

# MS Word Template for the SAIP proceedings 2025

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**Abstract.** As with every part of this document, you can just replace this text with your own. Just a reminder to students, an abstract shouldn't have any references, and you should briefly introduce your topic / aim of your work, and summarize your key findings. Make it formal, but also inviting for the reader to keep on reading.

## 1 Introduction

This document has instructions for writing your SAIP proceedings paper, using MS Word. **Your goal is to create a document in the style of "001-yournameWord.pdf".** Your file must be named in the form 001-yournameWord.pdf starting with your 3-digit contribution number (instead of 001) and replacing "yournameWord" with either your name or surname: **no special characters, no spaces, no symbols**, only A-Z characters without accents.

### 1.1 How to use this template

To achieve this goal, use the "001-yourname.dotx" template file, in one of two ways. First, you can simply open it, and use it as the base for your document, saving it as a .docx file. Second, you can save it, and then apply the template to an existing document, as follows:

If you don't see the **Developer** tab (between the View and Help tabs), then activate it as follows: File → Options → Customize Ribbon. Check the Developer and Add-Ins options in the pop-up window (on the right side under Main Tabs), and click OK.

Once the Developer tab is in place, click it and choose Document Template. In the dialog box, click Attach, then navigate to wherever you saved this template, and click Open. Tick the 'Automatically update document styles' checkbox (any items under 'Global templates and add-ins' might need to be unchecked), then click OK. (This is the format for a long quote.)

Either way, use the **Styles** toolbar on the Home tab (or on the pop-up menu when you right-click) to format your headings and other text elements (e.g. abstract, acknowledgements, affiliation, correspondence, figure and table headings). You can find instructions for using Styles at <https://edu.gcfglobal.org/en/word/applying-and-modifying-styles/1/>. Please take careful note of the following:

- If you paste text from another document, choose either 'Use Destination Theme' or 'Keep Text Only' from the Paste Options.
- Note that the first paragraph in a section is formatted as Body Text, but subsequent paragraphs in the same section use the 'New paragraph' style (with the start of the paragraph indented).

- Make sure you don't change the fonts, the line spacing or the margins.

### 1.2 Bibliographic Style

The required citation style is IEEE. You can find this style in most citation managers (EndNote, Zotero, Mendeley and RefWorks). If you are not yet using a citation manager, the footnote on this page links to a comparison between them. The reference list at the end of this template contains examples of IEEE-style references, for example journal articles [1, 2], conference proceedings [3], an online instruction manual [4] and a thesis [5]. Sometimes, it might be more appropriate to put a footnote with a link rather than a full reference at the end, as shown here.<sup>1</sup>

### 1.3 Figures and tables

Include your figures and tables underneath and refer to them in the order they appear, figure 1 before figure 2, etc. You should label all figures and tables underneath and refer to them at least once in the text. This is how to refer to Table 1, Figure 1, Figure 2 and Figure 3. Try to avoid unnecessary white space as much as possible.

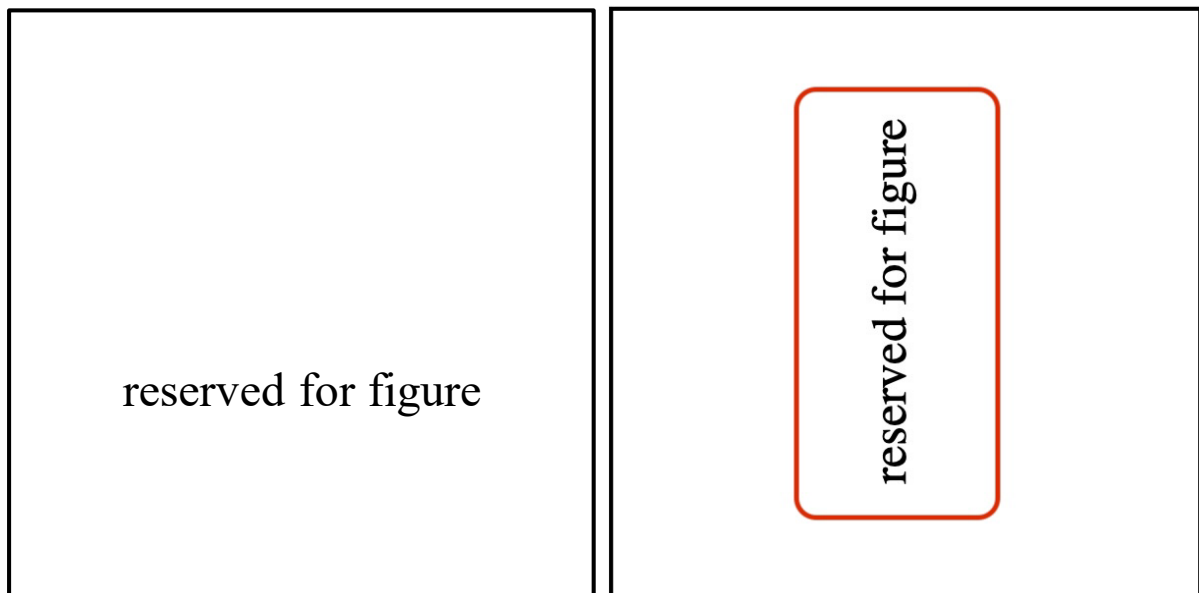


Figure 1: (*left*) Label the first figure. (*right*) Label the other figure.

Variable	No. of things	Something else	Some numbers in there						
Red	56	case1	43	34	65	41	33	46	51
		case2	83	97	83	89	61	90	88
Green	19	case1	44	32	42	37	36	41	32
		case2	87	82	77	95	96	64	91
Blue	78	case1	53	41	57	34	59	45	54
		case2	69	85	85	33	84	62	91

Table 1: This is the caption of the table. You are more than welcome to make your own table the way you see fit, the possibilities are infinite, make it look nice.

<sup>1</sup> Footnote with link: <https://libguides.bodleian.ox.ac.uk/reference-management/comparison-tables>

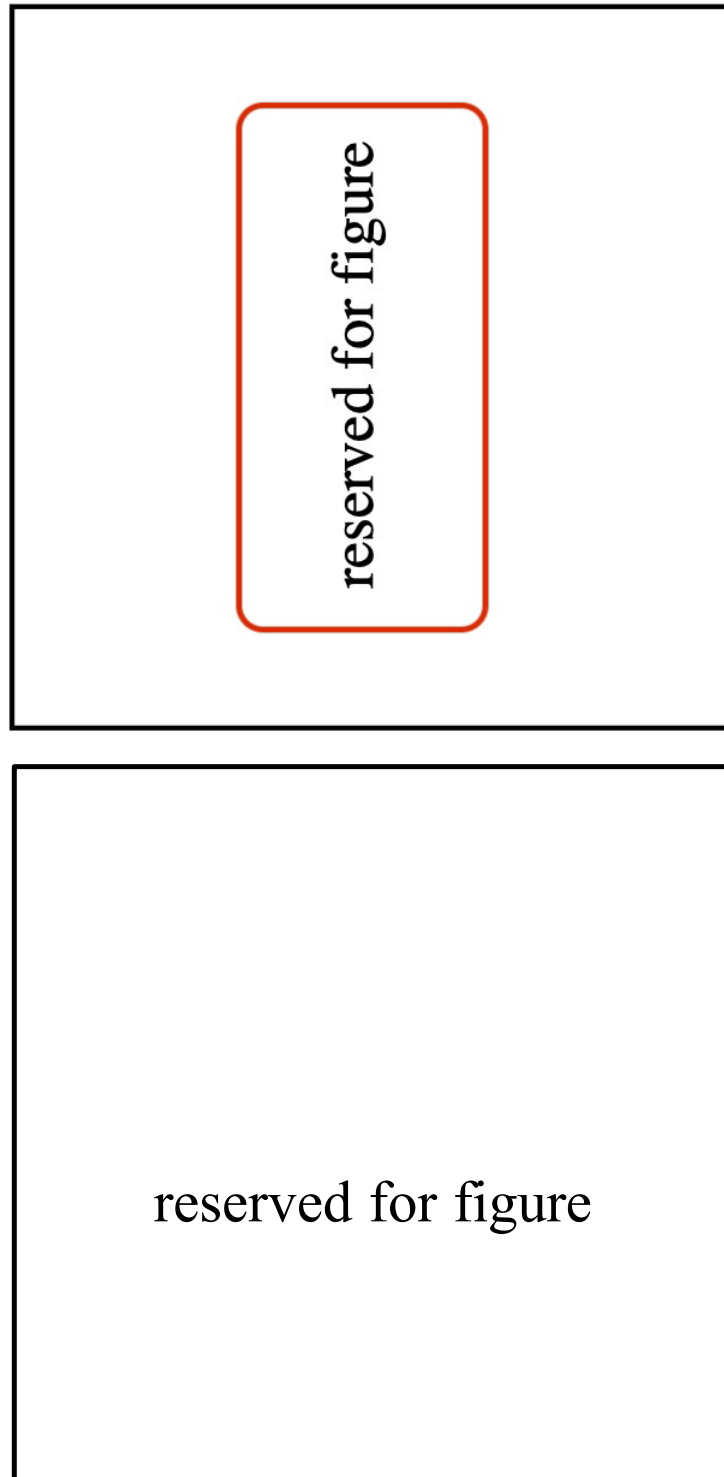


Figure 2: (*top*) Figure with 2 images on top of each other. (*bottom*). Label bottom image here. Be careful not to overspill into the margins; keep as much white space as the other pages.

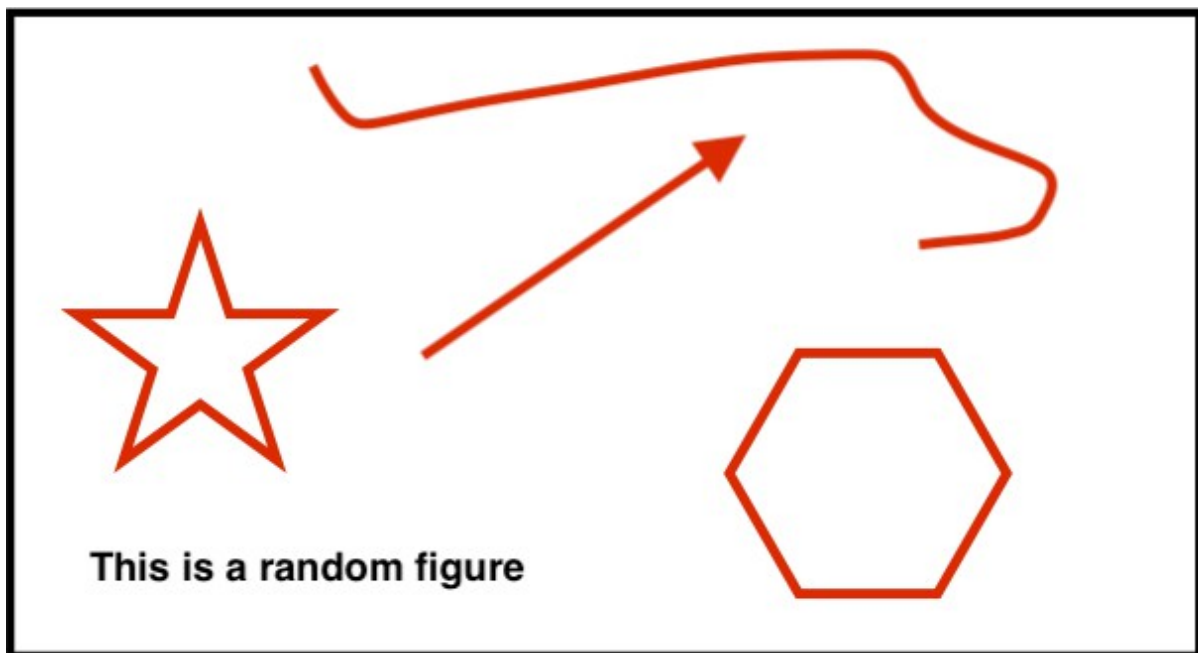


Figure 3: Figure with 1 image only.

## 2 New Section

You can use subsections as follows. The numbers will increment automatically.

### 2.1 *And now a subsection example*

This is a subsection.

2.1.1 *And finally, a subsubsection* This is what a sub-sub-section looks like, and this is where it stops. There are no deeper sections than this, and notice this one doesn't change line after the title. You will need to manually remove the italics after the heading.

## References

- [1] E. F. Redish, J. M. Saul, and R. N. Steinberg, "Student expectations in introductory physics," *American Journal of Physics*, vol. 66, no. 3, pp. 212-224, 1998, doi: <http://dx.doi.org/10.1119/1.18847>.
- [2] J. Tuminaro and E. F. Redish, "Elements of a cognitive model of physics problem solving: Epistemic games," *Physical Review Special Topics—Physics Education Research*, vol. 3, no. 2, p. 020101, 2007.
- [3] O. Koopman, "Analysis of the FET Physical Science External examinations in South Africa," in *Proceedings of the Eighteenth Annual Meeting of the Southern African Association for Research in Mathematics, Science and Technology Education*, Durban, V. Mudaly, Ed., 2010: SAARMSTE.
- [4] F. Cochard and O. Thizy, "eShel echelle spectrograph User Guide." [Online]. Available: <https://www.shelyak.com/wp-content/uploads/DC0009B-eShel-User-Guide.pdf>
- [5] A. S. Msimanga, "Talking science in South African high schools: case studies of grade 10-12 classes in Soweto," PhD Thesis, School of Education, University of the Witwatersrand, 2013. [Online]. Available: <http://wiredspace.wits.ac.za/handle/10539/13341>