

# TBIS文章标准格式指南（中文）

[www.tbisociety.org](http://www.tbisociety.org)

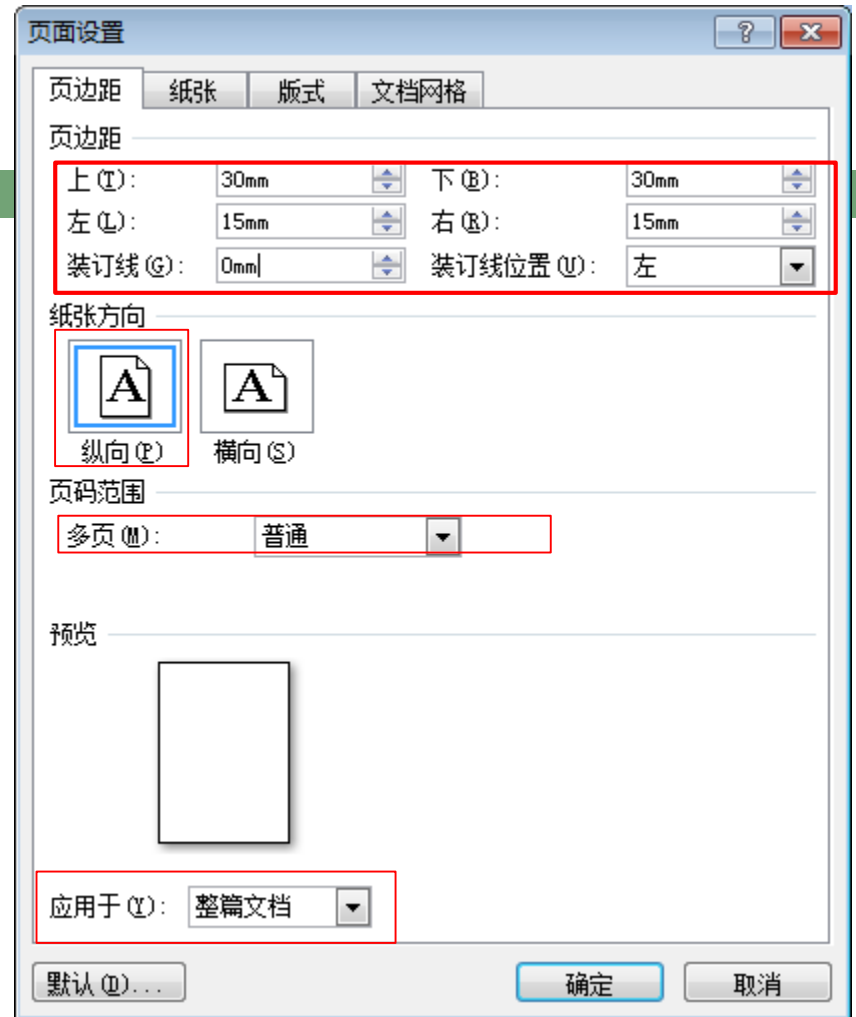
怎样提交一篇正确格式的TBIS文章？

# 目录

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2. 段落设置
3. 标题
4. 摘要与关键词
5. 文章主体
6. 章节标题
7. 图表
8. 分栏
9. 参考文献

# 1. 页面设置

- (1) 检查页面底部是否有页码，如果有，删除页码；
- (2) 在Microsoft word “页面布局”选项卡内选择“页面设置”选项菜单。
- (3) 检查“页边距”设定页边距上下为30mm，左右为15mm，装订线0mm；方向：纵向；页码范围：普通；应用于：整篇文档；



以Microsoft word 2007为例

# 1. 页面设置

(4) 检查“纸张”选项卡

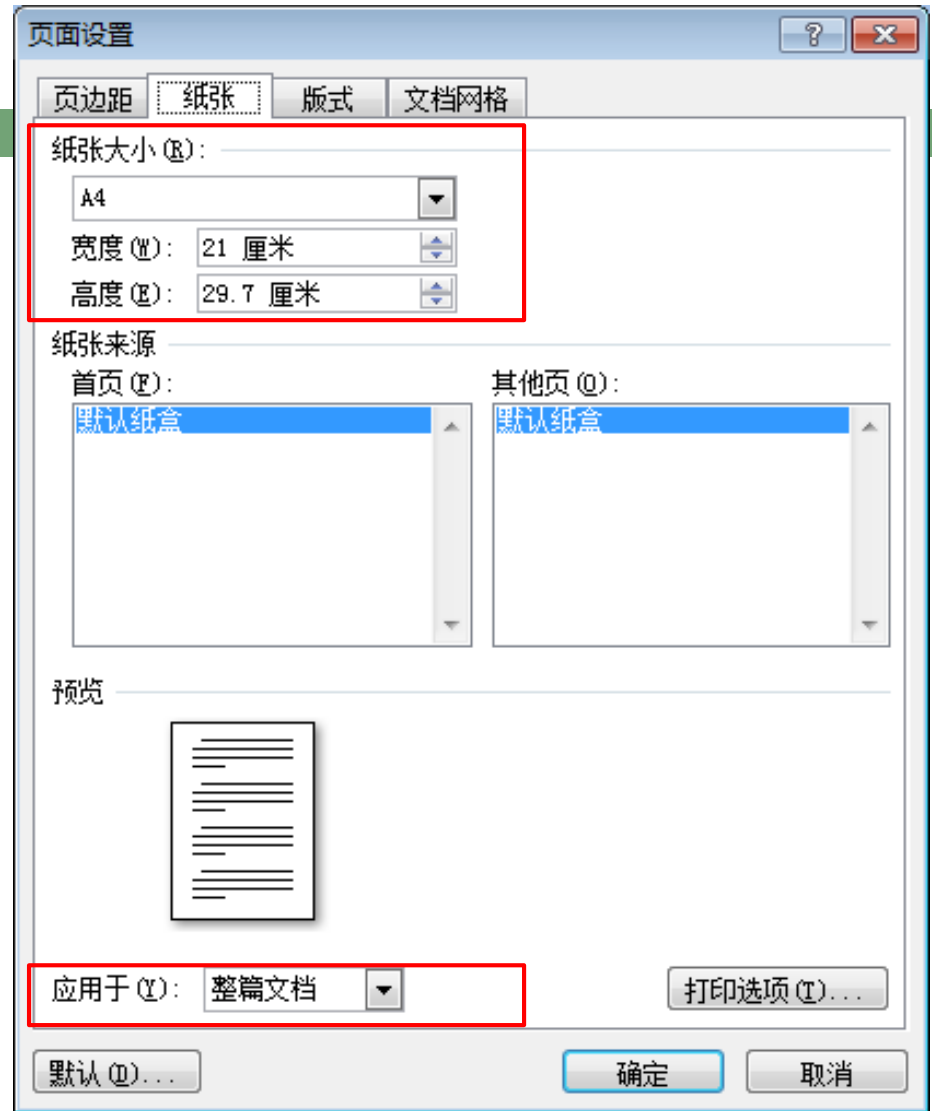
纸张大小：A4；

宽度：210mm；

高度：297mm；

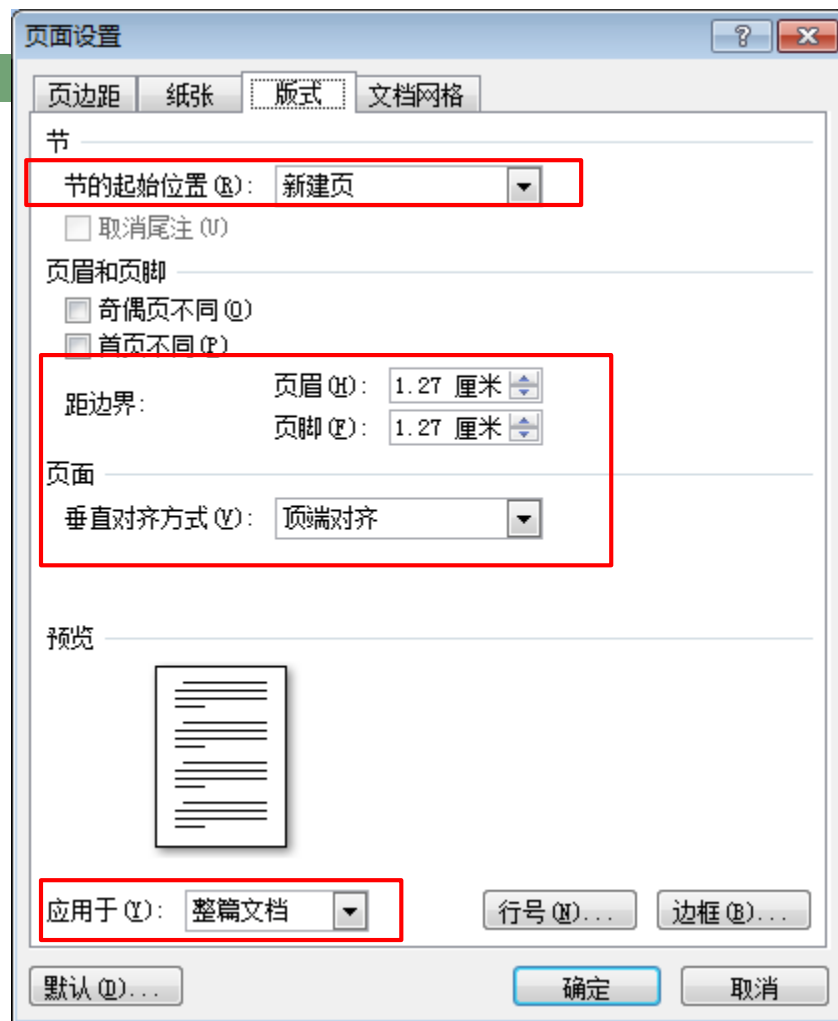
纸张来源：使用打印机设置；

应用于整篇文档；



# 1. 页面设置

(5) 检查“版式”选项卡  
节的起始位置：**新建页**；  
页眉和页脚：**首页不同**；  
页面对齐方式：**顶端对齐**；  
页眉：**12.7mm**；  
页脚：**12.7mm**；  
应用于**整篇文档**；



# 1. 页面设置

(5) 检查“文档网格”选项卡

文字排列：**水平方向**；

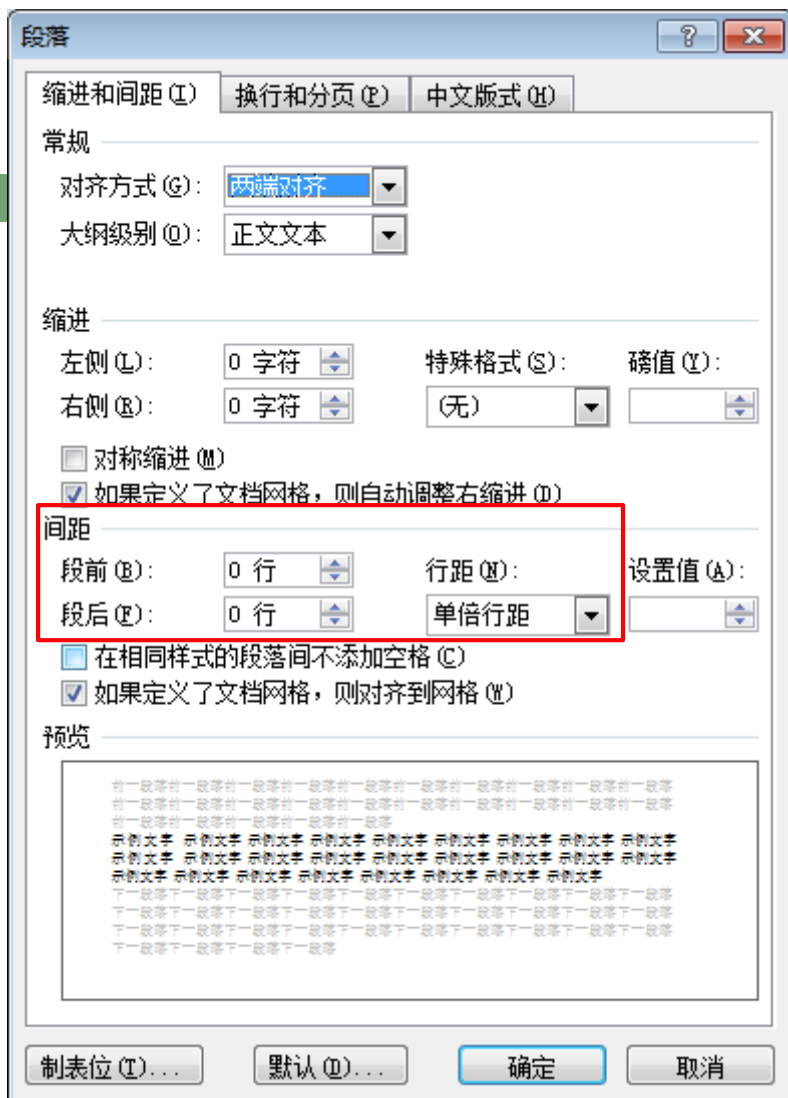
网格：**无网格**；

应用于**整篇文档**；



## 2. 段落设置

- (1) Ctrl+A全选全文；
- (2) 单击鼠标右键选择“段落”设置；
- (3) 段前、段后设置为0行；  
行距设置为单倍行距；



# 3. 标题设置

- 题目：16号字体，居中，加粗；
- 姓名：12号字体，居中；
- 姓名仅第一个字母大写，不用全部写为大写字母；例如：Jian-Guo Zhao, Jason FT Mak, David Jones<sup>2</sup>；当名是双字时，中间用“-”隔开；
- 题目与作者姓名之间的空行：12号字体；
- 地址：11号字体，居中，斜体；地址相同时，不需要写；地址不同时，在姓名后面标注；如果一个作者同时有两个地址，都标注上，中间用“, ”隔开<sup>1,2</sup>，并上标；
- 作者姓名与通讯邮箱之间的空行：12号字体；
- 通讯作者在姓名后面加“\*”号，“\*”号上标；
- 文章中其他空行：11号字体；
- 全文使用Times New Roman字体撰写；

**Title of Your Paper**

Jian-Guo Zhao<sup>1\*</sup>, Jason FT Mak<sup>1,2</sup>, David Jones<sup>2</sup>

<sup>1</sup>Name of institution of the first author, Street name, City, State, post code, Country

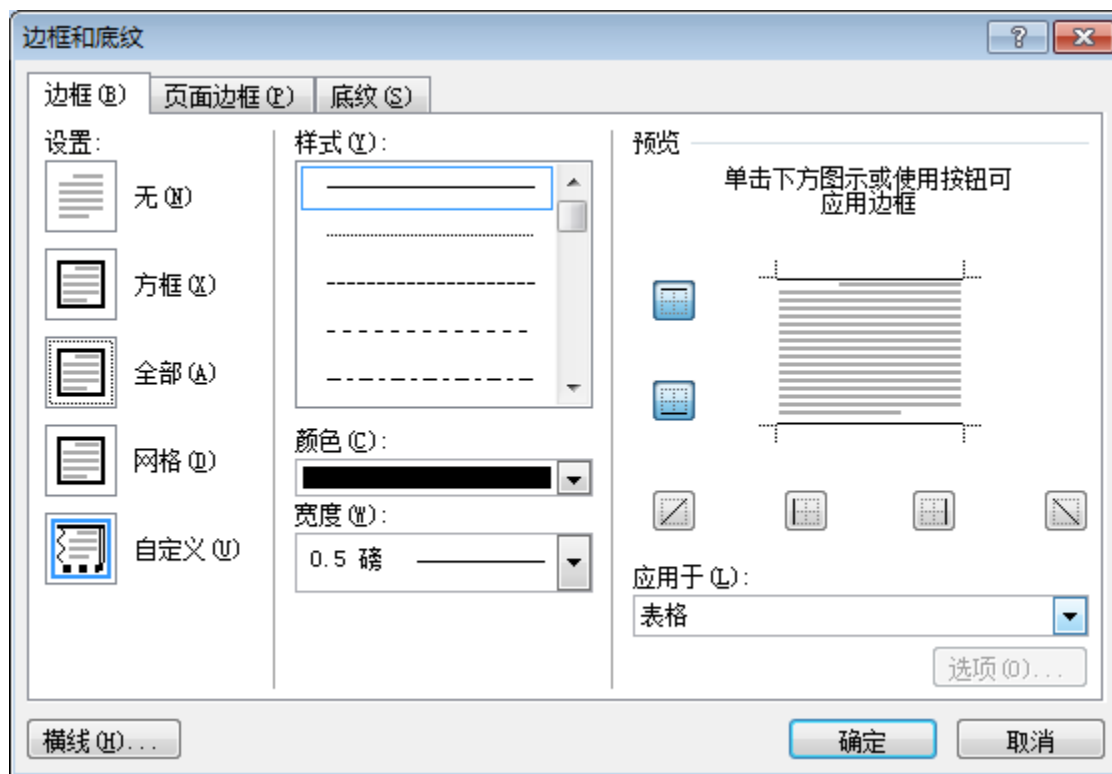
<sup>2</sup>Name of institution of the second author, Street name, City, State, post code, Country

\*Corresponding author's email: [zhaojianguo@yahoo.com](mailto:zhaojianguo@yahoo.com)



## 4. 摘要与关键词

(1) 插入1行×1列表格，**只显示上下边缘线**；表格内填入摘要和关键词内容



## 4. 摘要与关键词

- (2) “Abstract” 和 “Keywords” 用11号字体，加粗；
- 关键词之间用 “;” 隔开；
- 每个关键词单词的首字母大写；
- 最后一个关键词后面没有标点符号；
- 摘要、摘要内容与关键词之间空1行，11号字体；

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### **Abstract**

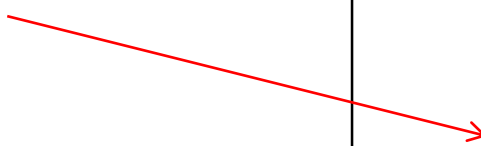
A concise and factual abstract, of around 100 words, 11pt Times New Roman is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. It must be able to stand alone, references should be avoided. Non-standard or uncommon abbreviations should be avoided.

**Keywords:** Heading; Introduction; Times New Roman; Number

---

# 5. 文章主体

- (1) 尽量避免使用多个空格。（例如：  
Furthermore, we also... fabric.  
However...; **However**前面有两个空格，  
要删除一个）；
- (2) 段落首行使用 “首行缩进” 1 字符

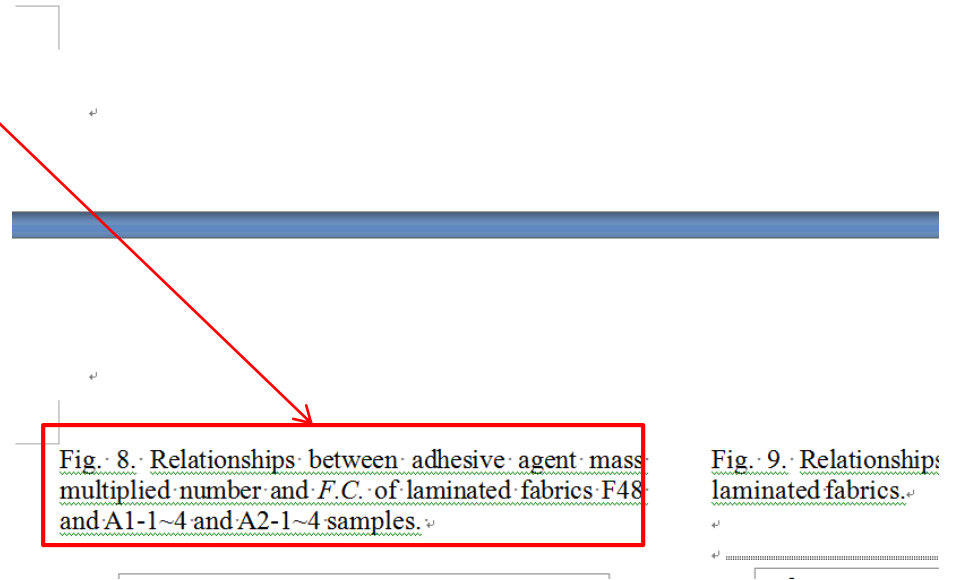


Amon;  
...Ther  
interlin  
predict  
our· pr  
lamina  
adhesi  
neutra  
...In· th  
stiffne

# 5. 文章主体

(3) 如果图的说明超过1行，要使用**两端对齐**；

(4) 如果遇到图和说明不能在一页显示，可以稍微调整图的大小，让文字与图在同一页显示



# 6. 章节标题

- (1) 一级标题：14号字体，加粗；  
二级标题：12号字体，加粗；  
三级标题：11号字体，加粗；
- (2) 标题和上下段落之间有空行，  
11号字体；
- (3) 段落之间没有空行，如果有，  
删除；

As you can see for the title of the paper you must use 16pt, Centered, Bold, Times New Roman and then type Authors' Name (12pt Times New Roman, Bold, centered), Country (11pt Times New Roman, centered). Then you must type e-mail address (11pt Times New Roman, centered).

The heading of each section should be printed in small, 14pt, left justified, bold, Times New Roman, use numbers 1, 2, 3, ... for the sections' numbering and not Latin numbering (I, II, ...).

## 2. Problem formulation

一级标题

Please, leave one blank line between successive sections as here.

**Equations.** Equations (refer with: Eq. 1, Eq. 2, ...) should be centered. There should be one line of space above the equation and one line of space below it before the text continues. The equations should be numbered sequentially, and the number put in parentheses at the right-hand edge of the text, as if they were an ordinary part of the text. Punctuation appears after the equation number. e.g.

$$c^2 = a^2 + b^2$$

### 2.1 Subsection

二级标题

When including a subsection you must use, for its heading, small letters, 12pt, Times New Roman as here.

#### 2.1.1 Sub-subsection

三级标题

# 7. 图表

(1) 在文章主体中，提到图编号（例如，Fig. 1、Fig. 2），格式要统一；

(2) 文章中提到表格的编号时，使用"Table 1 and 2"，第一个字母大写，不要复数；

(3) 如果遇到表格不能在一页内显示完整，可以把后面的文字提前，让表格在下一页完整显示；

However, it is clear that lami theory as shown in Fig. 1. So, adhesive interlining were consi the difference between exper

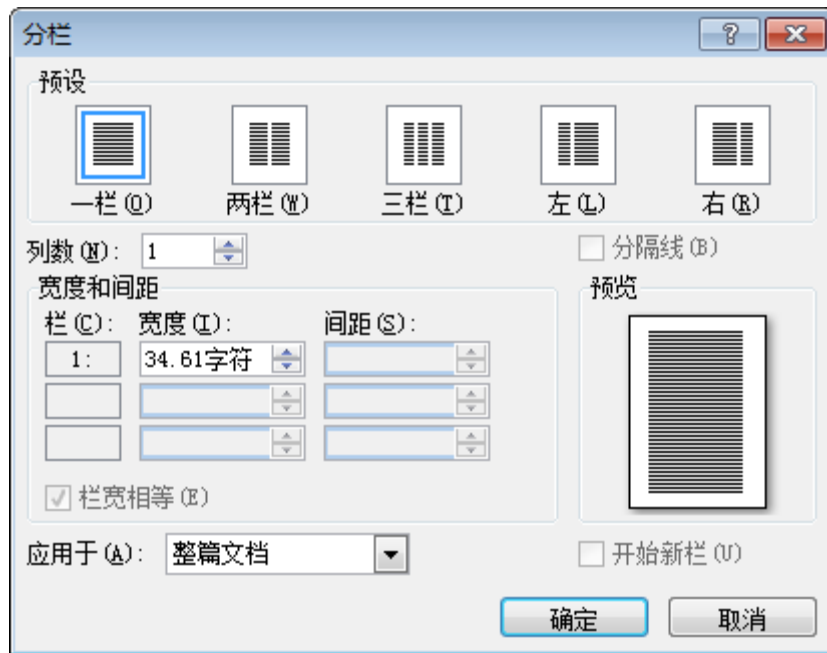
图编号

*I.R.* of shear stiffness was a agent has dot shape (Fig.2) therefore, to obtain *I.R.*, torq aminated fabrics by those combinati re shown in tables 1 and 2  
BE DENKI KOGYOSYO,  
10-

表格编号

# 8. 分栏

- (1) 适用于**整篇文档**；
  - (2) 页面设置→分栏→预设分栏；  
    栏数：**1**；  
    宽度：**34.61字符**；
- 注意：如果文章中有分节符，请对各个章节分别设定；



# 9. 参考文献

(1) 文章中，标注参考文献的表达为[1,2]，不要用[1 and 2]，逗号后面也没有空格；

rgarments.  
inated fabric with adhesive  
et al. [1 and 2] suggested a

这种表达方法为错误的，应该  
改为[1,2]

(2) 参考文献中姓名的写法：先写姓，然后名字首字母缩写；双名字，首字母之间没有空格；

- 注释顺序：姓名. 文章名称. 期刊名称: 年; 期; 页码.
- 姓名、论文名称和结尾后面是“.”号；

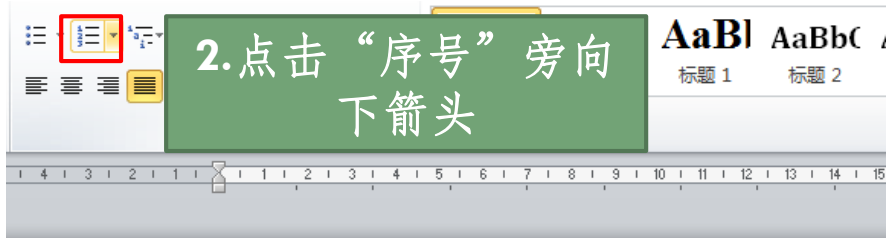
## References

注意：参考文献序号需要加[]

- [1] Driessens FCM, Boltong MG, Bermudez O, Planell JA. Formulation and setting times of some calcium orthophosphate cements: a pilot study. J Mater Sci: Mater Med 1993; 4: 503-508.
- [2] Nancollas H. In vitro studies of calcium phosphate crystallisation. In: Mann S, Webb J, Williams RJP, editors. Biomineralization. Chemical and biochemical perspectives. New York: VCH, 1989. p. 157-182.
- [3] Brown W, Chow LC. Combinations of sparingly soluble calcium phosphates in slurries and paste as mineralizers and cements. US Patent No. 4612053, 1986.
- [4] Information on <http://www.weld.labs.gov.cn>



# 9. 参考文献——制作方法



- (1) 全选参考文献；
- (2) 鼠标点击“序号”按钮旁边的向下小箭头；
- (3) 打开编号小窗口；
- (4) 选择设置好的编号格式。
- (5) 如果没有此种编号格式，点击此窗口下面的“定义新编号格式”。

1. 全选参考文献

3. 选择设置好的格式

4. 定义新格式

最近使用过的编号格式

[1]. _____	[2]. _____	[3]. _____
------------	------------	------------

编号库

无	1. _____ 2. _____ 3. _____	1) _____ 2) _____ 3) _____
一、 _____ 二、 _____ 三、 _____	A. _____ B. _____ C. _____	(一) _____ (二) _____ (三) _____
a) _____ b) _____ c) _____	i. _____ ii. _____ iii. _____	

更改列表级别(L)  
定义新编号格式(D)...  
设置编号值(V)...

Tachibana H, T sponge scaffolds for long-term cell cultiv  
Katoh K, Tanabe T, Yamauchi K. Novel  
controlled pore size and porosity. Biomat  
Tachibana A, Kaneko S, Tanabe T, Yam  
hybrid sponges toward osteoblast  
2005;26:297-302.  
Aluigi A, Varesano A, Montarsolo A  
pinning of keratin/poly (ethylene  
2007;104:863-870.  
Turowski M, Kaliszan R. Keratin imm  
chromatographic modelling of skin per  
analysis 1997;15:1325-1333.

## 9. 参考文献——制作方法

(5) 定义新编号格式方法:

1. 如右图选择好“编号样式”，“编号格式”和“对齐方式”
2. 鼠标点击“编号格式”下面的方框内的阿拉伯数字，在其前后加上中括号；
3. 点击“确定”后文献编号设定如下。



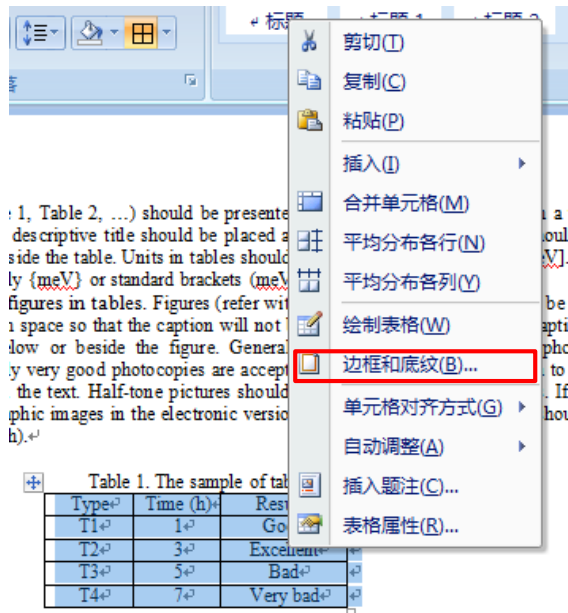
# 10.三线表的制作方法

## (1) 选择需要修改的三线表

Table 1. The sample of table

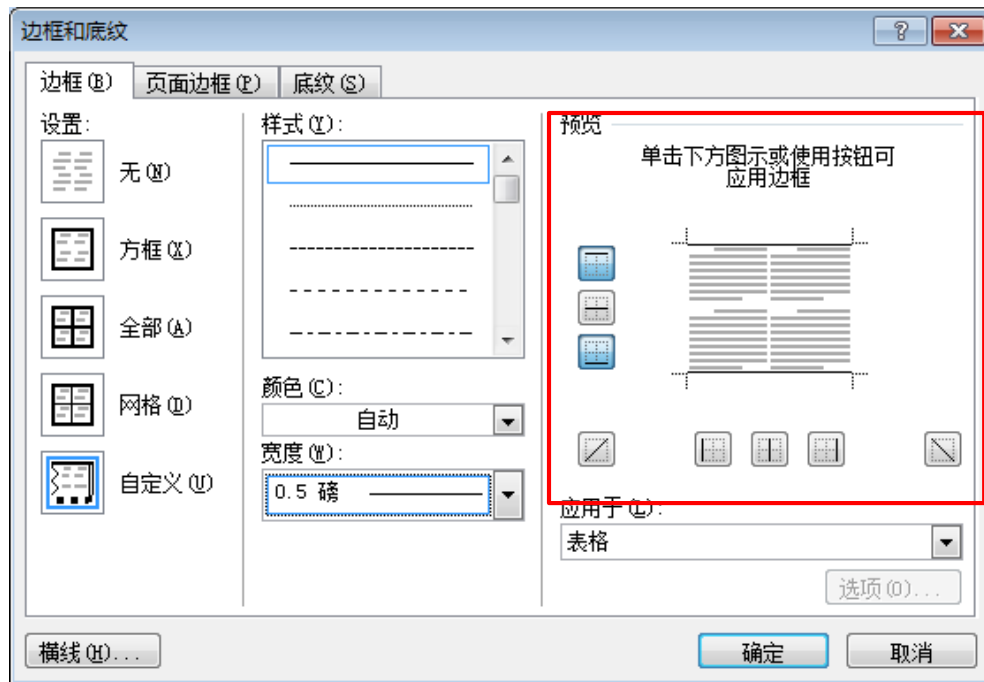
Type	Time (h)	Results
T1	1	Good
T2	3	Excellent
T3	5	Bad
T4	7	Very bad

## (2) 单击鼠标右键，选择边框与底纹选项



# 10.三线表的制作方法

## (3) 去掉表格中间框线



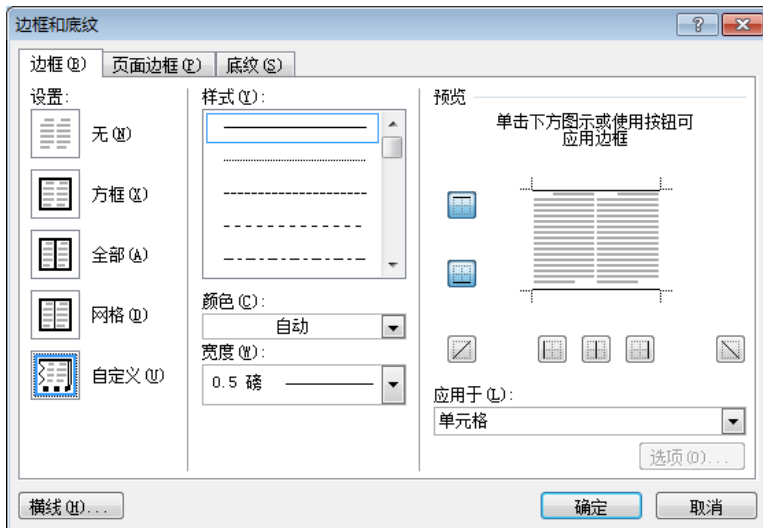
Type	Time (h)	Results
T1	1	Good
T2	3	Excellent
T3	5	Bad
T4	7	Very bad

# 10.三线表的制作方法

(4) 选择标题行, 单击鼠标右键, 选择边框与底纹选项

Type	Time (h)	Results
T1	1	Good
T2	3	Excellent
T3	5	Bad
T4	7	Very bad

(5) 添加表格下部的框线



# Title of Your Paper

Jian-Guo Zhao<sup>1</sup>, Jason FT Mak<sup>1,2</sup>, David Jones<sup>2\*</sup> (Given name Surname)

<sup>1</sup>Name of institution of the first author, Street name, City, State, post code, Country

<sup>2</sup>Name of institution of the second author, Street name, City, State, post code, Country

\*Corresponding author's email: Davidjones [david@yahoo.com](mailto:david@yahoo.com)

(\*This email address will be shown up in proceedings only)

Presenting author's email address:

1<sup>st</sup> author's email address: [jzz@yahoo.com](mailto:jzz@yahoo.com)

Or 2<sup>nd</sup> author's email address: [Jason@yahoo.com](mailto:Jason@yahoo.com)

## Abstract

A concise and factual abstract, of around 100 words, 11pt Times New Roman is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. It must be able to stand alone, references should be avoided. Non-standard or uncommon abbreviations should be avoided.

**Keywords:** Heading; Introduction; Times New Roman; Number

## Note:

- Abstract: Using British spelling and avoiding general and plural terms and multiple concepts (avoid, for example, "and", "of". List 4-6 keywords.
- Leave one blank line after the Abstract. For papers liked to be indexed by EI, key words should be the words included in EI Thesaurus (please visit the website: [www.engineeringvillage.com](http://www.engineeringvillage.com)). (11pt Times New Roman)
- Length of paper should range from 3,000 to 6,000 words.

## 1. Introduction

As you can see for the title of the paper you must use 16pt, Centered, Bold, Times New Roman. Leave one blank line and then type Authors' Name (12pt Times New Roman, Bold, centered), Department, University, Address, Country (11pt Times New Roman, centered). Then you must type e-mail address of the corresponding author (11pt Times New Roman, centered).

The heading of each section should be printed in small, 14pt, left justified, bold, Times New Roman. You must use numbers 1, 2, 3, ... for the sections' numbering and not Latin numbering (I, II, III, ...).

## 2. Problem Formulation

Please, leave one blank line between successive sections as here.

**Equations.** Equations (refer with: Eq. 1, Eq. 2, ...) should be centered. There should be one line of space above the equation and one line of space below it before the text continues. The equations have to be numbered sequentially, and the number put in parentheses at the right-hand edge of the text. Equations should be punctuated as if they were an ordinary part of the text. Punctuation appears after the equation but before the equation number, e.g.

$$c^2 = a^2 + b^2 \quad (1)$$

### 2.1 Subsection

When including a subsection you must use, for its heading, small letters, 12pt, left justified, bold, Times New Roman as here.

#### 2.1.1 Sub-subsection

When including a sub-subsection you must use, for its heading, small letters, 11pt, left justified, bold, Times New Roman as here.

## 3. Problem Solution

**Tables.** Tables (refer with: Table 1, Table 2, ...) should be presented as part of the text, but in such a way as to avoid confusion with the text. A descriptive title should be placed above each table. The caption should be self-contained and placed below or beside the table. Units in tables should be given in square brackets [meV]. If square brackets are not available, use curly {meV} or standard brackets (meV).

**Figures.** Do NOT insert the figures in tables. Figures (refer with: Fig. 1, Fig. 2, ...) also should be presented as part of the text, leaving enough space so that the caption will not be confused with the text. The caption should be self-contained and placed below or beside the figure. Generally, only original drawings or photographic reproductions are acceptable. Only very good photocopies are acceptable. Utmost care must be taken to insert the figures in correct alignment with the text. Half-tone pictures should be in the form of glossy prints. If possible, please include your figures as graphic images in the electronic version. For best quality the pictures should have a resolution of 300 dpi (dots per inch).

Table 1 The sample of table

Type	Time (h)	Results
T1	1	Good
T2	3	Excellent
T3	5	Bad
T4	7	Very bad

If your paper deviates from these specifications, your paper will be rejected immediately. When citing references in the text of the abstract, you should type the corresponding number in square brackets as shown at the end of this sentence [1].

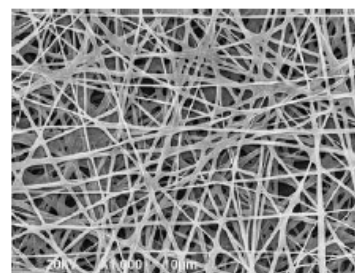


Fig. 1 SEM of sample

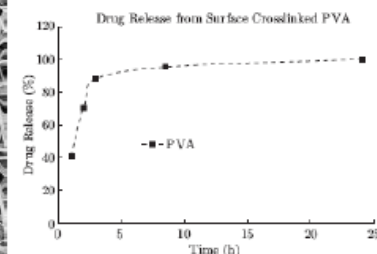


Fig. 2 Example 2

**Page Numbers.** Do NOT print page numbers.

**Literature References.** References are cited in the text just by square brackets [1]. (If square brackets are not available, slashes may be used instead, e.g. /2/) Two or more references at a time may be put in one set of brackets [3,4]. The references are to be numbered in the order in which they are cited in the text and are to be listed at the end of the contribution under a heading References, see our example below [5-10].

#### 4. Conclusion

Please, follow our instructions faithfully, otherwise you have to resubmit your full paper. This will enable us to maintain uniformity in the journal. Thank you for your cooperation and contribution.

#### 5. Acknowledgement

The authors wish to acknowledge the ABC program.

[Attention: Please follow the reference format strictly, especially the punctuations.](#)

#### References

- [1] Driessens FCM, Boltong MG, Bermudez O, Planell JA. Formulation and setting times of some calcium orthophosphate cements: a pilot study. *J Mater Sci: Mater Med* 1993; 4: 503-508.
- [2] Nancollas H. In vitro studies of calcium phosphate crystallisation. In: Mann S, Webb J, Williams RJP, editors. *Biomaterialization. Chemical and biochemical perspectives*. New York: VCH, 1989; p. 157-182.
- [3] Brown W, Chow LC. Combinations of sparingly soluble calcium phosphates in slurries and paste as mineralizers and cements. US Patent No. 4612053: 1986.
- [4] Information on <http://www.weld.labs.gov.cn>