*Type of the Paper (Article, Review, Communication, etc.)*

**Standard Article Format for English Academic Journals of Science Footprint Press (Title)**

**Subtitle as Needed**

Firstname Lastname1, Firstname Lastname 2, \*, Firstname Lastname 3

1 Dept. name of organization, name of organization, acronyms acceptable, City, Country

2 Dept. name of organization, name of organization, acronyms acceptable, City, Country

3 Dept. name of organization, name of organization, acronyms acceptable, City, Country

**摘要：**本模板由科学足迹出版社（SFP）定制，定义了由SFP出版的各种学术期刊和科技会议论文集的标准格式。本模板用MS Word制作，并被保存为RTF格式，本规范中规定了向SFP期刊投稿论文的编排格式，供作者投稿参考。目前，SFP并不强制作者使用该投稿模板的格式，但是强烈建议作者在条件允许的条件下使用该模板。使用该模板，将会极大的缩短投稿论文从接收到发表的时间间隔。该规范主要包括期刊论文的主要构成部分、字体行距的编排标准、图表的编制格式等。[[1]](#footnote-1)

**Abstract:** This template is developed by Scientific Footprint Press (SFP), which defines the standard format of various academic journals, magazines and scientific conference proceedings by Scientific Footprint Press. This template is made in MS Word. On the one hand, it is convenient for typesetting, and on the other hand, it can unify the format of the article and ensure that all papers comply with the SFP publishing specifications. The format of various elements of scientific papers, including page blanks, line spacing, diagrams, tables, etc., are defined in this template. In addition, the format of this document strictly complies with the SFP paper standard format. Authors can directly use this document as an example to directly understand the paper standard format.

**关键词：**关键词1，关键词2，关键词3，关键词4，关键词5

**Keywords:** keyword 1; keyword 2; keyword 3; keyword 4; keyword 5

**1 文章内容规定**

**1. Article Content Requirements**

以下部分为论文的一般内容规定，数学、物理、医学类期刊可以根据自己本学科学术论文的传统自行确定论文内容的组成部分。

The following parts are the general content regulations of the paper. The components of the content of the paper for Journals of mathematics, physics, and medicine can be determined according to the traditional requirements of academic papers in their own disciplines.

正文一般包括引言、研究区域概况（研究对象）、研究方法（实验设计、实验方法）、数据来源、结果、讨论、结论几个部分。

The main body of the paper generally includes an introduction, an overview of the research/study area (research object), research methods (experimental design, experimental methods), data sources, results, discussions, and conclusions.

引言：应简要回顾本文所涉及到的科学问题的研究历史和现状，简要介绍相关研究背景。明确地给出本研究的目的以及意义，提出本研究要解决的问题或者想要填补的知识空缺点。

Introduction: It should briefly review the research history and current situation of the scientific issues involved in this paper, and briefly introduce the relevant research background. The purpose and significance of this research are clearly given, and the problems to be solved or the knowledge gaps to be filled by this research are proposed.

研究区域（研究对象）简介：主要说明或者介绍研究区域（对象）的基本情况。

Introduction to the research/study area (research object): It mainly explains or introduces the basic overview of the research area (object).

数据来源：介绍研究所使用数据的获得方式以及来源，必要时以参考文献的形式引用。研究方法（实验设计、实验方法）：说明所用的材料、方法和研究的基本过程，必要的时候需参考文献的支撑。

Data Sources: Introduce the methods and sources of the data used in the study, and cite reference when necessary. Research methods (experimental design, experimental methods): This part mainly describes the materials, methods and basic process of the research used in the research. References are needed for support when necessary.

研究结果：简明扼要的阐述通过本项研究得到的客观结果或实验结果，应有适当图表分析和支撑。如论文有单独的讨论部分，研究结果的阐述应与讨论有明确区分。

Results: This part concisely expounds the objective results or experimental results obtained through this research, which should be analyzed and supported by appropriate charts. If the paper has a separate discussion section, the presentation of the findings should be clearly separated from the discussion.

研究结果也可以和讨论合并阐述。

Result can also be presented in conjunction with the discussion.

讨论：主要是对于研究结果的进一步解释、引申，更为深入的揭示研究结果背后的深层次的发现，以及可能的应用、影响等。

Discussion: It is mainly about the further explanation and extension of the research results, and more in-depth reveal of the deep-level findings behind the research results, as well as possible applications and impacts.

结论：简明扼要的阐述通过本项研究得到的几点发现，篇幅不宜过长。

Conclusion: Briefly describe the several findings obtained through this study, and the length of the part should not be too verbose.

资助项目：标明研究得到资助的项目类型以及资助号信息。如果该项研究同时得到多个项目的支撑，可以同时标注。如果没有，可以删除该项。

Funding: Indicate the type of project for which the research was funded and information on the grant number. If the research is supported by multiple projects at the same time, it can be marked together. If not, this part can be deleted.

致谢：对该项研究的支持和提供者，以及对研究工作有过帮助但是未能达到署名标准的个人或者机构予以感谢。如无，可以删除该项。

Acknowledgments: Thanks to the supporters and providers of this research, as well as to individuals or institutions that have helped the research but failed to meet the authorship criteria. If not, this part can be deleted.

利益冲突：有任何的利益冲突，请作者在此声明。如无，可以写“作者声明没有利益冲突”。该项必须保留，不可删除。

Conflicts of Interest: Any conflict of interest, please declare the author here. If not, write "The author declares no conflict of interest". This part must be retained and cannot be deleted.

附录。附录位于“利益冲突”之后、“参考文献”之前，主要是放置对于论文研究能够起到辅助说明作用，必不可少，但是限于篇幅等原因无法置于稿件正文的材料。

Appendix: Appendix is located after "Conflicts of Interest" and before "References". They are mainly used to place materials that can assist and explain the research of the thesis, but cannot be placed in the main body of the manuscript due to space limitations and other reasons.

参考文献：采取顺序编码制进行文内标注和文后著录。正文中按照引用的先后顺序标注，例如[1]、[2]、[3-4]、[4-6]、[3-5, 7]，文后按照序号顺序将参考文献列出。

References: The sequential coding system is used for in-text annotation and post-text description. That is, the text should be marked in the order of citation, such as [1], [2], [3-4], [4-6], [3-5, 7], and the references are listed in ordinal order after the text.

**2 纸型与边距**

**2 Paper Size and Margins**

**2.1 纸型**

**2.1 Paper Size**

SFP所有期刊的论文出版使用A4纸型。请采用A4幅面（21**厘米×**29.7**厘米**）进行论文排版。

All SFP journals are published in A4 paper. Please use A4 format (21 cm × 29.7 cm) for paper typesetting.

**2.2 缩进**

**2.2 Indentation**

摘要与关键词部分左右各缩进两个字符。

Abstract and keyword are indented by 2 characters on the left and right.

**2.3 页边距与行距**

**2.3 Margins and Line Spacing**

**2.3.1 页边距**

**2.3.1 Margins**

页边距规范：上下边距3厘米，左右边距2.5厘米；页眉顶端距离2厘米，页脚底端距离2厘米。

Margin Specifications: the upper and lower margins are 3 cm, the left and right margins are 2.5 cm; the distance at the top of the header is 2 cm, and the distance at the bottom of the footer is 2 cm.

请不要随意更改页面设置，避免后期制作过程中的不必要失误。

Please do not change the page settings arbitrarily to avoid unnecessary mistakes in the post-production process.

**2.3.2 行距**

**2.3.2 Line Spacing**

请遵守SFP定制模板段落规范，行距规范（参加本规范3.3部分）。

Please follow the paragraph specification and line spacing specification of the SFP custom template (see section 3.3 of this specification).

不要使用空格、制表符调整段落缩进，不要使用连续的回车符（换行符）调整段间距。

Do not use spaces, tabs to adjust paragraph indentation, and do not use consecutive carriage returns (line breaks) to adjust paragraph spacing.

**2.3 页码**

**2.3 Page Numbers**

页码在页脚居中。

The page number is centered in the footer.

**3 论文正文版式与文字规范**

**3 Paper Body Layout and Text Guidelines**

**3.1 英文与数字字体规范**

**3.1 English and Numerical Font Specification**

文档中出现的所有数字与英文字体均使用Times New Roman字体。

All numbers and English fonts appearing in the paper are set to Times New Roman.

**3.2 标题与副标题规范**

**3.2 Title and Subtitle Specifications**

第一页页眉下方为论文的类型，例如Article, Review, Communication等。

The Type of the Paper (Article, Review, Communication, etc.) should be placed below the first page header.

论文类型的文字规范：Times New Roman，10磅，斜体，左对齐，单倍行距，段前段后1行。

Text specification: Times New Roman, 10 pounds, Italics, Align left, single-spaced, 1 lines before and after paragraphs.

标题置于文章类型下方。

The title should be placed below the type of the paper.

主标题文字规范：Times New Roman，16磅，加粗，居中，单倍行距，段前段后0行。

Text specification: Times New Roman, 16 pounds, bold, centered, single-spaced, 0 lines before and after paragraphs.

如有需要，可在主标题下方增加副标题。

Subtitles can be added below the main title if needed.

副标题规范：Times New Roman，16磅，加粗，居中，单倍行距，段前段后0行。

Specification of subtitles: Times New Roman Typeface, 16 pounds, bold, centered, single-spaced, 0 lines before and after paragraphs.

**3.3 作者信息规范**

**3.3 Author Information Specification**

作者信息置于第一页标题（或副标题）下方。

The author information is placed below the title (or subtitle) on the first page.

作者信息文字规范：Times New Roman，12磅，居中，单倍行距，段前段后0.2行。

Author information text specifications: Times New Roman, 12 pounds, centered, single-spaced, 0.2 lines after the first paragraph.

每位作者以上标标注所在单位序号（阿拉伯数字）；请在通讯作者右上角标注“\*”，请注意“\*”不使用上标格式。同时，作者所在的单位序号与“\*”间以逗号分开。

Each author is marked with the organization serial number (Arabic numerals) in the superscript; please mark "\*" in the upper right corner of the corresponding author, please note that "\*" does not use the superscript format. At the same time, the author's organization serial number and "\*" are separated by commas.

单位信息置于作者下方。

Organization information is placed below the author.

单位信息文字规范：Times New Roman，10磅，居中，单倍行距，段前段后0行。

Organization information text specification: Times New Roman, 10 pounds, centered, single-spaced, 0 lines before and after paragraphs.

如有多家单位，每家单位单独成行，并按照作者所在单位的顺序，以上标1、2、3等标出（见第1页）。如仅有1家单位，单位序号省略。

If there are multiple organizations, each organization should be on a separate line, and should be marked in the form of superscript 1, 2, 3, etc. in the order of the author's organization (see page 1). If there is only one organization, the organization serial number is omitted.

**3.4 摘要及关键字规范**

**3.4 Abstract and Keyword Specifications**

摘要及关键字置于作者信息下方。

The abstract and keywords are placed below the author information.

摘要文字规范：Times New Roman，10磅，两端对齐，单倍行距，段前段后0.5行。“摘要”两字加黑。

Abstract text specifications: Times New Roman, 10 pounds, justified at both ends, single-spaced, 0.5 lines before and after paragraphs. The word "Abstract" is in black.

关键词文字规范：Times New Roman，10磅，两端对齐，单倍行距，段前段后0.5行。“关键词”三字加黑。

Keyword text specifications: Times New Roman, 10 pounds, justified at both ends, single-spaced, 0.5 lines before and after paragraphs. The word "Keywords" is in black.

**3.5 页眉与页脚**

**3.5 Header and Footer**

页眉页脚设置为首页不同、奇数偶数页不同。

The header and footer are set to be different for the first page and different for odd and even pages.

首页页眉文字规范：左侧英文与数字字体为Times New Roman，8磅，左对齐，单倍行距，段前段后0行。

Header text specifications on the first page: the left information font, including the English and Arabic numeral fonts, are in Times New Roman, 8 pounds, left-aligned, single-spaced, and 0 lines before and after the paragraph.

首页页眉左侧设置4行内容。第1行为期刊名称，第2行文章卷期，第三行为期刊主页，第四行为出版社主页。首页页眉右侧为SFP的Logo。

Set 4 lines of content on the left side of the first page header. The first line is the Journal name, the second line is the volume and issue number, the third line is journal homepage, and the fourth line is publisher homepage. On the right side of the home page header is the SFP logo.

奇数页页眉文字规范（除首页外）：第1行期刊名称，第2行为年份和卷期。文字规范：Times New Roman，8磅，居中，单倍行距，段前段后0行。

Odd page header text specification (except for the first page of the paper): There should be 2 lines of the header. Line 1 is the journal name, and line 2 is the year, volume, issue and pages. Specification: the English and Arabic numerals are in Times New Roman, center, 8 pounds, and 0 lines after the first paragraph.

偶数页页眉文字规范（除首页外）：第1行为作者名称（如超过两位作者，写为第一作者等，然后等），第2行为文章名称（只写主标题）。英文与数字字体为Times New Roman，8磅，居中，单倍行距，段前段后0行。

Even-numbered page header text specification (except for the first page of the paper): the first line is the author's name (if there are more than two authors, write as the first author, et al.,), the second line is the title of the article (only the main title). The English and Arabic numerals are in Times New Roman, 8 pounds, centered, single-spaced, and 0 lines before and after the paragraph.

卷期号等标点符号均使用英文格式，例如逗号应为“,”，并且，逗号之后空1格（英文格式下）。

The punctuation marks such as the volume issue number are in English format, for example, the comma should be ",", and there should be 1 space after the comma (in English format).

页脚中间部分为文章页码，规范如下：10磅字体，居中，单倍行距，段前段后0行。

The middle part of the footer is the page number of the article. Footer specification: Times New Roman, 10 pounds, centered, single-spaced, and 0 lines before and after the paragraph.

**3.6 首页脚注**

**3.6 First page Footnotes**

论文首页会以脚注形式给出稿件的日期信息、作者信息和引用格式。脚注引用在了摘要结束之后。注意首页脚注不使用数字标注。

The first page of the paper will give the date information, author information and citation format of the manuscript in the form of footnotes. Footnote citations follow the conclusion of the abstract. Note that first page footnotes are not numbered.

脚注的所有字体均为Times New Roman，8磅，左对齐，单倍行距，段前段后0行。脚注中的“收稿日期”、“录用日期”、“发表日期”、“通讯作者”、“引用格式”加粗（冒号加粗）。

Arabic numerals and English fonts are in Times New Roman, 8 pounds, left-aligned, single-spaced, and 0 lines before and after paragraphs. The "Received Date", "Accepted Date", "Published Date", "Corresponding Author" and "Citation Format" in the footnotes are in bold (colon in bold).

脚注首行为收稿日期、录用日期和发表日期，例如8 March 2020。

The first line of the footnote should be "Received Date", "Accepted Date", "Published Date", and the date is in the form of day-month-year, such as 8 March 2020.

第2行为通讯作者的标注以及邮箱。

The second line is the marking and email address of the corresponding author. Please reference the first page of this text.

第3行为本论文的引用格式。

The third Line is the citation format for this paper. Please reference the first page of this text.

首页脚注的文字规范：字体为Times New Roman，8磅，左对齐，段前段后0行，单倍行距。

Text specification of home page footnote: Times New Roman, 8 pounds, left-aligned, 0 lines before and after paragraphs, single-spaced.

**3.7 章节标题规范**

**3.7 Chapter Title Specifications**

章节标题可划分为三个级别，分别以阿拉伯数字1、1.1、1.1.1表示，一般不设立4级标题，如确有需要可以以“（1）”的形式呈现。

Chapter titles can be divided into three levels, which are represented by Arabic numerals 1, 1.1, and 1.1.1. Generally, there are no 4-level titles. If necessary, they can be presented in the form of "(1)".

各个级别的标题均使用Times New Roman，加粗。具体如下：

Headings at all levels are in Times New Roman, bold. The specific format is as follows:

一级标题文字规范： Times New Roman，，14磅，加粗，左对齐，段前段后0.5行，单倍行距。

The first-level title text specification: Times New Roman, 14 pounds, bold, left-aligned, 0.5 lines before and after the paragraph, single-spaced.

二级标题文字规范：字体为Times New Roman，12磅，加粗，左对齐，段前段后0.5，单倍行距。

Second-level title text specification: Times New Roman, Arabic numerals are Times New Roman, 12 pounds, bold, left-aligned, 0.5 before and after paragraphs, single-spaced.

三级标题文字规范：Times New Roman，10磅，加粗，左对齐，段前段后0.5行，单倍行距。

Third-level heading text specification: Times New Roman, 10 pounds, bold, left-aligned, 0.5 lines before and after paragraphs, single-spaced.

**3.8 正文规范**

**3.8 Body Text Specification**

正文文字规范：Times New Roman，10磅，各段落首行缩进2字符，两端对齐，单倍行距，段前段后0.5行。

Text specification for body text: Times New Roman, 10 pounds, the first line of each paragraph is indented by 2 characters, both ends are aligned, single-spaced, 0.5 lines before and after paragraphs.

**3.9 资助项目**

**3.9 Funding**

“资助项目”标题按照一级标题规范（参见3.5），但是没有数字序号；内容与正文规范一致（参见3.6）；数字与英文统一使用(Times New Roman)字体。

The title of "Funding" is standardized according to the first-level title (see 3.5), but there is no numerical serial number; the content is consistent with the main text specification (see 3.6); Times New Roman font should be used.

**3.10 致谢**

**3.10 Acknowledgments**

“致谢”标题按照一级标题规范（参见3.5），但是没有数字序号；内容与正文规范一致（参见3.6）；数字英文统一(Times New Roman)字体。

The title of "Acknowledgments" follows the first-level heading specification (see 3.5), but there is no numerical serial number; the content is consistent with the main text specification (see 3.6); Times New Roman font should be used for the Arabic numerals and the English part uniformly.

**3.11 附录**

**3.11 Appendix**

“附录”标题按照一级标题规范（参见3.5），但是没有数字序号；内容与正文规范一致（参见3.6）；数字英文统一(Times New Roman)字体。

The title of "Appendix" is in accordance with the first-level heading specification (see 3.5), but there is no numerical serial number; the content is consistent with the main text specification (see 3.6); Times New Roman font should be used for the Arabic numerals and the English part uniformly.

**3.12 参考文献**

**3.12 Reference**

“参考文献”标题按照一级标题规范（参见3.5），但是没有数字序号。

"Reference" headings are standardized as first-level headings (see 3.5), but without numerical sequence numbers.

参考文献文字规范：英文和数字采用Times New Roman字体，8磅，两端对齐，单倍行距，段前段后0行，悬挂缩进。10篇参考文献以内（不包括10篇），悬挂缩进量为2个字符；10篇参考文献以上，第1-9篇参考文献的悬挂缩进量为2.5个字符，第10-99篇参考文献的悬挂缩进量为2个字符。

The text specification of the reference: the English and Arabic numerals are in Times New Roman font, small five, justified at both ends, single-spaced, 0 lines before and after the paragraph, hanging indentation. If the number of reference is less than 10 (excluding 10), the hanging indent is set to 2 characters; if the number of reference is more than 10, the hanging indent of references 1-9 is 2.5 characters, of which The hanging indent for references 10-99 is 2 characters.

参考文献须以数字形式顺序编号。

References must be numbered sequentially in numbers.

在正文中需要标注对参考文献的引用。标注时也使用“[x]”的形式。

Reference should be cited in the text in form of "[x]".

参考文献如果有DOI必须在文献末尾提供DOI。

Reference with a DOI must provide the DOI at the end of the document.

注：同一参考文献只编号1次，对应唯一参考文献数字。同一参考文献在文中多次出现时，直接在正文中引用第一次出现的序号。

Note: The same reference is numbered only once, corresponding to the unique reference number. When the same reference appears multiple times in the text, cite the first occurrence of the serial number directly in the text.

**3.13 参考文献著录格式**

**3.13 References Format**

[SFP英文期刊的文献格式，参考自MDPI ACS Journals. 作者可以使用SFP的Endnote格式引用文献。](http://www.scifootprint.com/Article/List_Template.html)

The reference format of SFP English journals is referenced from MDPI ACS journals Authors can use the endnote format of SFP to cite literature.

Journal references:

Bowman, C.M.; Landee, F.A.; Reslock, M.A. Chemically Oriented Storage and Retrieval System. 1. Storage and Verification of Structural Information. J. Chem. Doc. 1967, 7, 43-47; DOI:10.1021/c160024a013.

References to books:

Smith, A.B. Textbook of Organic Chemistry; D. C. Jones: New York, NY, USA, 1961; pp 123-126.

In referring to a book written by various contributors, cite author(s) first:

Winstein, S.; Henderson, R.B. In Heterocyclic Compounds; Elderfield, R.C., Ed.; Wiley: New York, NY, USA, 1950; Vol. 1, Chapter 1, p 60.

**3.14 英文标题与摘要**

**3.14 English Title and Abstract**

英文标题与其上的“参考文献”部分之间空1行（Times New Roman，小二号字体的1行间距）

There needs to be 1 blank line between the English title and the "References" section above (Times New Roman, 1 line spacing in small 2 pounds)

英文标题、副标题、作者、机构、摘要、关键词均使用Times New Roman字体。

Times New Roman font should be used for the English title, subtitle, author, institution, abstract, and keywords.

英文标题规范：16磅，加粗，居中，段前0行，段后0行，单倍行距。

English title specification: 16 pounds, bold, centered, 0 lines before and after the paragraph, single-spaced.

英文副标题规范：16磅，加粗，居中，段前0行，段后0行，单倍行距。

English subtitle specification: 16 pounds, bold, centered, 0 lines before and after the paragraph, single-spaced.

英文作者规范：12磅，居中，段前0.2行，段后0.2行，单倍行距。请在通讯作者的右上角标注\*，请注意“\*”不使用上标格式。同时，作者所在的单位序号与\*间以逗号分开。

English author specifications: 3 pounds, centered, 0.2 lines before and after the paragraph, single-spaced. Please mark \* in the upper right corner of the corresponding author, please note that "\*" does not use superscript format. At the same time, the author's organization serial number and"\*" are separated by commas.

英文作者单位规范：10磅，居中，单倍行距， 段前段后0行。如有多个单位，每个单位单独成行，并且以作者所在单位的顺序以上标1、2、3（见摘要）。如仅有1个机构，机构序号省略。

Organization specifications for English authors: 10 pounds, centered, single-spaced, 0 lines before and after the first paragraph. If there are multiple organizations, each one is on a separate line and is superscripted 1, 2, and 3 in the order of the author's organization (see abstract). If there is only one institution, the institution serial number is omitted.

摘要内容文字规范：10.5磅，两端对齐，段前0.5行，段后0.5行，单倍行距。单词“Abstract”加粗。

The text specification of the abstract content: 10 pounds, justified at both ends, 0.5 lines before and after the paragraph, single-spaced. The word "Abstract" is in bold.

关键词文字规范：10磅，两端对齐，段前0.5行，段后0.5行，单倍行距。单词“Keywords”加粗。

The text specification of keywords: 10 punds, justified at both ends, 0.5 lines before and after the paragraph, single-spaced. The word "Keywords" is in bold.

**4 图、表和公式**

**4 Figures, Tables and Formulas**

**4.1 图片**

**4.1 Figures**

图片规范清晰。彩图300dpi以上，灰度图600dpi以上。

The figures are required to be clear and standardized. Color images should be above 300dpi, and grayscale images should be above 600dpi.

图中文字没有特殊限定，但是需要文章在100%页面视图下，能够准确识别图中的字体（一般不低于8磅）。图中的数字和英文字母，要求使用Times new roman。图中出现的英文，需要特别注意首字母大写的问题。

There are no special restrictions on the text in the figure, but the article needs to be able to accurately identify the font in the figure (generally not less than 8 points) under 100% page view. Times New Roman font should be used for the Arabic numerals and English letters in the figure. In the English language shown in the figure, special attention should be paid to the capitalization of the first letter.

图片居中，图片采用“嵌入文本中”的方式。

The figure is centered and "embedded in text".

图片的标题放置于图片下方，标题在下。

The title of the figure is placed below the figure.

图名格式规范：标题为Times New Roman，10 pounds，居中，加粗，单倍行距，段前0行，段后0行。

Format specification of figure title: title is in Times New Roman, 10 pounds, centered, bold, single-spaced, 0 lines before and after the paragraph.

图与上方正文空1行（10磅字体，单倍行距）。英文图名与下方空1行（10磅字体，单倍行距）。

The figure and the text above are one blank line (10 pounds, single-spaced). The English figure name and the bottom need to be blank 1 line (10 pounds, single-spaced).



图 1 xxxxxxxxxxxxxxxxx（单倍行距，段前0.5行，段后0行）

Figure 1. xxxxxxxxxxxxxxxxx（Single-spaced, 0 lines before and after the paragraph, and it needs to be 1 space with the text after it）

**4.2 表格**

**4.2 Tables**

一般情况下，表格应居中，采用“无环绕”环绕方式插入正文。然后，选择“自动调整”，“根据窗口自动调整表格”来调整表格宽度。

In general, tables should be centered and inserted into body text "without wrapping". Then, select “Autofit” and “Autofit Table to Window” to adjust the width of the table.

表格统一规范调整为三线表，表格的上、下线为1.5磅，里面的线为0.5磅。

The unified specification of the table is adjusted to a three-line table, the upper and lower lines of the table are 1.5 pounds, and the line inside is 0.5 pounds.

一般来说，三线表只有表格上下和标题行三条线。但是，这个并不是一成不变的。如果表格只有三条线会引起作者对于表格的误读，需要更多的线才能够将表格内容做更清晰的展示，作者可以根据自己的需求制定。但是表格的线宽需要遵守本条规定。

Generally speaking, a three-line table has only two upper and lower tables and one header row. However, this is not set in stone. If there are only three lines in the table, it will cause the author to misread the table. More lines are needed to display the content of the table more clearly. The author can make it according to his own needs. However, the line width of the table needs to comply with the provisions of this article.

表格中的文字采用Times New Roman字体，9磅。所有内容居中对齐。

Times New Roman font should be used in the table uniformly with the 9 pounds. All content is center aligned.

表格的标题置于表格上方。

The title of the table is placed above the table.

Times new roman字体，9磅，加粗，居中，单倍行距，段前段后0行。

Times New Roman font, 9 pounds, bold, centered, single-spaced, and 0 lines before and after the first paragraph.

表格下方如有注释，英文应为Times New Roman，8磅，两端对齐，段前0行，段后0行，单倍行距。

If there is a note below the table, the content in English should be Times New Roman, 8 pounds, justified at both ends, 0 lines before and after the paragraph, single-spaced.

表格与上下方正文间空1行（10磅字体，单倍行距）。

A blank line (10 pounds, single-spaced) is required between the table and the text above and below.

表1 三线表格规范（9磅，单倍行距，段前0行，段后0.5行）

Table 1. Specification of three-line table（9 pounds, Single spaced, 0 lines before paragraph, 0.5 lines after paragraph）

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 类型Type | 项目1Item 1 | 项目2Item2 |  | 项目3Item3 |
| 类型 1 Type 1 | 准确Accurate | 0.50 |  | 0.20 |
| 类型 2Type 2 | 模糊Indistinct  | 0.40 |  | 0.21 |
| 类型 3Type 3 | 看不清Vague | 0.38 |  | 0.35 |

注：Times New Roman 8磅，段前0行，段后0行，左对齐，单倍行间距。注释的左侧不超过表格左侧的范围。

Note: Times New Roman, 8 pounds, 0 lines before and after the paragraph, left-aligned, single line spacing. The left side of the comment does not exceed the left side of the table.

**4.3 公式**

**4.3 Formulas**

对于简单的公式，可以直接以文本方式输入；对于复杂的公式，可以考虑使用公式编辑器或者将公式制作成图片后插入文中。编辑公式的过程中要特别注意字符的区别。

For simple formulas, you can directly enter them in text; for complex formulas, you can consider using the formula editor or make the formula as a picture and insert it into the text. When editing formulas, you should pay special attention to the difference between characters.

 (1)

对于需要标注编号的公式，编号应写作“(1)”，不要写“Eq. (1)”或“Equation (1)”。

For formulas that need to be numbered, the number should be written as "(1)", not "Eq. (1)" or "Equation (1)".

公式中的内容文字字体大小不小于8磅；数字采用Times New Roman字体。间距根据公式所需进行调整。

The font of the content text in the formula is not less than 8 points; the Times New Roman font should be used for the English and Arabic numerals. The spacing is adjusted as required by the formula.

**5 英文缩写与单位规范**

**5 English Abbreviations and Units Specifications**

**5.1 英文缩写规范**

**5.1 English Abbreviation Specification**

所有出现的英文字体均使用Times New Roman，包括正文、页眉、页脚以及参考文献。

Times New Roman is used for all English fonts, including body text, headers, footers, and references.

英文缩写在文中第一次出现时都应该给出其英文全称，此后再次使用，可以使用简写。例如，联合国（United Nations, UN）。

When the English abbreviation appears for the first time in the text, its full English name should be given, and if it is used again after that, the abbreviation can be used. For example, the United Nations can be shorted as UN for the second time.

对于一些约定俗成的缩写，请遵从已经形成的习惯用法，例如美国的英文缩写U.S.；对于其他没有约定俗称的英文缩写，请遵从相关缩写规范。

For some conventional abbreviations, please follow the established idioms, such as the English abbreviation U.S. of the United States; for other English abbreviations without conventional names, please follow the relevant abbreviation specifications.

中英文标题中一般不允许出现英文缩写，需要给出英文全称。

English abbreviations are generally not allowed in titles, and the full English name needs to be given.

**5.2 数字规范**

**5.2 Specifications for the Use of Arabic Numerals**

文中出现的所有阿拉伯数字均为Times New Roman字体，包括正文、页眉、页脚以及参考文献。

All Arabic numerals appearing in the text are in Times New Roman font, including text, headers, footers and references.

**5.3 单位规范**

**5.3 Units Specifications**

建议使用国际标准单位的标准形式。

It is recommended to use the standard forms of SI units.

对于英文形式，一般要考虑使用缩写，例如厘米、cm，或者千克、kg。特殊情况下，如果必须，也可以使用各个国家的传统计量单位，例如亩。

In general, consider using abbreviations such as centimeters, cm, or kilograms, kg. In special cases, if necessary, traditional units of measurement in different countries, such as mu in China, can also be used.

在使用单位时，尽量不要混合使用单位的全称与缩写。

When using units, you should try not to mix full names and abbreviations of units.

数字与单位之间，一般空1格，例如50 cm和60 g。但是，对于度、摄氏度和百分比的单位，按照惯例不需要空格。例如，250℃，10%，30˚ 。

Between the number and the unit, there is generally a space, such as 50 cm and 60 g. However, for the units of degrees, degrees Celsius, and percentages, spaces are not required by convention. For example, 250℃, 10%, 30°.

一般情况下，建议作者保留2位小数，并且小数点前边的0不能省略。特殊情况下，如果只保留两位小数并不能很好的展示数据的差别，作者也可以根据需要自行决定需要保留的小数点位数，但是建议不要保留过多。

In general, it is recommended that the author keep 2 decimal places, and the 0 in front of the decimal point cannot be omitted. In special cases, if only two decimal places are not able to show the difference of data well, the author can also decide the number of decimal places to be retained as needed, but it is recommended not to retain too many.

使用文本编辑的 +、–、×、÷、=、≤、<、>、±等数学符号，符号前后加空格。

When using text-edited math symbols such as +, –, ×, ÷, =,, <, >, ±, spaces should be used before and after these symbols.

**项目资助**

**Funding**

资助本项研究的科研项目需在此处标明。例如：

The research projects that funded this research need to be identified here. E.g.:

本项研究得到了中国国家自然科学基金（资助号11111111和22222222）、中国国家重点研发计划（资助号2020AAA0000000）；北京市自然科学基金（资助号1111111）的资助。

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如果文章没有得到相关研究资金的标注，也请声明。

If the article is not supported by relevant research funds, please add “This research received no external funding”.

**致 谢**

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Thanks to individuals or institutions that have helped the research work but failed to meet the authorship criteria.

如无，可以删除该项。

If not, this item can be deleted.

**利益冲突**

**Conflict of Interests**

有任何的利益冲突，请作者在此声明。如无，可以写“作者声明没有利益冲突”。

If there is any conflict of interest, please declare here. If not, write "The author declares no conflict of interest".

该项必须保留，并作出相关声明，不可删除。

This item must be retained with a relevant statement and cannot be deleted.

**附 录**

**Appendix**

主要是放置对于论文研究能够起到辅助说明作用，必不可少，但是限于篇幅等原因无法置于稿件正文的材料。

This part is mainly to place materials that can play an auxiliary and explanatory role for the research of the thesis, and are indispensable, but cannot be placed in the main body of the manuscript due to reasons such as space.

如无，本部分可删除。

If not, this item can be deleted.

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