

Explanation of Notes for Document Template

Notes for the final document template are identified by numbers in red dots: 2

- 1 The final document shall be US Letter size, which is 8.5 inches wide by 11.0 inches tall (21.59 cm by 27.94 cm). The basic page margin shall be 1.0 inch (2.54 cm) all around, with increases to 1.5 inch (3.81 cm) in sections as noted in the template. No page numbers shall be installed on any pages of the document.

The default typeface (font) shall be 10 point Times New Roman Regular. Note that for some Unix/Linux-based computers, typefaces “Free Serif” or “Liberation Serif” may be substitutes for Times New Roman. Leading (the space between lines of text) shall be set as “automatic” or “single-space” as appropriate for the word processor or text editor being used to compose the document.

Color for all text in the document shall be black (0,0,0 in RGB colorspace; C75 M68 Y67 K90 in CMYK colorspace; #000000 in hex colorspace).

- 2 The title of the document shall be presented in 14 point Times New Roman Bold. The title can be split into more than one line if it will not fit on a single line. The point(s) at which the title is split is/are left to the discretion of the author; however, the title should be balanced in appearance with upper lines longer than lower ones unless otherwise equal in length. The title shall be centered within the document’s left and right margins and shall be presented in title case (the first letter of significant words or proper names capitalized).

- 3 Authors should be listed in order of their relative contribution to the work or subject being described in the document. Titles, honors, or ranks, such as “Dr.,” “Prof.,” “Sir,” “Maj.,” shall not be used, nor shall degrees or certifications, such as “Ph.D.” or “P.E.,” be included in names. Post-nominals, such as “Jr.,” “Sr.,” “III,” should be appended to an author’s name as appropriate. Names shall be constructed in “first-name or first-initial(s) last-name” order. Example: B. Smith

A superscript number or numbers corresponding to the author’s affiliation (see below) shall be placed immediately after each author’s name. If the author is affiliated with more than one entity, the affiliation superscripts shall be separated with a single comma. Example: B.Smith^{2,4}

A single asterisk (*) shall be appended after the affiliation superscript(s) for the author who is designated as the “Corresponding author”; i.e., the author to whom inquiries or comments about the subject of the document should be directed. Example: B.Smith^{2,4*}

The name of the author who orally presents the document at the conference/symposium shall be underlined. Example: B.Smith^{2,4*}

The authors list shall be presented in 11 point Times New Roman Regular typeface.

Affiliations of the authors shall be listed in alphabetical order starting on a new line immediately below the list of authors. Each affiliation shall be preceded with a superscript number, beginning with “1” and increasing by 1 for each affiliation listed, and shall be separated from subsequent affiliations by a semicolon and space. The entry for each affiliation shall be the full name of the affiliation followed by the country in which the affiliation or affiliation division is located. The name and country shall be separated by a comma and space. Example: ¹Acme Exploration Co., United Kingdom

The affiliations list shall be presented in 11 point Times New Roman Italic typeface.

The corresponding author line shall start with an asterisk followed by “Corresponding author: “, then followed by the means by which the author can be contacted. The means can be an email address, mailing address, or telephone number. Only one means of contact shall be listed.

Example: *Corresponding author: bsmith@acme.com

The corresponding author line shall be presented in 10 point Times New Roman Regular typeface.

- 4 Subheadings, if used, shall be separated from the content above by an empty line (double-space). No additional space shall be installed below the subheading. Subheadings shall be presented in 11 point Times New Roman Bold typeface.
- 5 Graphics (tables, graphs, photographs, illustrations) shall be either created within the word processor being used to compose the document or shall be elements that are placed within the document. If created externally and placed within the document, such elements shall be produced in a resolution not less than 300 dots per inch (dpi). Higher resolutions will result in clearer, more defined images. All graphics shall be in grayscale; no colors other than black, white, and shades of gray shall be used.

Graphics must fit horizontally within the 1.0 inch (2.54 cm) page margins. Graphics that do not fill the allowed space must be centered between the left and right margins.
- 6 Captions must accompany each graphic and must be positioned below the associated graphic. Captions must fit between the reduced left and right margins of 1.5 inch (3.81 cm). Captions that do not fill the allowed space must be centered between the left and right margins.
- 7 No page numbers of any type shall be installed on any of the pages of the document.
- 8 References shall be placed within the content of the document at locations immediately after the sentence containing the content being referenced. Reference numbers shall commence at "1" with the first reference installed in the document and shall increment by 1 for each reference placed. Reference numbers shall increase in value as the document progresses, and shall be continuous with no gaps in the values used.
- 9 Reference markers in the "References" section shall be listed in numerical order commencing with the value "1". The markers shall be separated from the text of the references by a space sufficient to accommodate markers with more than one digit without affecting the left-most line-up of the reference texts.