Manuscript Template Instructions

This template is provided to give authors a basic shell for preparing a manuscript for submittal to a meeting or event. Styles have been included to give a basic idea of how a finalized paper will look before it is published. All manuscripts submitted will be extracted from this template and tagged into an XML format; standardized styles and fonts will be used when laying out the final manuscript. Links will be added to the manuscript for references, tables, and equations. Figures and tables should be placed directly after the first paragraph they are mentioned in. The technical content of the manuscript will not be changed.

Accessing the Manuscript Template

Click on the Manuscript Template link under the Forms and Deadlines section in the author kit. This will bring up a **ManuscriptTemplate.zip** file to open or save to your computer. Unzip the ManuscriptTemplate.zip file and extract the file **ManuscriptTemplate.dotx**.

Fill in your manuscript information using the table at the top of the template. Please ensure all information is accurate and final before submitting your manuscript.

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Headers

Headers will be added to your paper during the XML markup process.

Styles

We have provided format styles for Word. In the Styles Pane, you must select the drop down menu next to "List" and select "In Current Document". If the you select text in the manuscript, then select the Head1 style, it will apply all the necessary formatting to the text. For instance, a Head1 (the first headline of a paragraph) is 14 pt. Arial Bold font.

Keep in mind that it is not necessary to match the fonts and styles exactly, your content will be converted to XML and standard styles will be applied to the final manuscript.

This section will give you a definition of each style, followed by any information that will be useful to note when applying. We have used Arial and Times New Roman fonts for this template.

Head1
> Insert an empty return above **Head1**. 14-pt Arial Bold, flush left, upper and lower case, no hyphenation, on line(s) by itself. Hard return chains to **Para** style. *Use for Abstract, Introduction, Conclusion, Nomenclature, Acknowledgments, References, etc.*

Head2
> Insert an extra return above. 12-pt Times New Roman Bold, justified, upper and lower case, hyphenation on, end with a period. Hard return chains to ***Para1*** style.

Head3
> 12-pt Times New Roman Bold Italic, indented, justified, upper and lower case, hyphenation on, end with a period. Hard return chains to ***Para1*** style.

Head4
> 12-pt Times New Roman Italic, indented, justified, upper and lower case, hyphenation on, end with a period. Hard return chains to ***Para1*** style.

Para
> 12-pt Times New Roman, justified, hyphenation on. Hard return chains to ***Para1*** style. *Follows **Head1.***

Para1
> 12-pt Times New Roman, indented, justified, hyphenation on. Hard return chains to ***Same Style***. *Follows **Head2, Head3, Head4,** and **Para.***

Equation

12-pt Times New Roman, indented, flush left, line return above and below. Hard return chains to ***Para1*** style. For single line equations type as body text.

For a complex equation you will need to use the Equation Editor.

Nomenclature

12-pt Times New Roman, hanging indent, hyphenation off. Symbols italic, definition Roman. Tab set: 0.56R & 0.61L. Hard return chains to ***Same Style.*** Default font is italic, tab over, type symbol followed by word space, = (equal sign), tab over, **Ctrl-I** (turns off italic) followed by definition.

Note: The tabs set within this style may need to be adjusted depending on font used and length of symbol(s) being defined.

References

10-pt Times New Roman, justified, hyphenation on. Tab Set: 0.200R & 0.260L. Hard return chains to ***Same Style.*** Tab over, type reference number, tab over, type reference copy.

Note: The tabs set within this style may need to be adjusted depending on font used.

Metric

12-pt Times New Roman. Tab Set: 0.8R, 0.85L, 1.99R & 2.03L. Hard return chains to ***Same Style.*** Tab over, type unit, tab over, × (times sign) followed by word space, type factor, tab over, type exponent, tab over, = (equal sign) followed by word space, type unit.

Note: The tabs set within this style may need to be adjusted depending on font used.

Tables

Cite all tables in numerical order in the body of the paper. Number them with Arabic, not Roman, numerals. Table titles and column headings should be as concise as possible. Use 8-pt Arial Bold for table title and 8-pt Arial for the body copy. Align columns with either tabs or spaces, not a mixture of both. Try to avoid any arrangement that unduly increases the depth of a table.

Figures

FigCaptions

8-pt Arial Bold, centered, hyphenation off. Cite all figures in numerical order in the body of the paper. Number them with Arabic, not Roman, numerals.

Figures should be centered on their own line following the first paragraph they are mentioned in.