

# 英文论文word模板使用说明



打开word模板 (windows系统用splnproc1703.docm模板文件, 苹果系统用splnproc1703\_mac.docm模板文件)  
然后将光标定位于需要进行格式化的内容, 再点击页面上方的相应按钮即可。比如通信作者的email, 可将光标置于邮箱地址处,  
然后点击页面上方的E-mail工具按钮。  
在处理文档时, 鉴于存在许多兼容性问题, 强烈建议使用word软件, 不要使用WPS软件

必须确保通信作者邮箱正确无误。大会将论文集提交给Springer后, 论文出版工作将由Springer接手。Springer会绕过大会, 直接向通信作者邮箱发送正式出版前的论文校对清样和正式出版后的论文集。因邮箱错误、未能及时沟通产生的后续问题, 大会不负责!!!

**Contribution Title**

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ORCID (Open Researcher and Contributor ID), 即开放研究者与贡献者身份识别码。有就写上, 没有就不写

单位名称, 单位所在城市、省份, 邮编、国家

(通信作者邮箱)

注意Abstract后面是句点, 不是冒号。摘要字数控制在150-250个字, 不分段。  
**Abstract.** The abstract should summarize the contents of the paper in short terms, i.e. 150-250 words.

注意关键词中划线部分的格式  
**Keywords:** First Keyword, Second Keyword, Third Keyword.

- 1 **First Section** 一级标题。所有实词的首字母都要大写
- 1.1 **A Subsection Sample** 二级标题。注意所有实词的首字母都要大写

各节的第一自然段, 首行不缩进, 后续段落首行缩进; 图、表、公式后面跟的第一自然段, 首行也不缩进, 后续段落缩进。

Please note that the first paragraph of a section or subsection is not indented. The first paragraphs that follows a table, figure, equation etc. does not have an indent, either. Subsequent paragraphs, however, are indented.

三级标题。不加数字编号，所有实词的首字母都要大写。标题后面直接跟正文。

**Sample Heading (Third Level).** Only two levels of headings should be numbered. Lower level headings remain unnumbered; they are formatted as run-in headings.

四级标题。不加数字编号，所有实词的首字母都要大写。标题后面直接跟正文。

*Sample Heading (Fourth Level).* The contribution should contain no more than four levels of headings. The following Table 1 gives a summary of all heading levels.

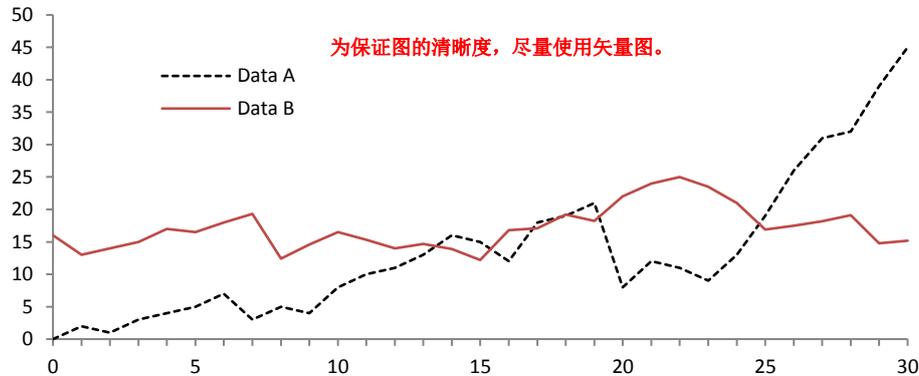
注意，表格数字编号后面跟句点  
**Table 1.** Table captions should be placed above the tables.

Heading level	Example	Font size and style
Title (centered)	<b>Lecture Notes</b>	14 point, bold
1 <sup>st</sup> -level heading	<b>1 Introduction</b>	12 point, bold
2 <sup>nd</sup> -level heading	<b>2.1 Printing Area</b>	10 point, bold
3 <sup>rd</sup> -level heading	<b>Run-in Heading in Bold.</b> Text follows	10 point, bold
4 <sup>th</sup> -level heading	<i>Lowest Level Heading.</i> Text follows	10 point, italic

Displayed equations are centered and set on a separate line.

$$x + y = z \quad (1)$$

Please try to avoid rasterized images for line-art diagrams and schemas. Whenever possible, use vector graphics instead (see Fig. 1).



注意，图的说明文字，不用Figure，用缩写Fig. 同时注意数字编号后面跟的是句点。图的说明文字一般居中，文字特别多的话，可以两端对齐  
**Fig. 1.** A figure caption is always placed below the illustration. Short captions are centered, while long ones are justified. The macro button chooses the correct format automatically.

For citations of references, we prefer the use of square brackets and consecutive numbers. Citations using labels or the author/year convention are also acceptable. The following bibliography provides a sample reference list with entries for journal articles [1], an LNCS chapter [2], a book [3], proceedings without editors [4], as well as a URL [5].

正文中引用参考文献时，用方括号[ ]，无需上标

如需注明基金支持信息，可在正文末尾以致谢的形式列出。没有则不用写致谢。

3



**Acknowledgment.** This work is supported by.....

## References

1. 必须有近3年的参考文献
  2. 注意参考文献的格式、编号和对齐格式。对于本文未列出的参考文献种类，可参照国标。
1. Author, F.: Article title. Journal 2(5), 99–110 (2016). (期刊)
  2. Author, F., Author, S.: Title of a proceedings paper. In: Editor, F., Editor, S. (eds.) CONFERENCE 2016, LNCS, vol. 9999, pp. 1–13. Springer, Heidelberg (2016). (论文集)
  3. Author, F., Author, S., Author, T.: Book title. 2nd edn. Publisher, Location (1999). (书)
  4. Author, F.: Contribution title. In: 9th International Proceedings on Proceedings, pp. 1–2. Publisher, Location (2010). (无编者的论文集)
  5. LNCS Homepage, <http://www.springer.com/lncs>, last accessed 2016/11/21. (网页)