

Instructions for Preparation and Formatting of Proceedings Paper

Barbara B. Brown
USDA Forest Products Laboratory
Madison, Wisconsin, USA

John J. Jones
Chemical Engineering Department, University of Wisconsin
Madison, Wisconsin, USA

Abstract

All manuscripts must be submitted in electronic format (Microsoft Word 2007 or older) or RTF for text; TIFF or JPEG for figures). A printed copy (clearly printed on plain white 8-1/2- by 11-inch (US) or A4 paper) should also be sent to Vicki Herian, SWST.

Keywords: Instruction, preparation, format, manuscript, proceedings

Layout of Text

The format of the manuscript should generally follow the format of these instructions. All type throughout the manuscript should be Times New Roman font. All type except for title, authors, and affiliations should be 12 pt. Use single line spacing throughout. Insert one blank line between paragraphs and above and below headings.

Elements of the manuscript (as appropriate) should as closely as possible be ordered as follows:

- Title
- Author(s) and affiliation(s)
- Abstract
- Key words
- Main body of text with all Tables and Figures placed in paper as near as possible to where they are first referred.
- References
- Nomenclature (optional, use only if terms need to be defined)
- Acknowledgments

Margins

Text must be printed within the dimensions shown on these pages, with each page having 1-inch (25mm) margins on all sides.

Title, Authors, Affiliations, Abstract, and Key Words

Title of article, author(s), affiliation(s), 200- to 300-word abstract, and 5 to 10 key words are printed on the first page. Title should be in 18 pt bold type; use “title case” (capitals for the first character of each word except articles, conjunctions, prepositions, symbols that are normally lowercase, etc.).

Names of authors and affiliations should be in 14 pt type.

Main Body of Text

Main body of text should begin on the 2nd page. This would be a new page if Title, Authors, Abstract and Key words fit on the first page, or the main body would immediately follow the Key Words if the Title, Authors, Abstract and Key words require 2-pages. All text should be set flush left, ragged right. Do not insert manual hyphens or manual line breaks within a paragraph.

Headings

All headings should be in “title case.” First-level headings should be set bold and centered. Second-level heading should be set bold and flush left. Third-level headings should be set bold italic and flush left. Following are examples of each heading:

This Is a First-Level Heading

This Is a Second-Level Heading

This Is a Third-Level Heading

Equations

Equations should be centered and preceded and followed by a blank line. Equation numbers should be placed in parentheses and set flush right and aligned with the last line of the equation. Equations should be cross referenced in the text as “Equation (1), Equations (1) and (2)” and in parentheses as “(Eq. (1), Eqs. (1) and (2)).”

Tables and Figures

Tables should be included within the manuscript text and placed as close as possible to where it is first referenced. Be sure to use Word’s table construction tool (Table/Insert Table) rather than multiple spaces or tabs. Tables should be cross referenced in the text and in parentheses as “Table 1, Tables 1 and 2.”

Figures should be included within the manuscript text and placed as close as possible to where it is first referenced. Because figures traditionally given editors problems, we ask that each Figure should also be submitted Editors as separate files (with the file clearly named to include the 1st authors name and figure number) in either TIFF or JPEG format in the highest resolution possible (up to 300 dpi).

Each table or figure must have a caption immediately below it in text. All figure and table captions should be listed in Times New Roman font, *italics*, and 12 pt. Figures and Tables should be cross referenced in the text as “Figure 1, Figures 1 and 2” and in parentheses as “Fig. 1, Figs. 1 and 2.” Tables should be referenced as “Table 1, Tables 1 and 2” and in parentheses as “Table 1, Table 1 and 2.”

References

References should be cited in the text using the name/date system as in the following example: "...as in our previous work (Brown 1998, Brown and Jones 1999, Brown et al. 2000) and that of Smith (1999)." Style the list of references in generally the following form:

Maloney, T.M. 1986. Terminology and products definitions—A suggested approach to uniformity worldwide. In: Proceedings, 18th international union of forest research organization world congress; 1986 September; Ljubljana, Yugoslavia. IUFRO World Congress Organizing Committee.

Maloney, T.M. 1993. Modern particleboard and dry-process fiberboard manufacturing. San Francisco, CA: Miller Freeman Publications.

Marra, G. 1979. Overview of wood as material. Journal of Educational Modules for Materials Science and Engineering. 1(4): 699–710.

NIST. 1992. Voluntary product standard PS 2–92. Performance standard for wood-base structural-use panels. National Institute of Standards and Technology. Gaithersburg, MD: United States Department of Commerce.

Other Advice and Style Considerations (*not part of tech. paper template*)

Follow the SI system of units. Common exceptions are acceptable, such as min, h, °, °C, cm, but as far as possible be consistent within the same manuscript.

Do not be afraid to use personal pronouns and the active voice.

Do not use acronyms and initialisms in Abstract

Be sure to define all acronyms and initialisms at their first occurrence in the main body of text.

Include product or trade names only if necessary for the technical content of the paper. At the first occurrence of each product or trade name, be sure to provide the company name and location (city of corporate headquarters) in parentheses.