



## Proceedings from the MS&T'17 Meeting

### Author Guidelines

#### The Basics

1. **Margins:** Set up your paper (click on File then Page Set Up in MS Word) using 8 ½ x 11 inch Letter paper size and set margins at **0.75-inch** for the top and bottom and **1 inch** for both sides.
2. **Page Limits:** 14 pages or less unless approved by the editor
3. **Font:** All papers are to be created using the **Liberation Serif Font**. This font file can be found and downloaded from the online submission website (under “Instructions and Forms”). All text (including headings and figure captions) should be 12 point (pt) font. Text (including title and headings) should not be bolded.
4. **Spacing and blank lines:** All text must be single-spaced. Insert a blank line (single space) before all headings and subheadings, but not between paragraphs within each section.
5. **Indenting:** Indent each paragraph by one tab and choose justified paragraph alignment for the body of the paper under each heading or sub-heading.

#### Parts of the paper (see sample paper below)

1. **Title:** The title should be flush left. Letters should all be uppercase except for compounds and chemical formulas (e.g., SiO<sub>2</sub> not SIO2).
2. **Author info:** Flush left, upper and lower case.
3. **Abstract:** The Abstract should not exceed 350 words.
4. **Body text:** Regular text, 12 pt. font, justified type. The first line of text should be indented one tab and should appear directly below the heading (no blank line). Do not use bold, underline, or italics in the text.
5. **Headings and subheadings**
  - Headings: Flush left, 12 pt. font, all uppercase letters (no bold or italics)
  - Subheadings: Flush left, 12 pt. font, upper and lower case (no bold or ital.)

#### Artwork (Images, tables, graphs)

1. There are two types of figures you may work with 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).
2. Make sure to embed your micrographs, photos and other images (see below under “Embedding Images into a Word document”)

3. Photo-images should be at 300 dpi (minimum); failure to do so will result in washed-out and/or blurred images when printed; 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.
4. If any line-art must be scanned, it MUST be scanned at 600 dpi (minimum); failure to do so will result in jagged lines when printed. Crop and place images in your electronic document where you want it to appear in the paper.
  - Note: images prepared for the web are set at 72 dpi and make for a very poor product; avoid using images pulled from web-based material.
5. The preferred file formats for any graphics are either EPS or TIFF; using other formats, such as JPG or GIF will decrease the value to some extent.
6. Make sure all type in graphs and figures is large enough to read and understand.
7. Keep all text and artwork within the template margins.
8. **COLOR IS ACCEPTABLE, BUT THE PUBLICATION WILL BE PRINTED IN BLACK AND WHITE, SO...**Avoid light colors such as yellow, light blue, light green and pink. Delineation between plots in a graph should be indicated by type of symbol and/or line pattern; avoid color graphs where delineation between plots is indicated by color alone.
9. Type the caption under each figure. Number tables with Roman numerals followed by the table title and place above the table.

## **Extras**

1. **Equations:** Equations should be centered and separated from the text by one blank line above and below. Number equations consecutively in parentheses at the right-hand margin, in line with the last line of the equation.
2. **Footnotes:** Identify footnotes with an asterisk (\*) and type them at the end of the paper. If more than one footnote appears, identify them with multiple asterisks.
3. **References:** Number references consecutively in the text with superscript numbers, and list corresponding references at the end of the paper.

## **Embedding images into a Word document**

- To insert an image/figure into a Word document, you simply put the cursor where you want the picture to go, click on "insert," then "picture," then "from file." There is no other way to do it.
- It is important to realize that when a figure has type in it, that type will carry all the way over to press. So it is important that the fonts are included at every stage, i.e., they must be embedded in the PDF (see below).
- If a figure is scanned, there are no fonts, just pixels, so fonts are not a problem, but scanned figures must be at high resolution to reproduce well in print.

## **Embedding fonts in PDFs**

This is the procedure for making PDFs with fonts embedded:

- 1) When "printing\*" the Word document to a PDF, click on "Properties" in the print dialogue box.
- 2) Next click on "Adobe PDF Settings."
- 3) Then open "Standard."

- 4) You will then see a tab for "Fonts" to the right. Click on that.
- 5) Make sure there is a check mark in the "Embed all fonts" box at the top.
- 6) Make sure there is a check mark in the "Subset and embed . . ." box.
- 7) The percentage in the window should be "100%."
- 8) The "When embedding fails" box should say "Cancel job". (This makes it impossible to produce a PDF with missing fonts.)
- 9) The "Font source" window lists all of the fonts on your system. Highlight all of the fonts on the left, click on the "Add" in the middle, and the fonts will appear in the "Always embed" box on the right. There should be nothing in the "Never embed" window.

Once you make these changes, they should apply to all future PDFs.

**\* "Printing" to PDF is actually saving a document as a file; the word "printing" is deceiving in this case.**

FINAL REMINDER: All papers are to be created using the **Liberation Serif Font**. This font file can be found and downloaded at [Liberation Serif Font Download](#)

SAMPLE OF PROCEEDINGS TITLE: FLUSH LEFT, ALL CAPS, DO NOT BOLD, NO SMALL CAPS

Author Name  
Author Affiliation  
City, State, Country

#### ABSTRACT

Text of abstract should not to exceed 250 words. Indent the beginning of each paragraph by one tab. Paragraphs should be single-spaced. Indent each paragraph by one tab and choose justified paragraph alignment for the body of the paper under each heading or sub-heading. Text of abstract should not to exceed 250 words. Indent the beginning of each paragraph by one tab. Paragraphs should be single-spaced. Text of abstract should not to exceed 250 words.

#### INTRODUCTION

Be sure to set up your paper (click on File then Page Set Up in MS Word) using 8 ½ x 11 inch letter paper size and set for **0.75 inch** margins on the top and bottom and **1 inch** margins on the left and right sides. Please limit your paper to 14 pages or less. All papers are to be created using the **Liberation Serif Font**. This font file can be found and downloaded from the online submission website (under “Instructions and Forms”). All text (including headings and figure captions) should be 12 point (pt) font. Text (including title and headings) should not be bolded. Please limit your paper to 14 pages or less unless approved by an ACerS staff or the CT Volume editor.

#### HEADINGS

Headings should be in all capital letters. All headings should be aligned flush left. All text is indented one tab at the beginning of each paragraph. All headings should be in all capital letters. All headings are flush left. All text is indented one tab at the beginning of each paragraph.

#### Subheading

A subheading is in title case (upper and lower case) and is flush left. An equation should be formatted as below:

$$-\frac{dm_c}{dt} = \frac{DA(c_s - c_0)}{\zeta(t)} \quad (1)$$

A table sample is shown on the following page. Number tables with Roman numerals followed by the table title and place above the table. A table sample is shown on the following page. Number tables with Roman numerals followed by the table title and place above the table. A table sample is shown on the following page. Number tables with Roman numerals followed by the table title and place above the table. A table sample is shown on the following page. Number tables with Roman numerals followed by the table title and place above the table.

Table I. Pilot Scale FBSR Samples Tested in 2003-2004

Demonstration	Sample ID	Total Operating Time (TOT)	Bed Turnover (%)	Description
July 2003 SBW	Bed 260	82 hrs	Unknown	Dynamic bed product
	Bed 272	82 hrs	Unknown	Dynamic bed product
	Bed 277	82 hrs	Unknown	Dynamic bed product
August 2004 LAW	Bed 1103	55 hrs and 30 m	97.4	Dynamic bed product
	Bed 1104	55 hrs and 30 m	99.7	Final bed product
	Fines 1125	55 hrs and 30 m	100	Final filter fines
October 2004 SBW	Bed 1173	100 hours	92	Final bed product

A microphotograph sample is shown below. Number and type a caption under each figure using the same font and size as used in the body of your paper. Do not bold text. Center the figure and caption. A microphotograph sample is shown below. Number and type a caption under each figure using the same font and size as used in the body of your paper. Do not bold text. Center the figure and caption.

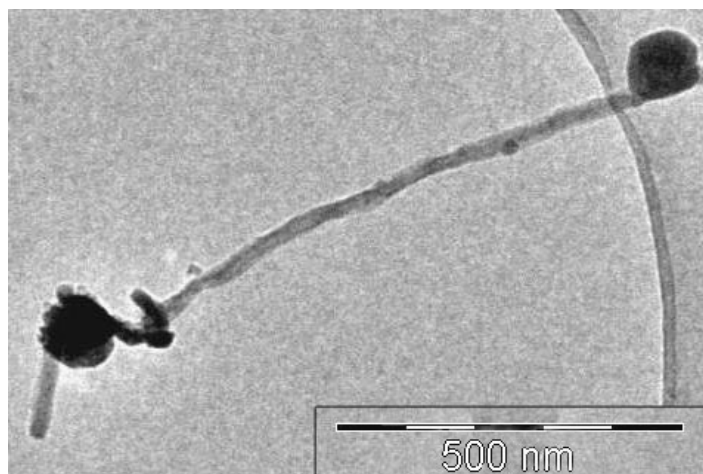


Figure 1. TEM image of spherical nanoparticles attached to a nanocable.

## CONCLUSIONS

Each paper should include a concluding paragraph(s).

## FOOTNOTES

\*Place footnotes here at the end of the paper. Use asterisks to identify the footnotes.

\*\*Place footnotes here.

## REFERENCES

<sup>1</sup>Place references at the end of your paper. Use the following format:

<sup>2</sup>E. Traversa, S. Villanti, G. Gusmano, H. Aono, and Y. Sadaoka, Design of Ceramic Materials for Chemical Sensors: SmFeO<sub>3</sub> Thick-Films Sensitive to NO<sub>2</sub>, *J. Am. Ceram. Soc.*, **82**, 2442-50 (1999).