Manuscript title

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**Abstract** The first sentence of the Abstract should follow the word “Abstract”. The abstract should be clear, descriptive, self-explanatory and no longer than 400 words. It should also be suitable for publication in abstracting services. Do not include references or formulae or special character in the abstract.

**Keywords:** Keyword One, Keyword Two, Keyword Three, Keyword Four, Keyword Five, Keyword Six

1. Introduction

It is expected that authors will submit carefully written and proofread material. Careful checking for spelling and grammatical errors should be performed.

Papers should clearly describe the background of the subject, the authors work, including the methods used, results and concluding discussion on the importance of the work. Papers are to be prepared in English and SI units must be used.

The “body” text portion should be organized using styles named Head1 and Body. Subheadings within a section should be all capital letters, run into the paragraph with normal paragraph indention. Do not leave a line of space above and below this heading. Sub-subheadings should be typed in capital and lower case letters, underscored, indented and run into the paragraph. Again, do not leave a line of space above or below this heading.

2. Using the Template

After the text edit has been completed, the paper is ready for the template. Duplicate this template file by using the Save As command. In this newly created file, highlight all of the contents and import your prepared text file.

2.1. The Author Checklist

The following checklist should be followed when formatting a submission to the SAO&BNO Workshop Proceedings.

* Article should not exceed 10 pages.
* Paper should be submitted in the .docx format. The page size is to be B5 (ISO), i.e. 17.6cm×25cm.
* No fundamental modifications to the basic template are present, including font adjustments, all margins – left, right, top and bottom , spacing, section headings, etc.
* All tables are correctly positioned within margins, are properly formatted, and are referred to in the text.
* All figures are correctly positioned within margins, are minimum 300 dpi resolution, not too dark or too light, do not contain embedded fonts, and are referred to in the text. All labeling or text will be legible with 10% reduction. Questionable images printed, checked and replaced if necessary. Figures do not cover text or running heads, and proper permissions have been granted and acknowledged.
* All acknowledgments are in proper format.
* All references quoted in the text are listed in the bibliography; all items in the bibliography have been referred to in the text.
* All bibliography entries are in the proper format, using one of the referencing styles given.
* References to preprints replaced with publication information when possible.

2. Main Content

2.1. Basic text

The basic text should be formatted as in this paragraph. Make sure that you have the correct template for your paper size. This template has been tailored for output on the B5(ISO) paper size (i.e. 17.6cm×25cm).

2.2. Figures and Tables

Do the figures as following:

  

**Fig1.** Caption for figures goes at the bottom. Left: The dome of the 6-meter BTA telescope of SAO RAS. Right: Reactors of the gallium-germanium neutrino telescope of BNO INR RAS.

The below table may be used as a template for your tables. Now it contains the formatting specifications of this document.

**Table1.** Caption for table goes at the top

|  |  |  |
| --- | --- | --- |
| **Style Name** | **Use for**  | **Short Description** |
| Title | The title of your manuscript | Font: 14 pt, Times New Roman, bold.Alignment: left. Space before: 12 pt, space after 12 pt.Left indent: 0.75 cm. |
| Author | The author(s) of your manuscript | Font: 12 pt, Times New Roman Alignment: left.Space before 12 pt, space after 8 pt.Left indent: 0.75 cm. |
| Affiliation | The affiliation(s) of the author(s) | Font: 10 pt, Times New Roman,italic.Alignment: left. |
| Abstract | The Abstract | Font: 9 pt, Times New Roman. Alignment: justify. Space before Abstract: 8 pt. Space after Abstract: 8 pt. Use bold for the word “Abstract.” |
| Keywords | The keywords | Font: 9 pt, Times New Roman. Alignment: justify. Space before Abstract: 8 pt. Space after Abstract: 8 pt. Use bold for the word “Keywords.” |
| Normal | Running text | Font: 10 pt, Times New Roman. Alignment: justify. Indent first line: 0.35 cm. |
| Section 1 | The first level headings | Font: 12 pt, Times New Roman, bold. Alignment: left.Space before 16 pt, space after 8 pt. |
| Section 2 | The second level headings | Font: 10 pt, Times New Roman, bold. Alignment: left.Space before 8 pt, space after 8 pt. |
| Section 3 | The third level headings | Font: 10 pt, Times New Roman, bold. Alignment: left.Space before 8 pt. |
| Table | The table text | Font: 10 pt. Alignment: left |
| Equation | Equations | Alignment: mediate.Space before 8 pt, space after 8 pt. |
| References | Bibliographic references | Font: 9 pt. Alignment: justify.Space after 8 pt.Hanging 0.73 cm.  |
| Footnote | Footnotes | Font: 7.5 pt. Alignment: justify. |

2.3. Abbreviations

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title or heads unless they are unavoidable.

2.4. Math and Equations

Small formulae can be included in the main text: *c2 = a2 + b2*; *Mstar = 2Mʘ*.

Large equations should be presented on separate lines from the text with a blank space above and below. They equations can be made with the formula constructor. They should be clear and expressions used should be explained in the text. The equations should be numbered consecutively at the right side, as shown in Eqs. (1) - (5) below.

The first example is very simple:

 (1)

The second example:

 (2)

The third example is rather complicated:

 (3)

Example 4:

 (4)

The formula can be large:

 (5)

3. Conclusion

Conclusions should state concisely the most important propositions of the paper as well as the author’s views of the practical implications of the results.

4. Reference

The heading of the References section must not be numbered. All reference items must be in 9 pt font. Please use Regular and Italic styles to distinguish different fields as shown in the References section. Number the reference items consecutively in square brackets (e.g. [1]).

When referring to a reference item, please simply use the reference number, as in [2]. Do not use “Ref. [3]” or “Reference [3]” except at the beginning of a sentence, e.g. “Reference [3] shows …”. Multiple references are each numbered with separate brackets (e.g. [2], [3], [4]–[7]).

Acknowledgements

A short acknowledgement section can be written between the conclusion and the references. Sponsorship and financial support acknowledgments should be included here. Acknowledging the contributions of other colleagues who are not included in the authorship of this paper is also added in this section. If no acknowledgement is necessary, this section should not appear in the paper.

References

Bardenheier B, Wortley PM, Ahmed F, Gravenstein S, Hogue CR. Racial inequities in receipt of influenza vaccination among long-term care residents within and between facilities in Michigan. Med Care 2011;49:371-7.

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