

MANUSCRIPT FORMATTING GUIDE

Introduction

This guide is designed to cover the details of manuscript preparation to ensure uniformity and continuity for one-column proceedings publications. The guide is to be used in conjunction with the template available for Microsoft Word. (Authors are encouraged to use the Word template when preparing their manuscripts.) It can also be used to help you properly format your paper if you are using another software package, such as PageMaker or InDesign.

Artwork

There are two types of figures you use in your paper: line art (spot graphs, bar graphs, etc.) and photo images (micrographs, photos, etc.). You will need to supply figures that will look good in a professional publication – that means including each type of figure at specific resolutions or “dots-per-inch” (dpi).

- Photo images should be a minimum of 300 dpi. Even if photo-images are not scanned (i.e., the image is already in electronic format), they still must be set to at least 300 dpi for good reproduction.
- If any line art must be scanned, it should be scanned at 600 dpi (minimum).
- Images prepared for the web are typically set at 72 dpi and make for a very poor product; avoid using images pulled from web-based material.

All type in graphs and figures should be large enough to read and understand.

Text

- The size of your typeface should be set at 12 points with single spacing throughout.
- The typeface should be a serif font such as the Times or Computer Modern (for LaTeX users) family of fonts.
- Keep all text and artwork within the template margins.

Layout

Single line spacing is preferred; however, if your manuscript contains a large number of subscripts or superscripts, and you cannot adjust the sizes or positions of these “scripts,” use space-and-a-half indexing to eliminate text overlap.

Use SI units for consistent measurement references.

When possible, justify right margins as well as the left for a more finished appearance.

First Page

The top of the first page of your paper contains the title of your paper along with all the author(s) name(s), author(s) affiliation(s), and a list of keywords – blank lines should separate each of these sections. After this information is set, the paper should begin below the keywords. (Note: even if your **Abstract** ends on the first page, you should begin typing your **Introduction** immediately afterward.)

Title. Enter the title of the paper. The title should be 14 pt., bold, centered, and in all caps (use lowercase letters where needed for element abbreviations, acronyms, etc.)

Author(s). If there is more than one author, subsequent author names should follow on the same line as the first author listed, continuing onto further lines as necessary. If the different authors also have different affiliations, there should be a superscript number following each author name that corresponds to the proper affiliation. Each author affiliation should be put on a separate line (multiple lines as needed), with a superscript number at the beginning that corresponds to the author(s) in the previous section.

Keywords. Please enter at least three appropriate keywords and leave a blank line before beginning the rest of the paper.

Headings

A paper with text divided and organized under headings is recommended. These are the standards for one-column proceeding headings:

- First-level headings: 12 pt., bold, centered on a separate line, first letter of each word capitalized
- Second-level subheadings: 12 pt., underlined, flush left on a separate line, first letter of each word capitalized
- Third and subsequent-level subheadings: 12 pt., underlined, flush left but run as part of paragraph, first letter of each word capitalized

Equations

All equations should be typed, centered, and separated from the text by one blank line of space above and below. They should be numbered consecutively in parentheses at the right-hand margin, in line with the last line of the equation as seen in the example below.



Tables

Place tables as closely as possible to their references in the text. Number consecutively with Roman numerals and center the title above the table. Table-width rules should separate the title from column headings, column headings from the table body, and finally the bottom of the table from the next paragraph. Footnotes would appear below the last line. (See Table I).

Table I. Location and Distribution of World Strip Casting Operations

Location	Number	Percent
North America	58	37
Western Europe	37	23
Eastern Block	29	18
Asia	18	11
Africa	9	6
South America	7	4
Australia	2	1

*Footnotes

If a table cannot be contained in the margins of the template, scale it down to fit the page width inside the the margin area.

Figures

Original figures in your paper should be numbered consecutively with Arabic numerals and each figure should be captioned. As with tables, figures should be placed as closely as possible to the appropriate text. At an absolute minimum, graphic images (halftones) should be set at 300 dpi. Photocopies or items from previously printed sources should be avoided since they reproduce poorly and any potential value is negated. If your figures must be reduced before inserting on the page, be sure not to reduce the caption. When presenting microstructures, be sure to place a scale marker on the photograph (see Figures 1 and 2).

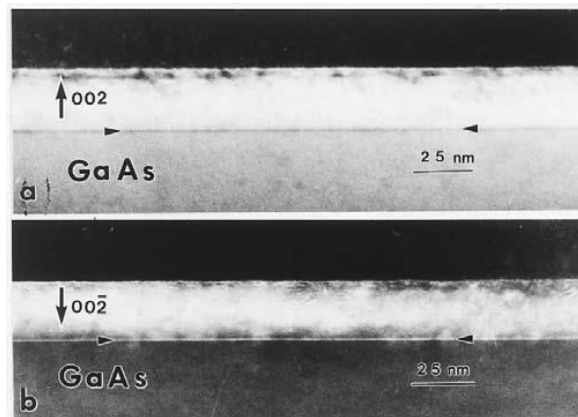


Figure 1. TEM (110) cross sections of (a) 002 and (b) 002 dark field images from a sample with 1 min Zn exposure of a As-stabilized GaAs-(2 \times 4) epilayer prior to the growth of the thin ZnSe Layer. The Zn-As interfacial layer is marked by arrowheads.

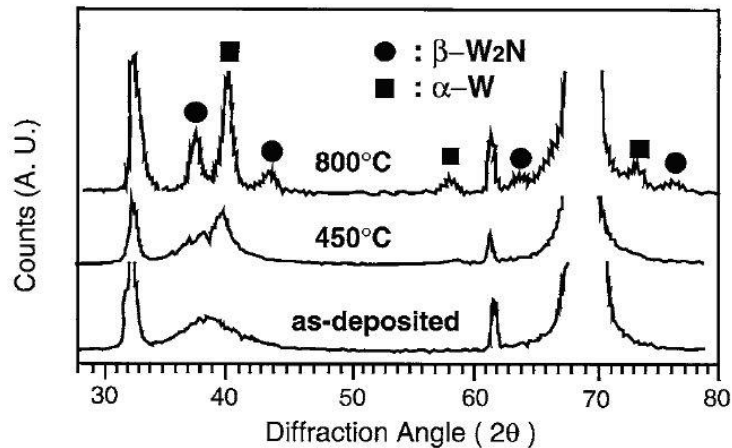


Figure 2. X-ray diffraction spectra of as-deposited and annealed films.

References

All text references should be consecutively numbered, using square brackets with the period after the reference – example [1, 2]. Complete citations should appear at the end of the paper in the **References** section, using single-spaced format with a blank line of space between items. References should provide readers with enough information to find the cited material. See below for various reference forms. Any manuscript preparation manual will assist you in handling unique citation situations. Abbreviations of widely used journals are accepted, but it is best to spell out the titles of foreign and less well-known journals.

Sample References

BOOK

One Author

1. Robert D. Pehlke, *Unit Processes of Extractive Metallurgy* (New York, NY: American Elsevier Publishing Company, 1973), 175-199.

Two or three authors

2. Ulrich Rembold, Karl Armbruster, and Wolfgang Ulzmann, *Interface Technology for Computer-Controlled Manufacturing Processes* (New York, NY: Marcell Dekker, Inc., 1985), 103.

More than three authors

3. R.L. Gibbey et al., *Fast Breeder Reactor Fuel Performance* (LaGrange Park, IL: American Nuclear Society, 1979), 188.

Editor, compiler, translator

4. Lawrence E. Murr, ed., *Industrial Materials Science and Engineering* (New York, NY: Marcel Dekker, Inc. 1985), 98.

5. Robert C. Bates. "A Model for Striation Spacing in Fatigue Crack Growth," *Fracture: Interactions of Microstructure, Mechanisms and Mechanics*, ed. J.M. Wells and J.D. Landes (Warrendale, PA: The Metallurgical Society of AIME, 1984), 255-284.

Multivolume work or series

6. H. Baker et al., eds., *Metals Handbook*, vol. 2 (Metals Park, OH: American Society for Metals, 1979), 60.

JOURNAL

Volume and year

7. E.H. Lee, R.L. Mallet, and W.H. Yang, "Stress and Deformation Analysis of the Metal Extrusion Process," *Computer Methods in Applied Mechanics and Engineering*, 10 (1977), 339-353.

Volume, issue and year

8. M.J. Cooke et al., "LPCVD of aluminum and Al-Si Alloys for Semiconductor Metallization," *Solid State Tech*, 25 (12) (1982), 62-65.

9. B.L. Agarwal, "Postbuckling Behavior of Composite Shear Webs," *A.I.A.A. Journal*, 19 (F) (1981), 933-939.

UNPUBLISHED PAPERS

Reports

10. D.N. Robinson, "A Unified Creep-Plasticity Model for Structural Metals at High Temperature" (Report ORNL/TM-5969, Oak Ridge National Laboratory, 1978).

Dissertation or thesis

11. B.G. Snyder, "Superplasticity in Ferrous Laminated Composites" (Ph.D. thesis, Stanford University, 1982), 45-51.

Paper presented at meeting

12. P.B. Queneau, "Behavior of Magnesium Sulfate During Acid Pressure Leaching Nickeliferous Laterite Ore" (Paper presented at the 113th AIME Annual Meeting, Los Angeles, California, 28 February 1984), 5.

(SEE NEXT PAGE FOR PAGE LAYOUT DIAGRAM)

Left Margin: 6 picas; 1 inch; 25.4 mm

PAPER TITLE

Author(s) Names(s)¹, Author(s) Names(s)²

¹Authors(s) Affiliation(s) (Name of Company; Complete Address)
²Authors(s) Affiliation(s) (Name of Company; Complete Address)

Keywords: Keyword, Keyword, Keyword

*Paper title, author(s) name(s), author(s) affiliation(s), and keywords
appear on first page only*

54 picas; 9 inches; 228.6 mm

39 picas; 6.5 inches; 165.1 mm

NOTHING SHOULD LAY OUTSIDE OF MARGINS

Right Margin: 6 picas; 1 inch; 25.4 mm