphabetical order)

Book\_or\_book\_chapter\_\_author\_surname A A, Author\_surname B B, Author C, (2009) Title of book. EditorSurname A (eds). Publisher and location. (ISBN \_number\_). 450p.

Journal\_paper\_author\_surname N P, Anotherone K, Thelastone P O (2009) Title of paper. Canadian Journal of Remote Sensing. 35(2): 244-253.

Report\_author\_surname A A, Author\_surname B B, Author C, (2009). Title of report. Publisher and location. (ISBN \_number\_). 50p.

Web\_site\_author\_name\_surname A A, Author\_surname B B, Author C, (2009). Title of Page. URL: <https://maps.app.goo.gl/fNt3FnyZoLXdCVrW9> [Last accessed: full date].