

INSTRUCTIONS AND GUIDE FOR PREPRINT MANUSCRIPT PREPARATION

John Miner, XYZ Inc, Reno, NV

John Miner, Jr., XYZ Inc, Reno, NV

Introduction

Congratulations on being selected to participate in the SME Annual Conference. Your important paper will be published along with others to form a comprehensive and consistent body of knowledge. ***These written instructions serve as a representative sample of how your finished paper should look when printed on your home or office printer.***

You have also received in this mailing, a letter confirming due dates and other important instructions. Any questions concerning the subject matter of your paper, length of your paper, word processing program options, due date extensions, etc., should be referred to Tara Davis with SME, at 303-948-4215 or davis@smenet.org.

SME will be working directly from your electronic file (also include a printed copy of your final paper). Your ability to follow the general guidelines and specific styles will result in a more professional-looking finished paper in the proceedings.

Formatting Instructions

Please use the enclosed **Two Column Format Guide** as your primary reference in formatting your paper. (Note: It is necessary to refer to the Format Guide and this sample paper for complete instructions). It is not SME's objective or obligation to attempt consistency in the appearance of multi-author papers in all areas. Each paper will still have some of its own characteristics (i.e., bullet lists, numeric outlines,

quotations, etc.) as a result of each author's preference in the use of words and graphics. However, your assistance in helping follow the styles and guidelines outlined for the following parts of your paper will help publish a more professional looking proceedings in the most cost-effective and timely manner possible.

Your Paper's Title

Begin your title at the top margin of your paper and type no more than three lines, centering each line. Be sure to leave ample space at the top of the page (2 inches) so that a header and paper number can be inserted.

Author/Byline Information

Allow one blank line space under the last line of your title. Use one line only for each contributing author. Begin with first name, last name, name of firm/organization/institution, city and state abbreviation (or country). Do NOT include street address, zip codes, additional titles, degrees, departments, etc. These will be deleted for consistency. Two blank lines should follow the last author line before your first heading.

Headings

Headings should be centered in the column. One blank line should follow before and after each new heading in your paper. Your first heading (i.e., Abstract or Introduction) should follow these same guidelines.

Subheads

Subheads should be positioned flush left to the column. One blank line should precede each new subhead. Begin the new paragraph directly below each subhead.

Body or Paragraphs

Indent the first line of each new paragraph. Please do NOT use spaces or hanging indents; Use the Tab key to indent (.25"). Use full justification, letting the text wrap- no hard returns except when starting a new paragraph. Use the base font already indicated (10pt.). Do NOT double space between paragraphs. However, double space before starting a new heading or subhead.

Footnotes

Please use numbers (1, 2, 3,...etc.) for footnotes. Use a 9pt font. The footnote should appear on the same page it was referenced on.

Tables

When possible, use a table editor or tabs to create tables. Please do NOT use spaces to align the columns of your table. Also, do NOT use the "columns" feature to create tables. Identify each table with a bold numeric reference and center it at the top of your table (i.e., Table 1). Use a Tab to indent after the table reference. When possible the table data should be centered within the column.

Table 1. Example of a Sample Table and the Table Caption

Sample Description	X	Y	Z
Sample Test I	1	2	3
Sample Test II	6	2	2
Totals	7	4	5

If you have a table that spans across two columns, try to place your table at the top or bottom of a page to avoid splitting the page.

Graphics

The following are approved graphic files:

- BMP • TIFF • PIC • WMF
- EPS -PICT • WGP

Embed each graphic in your document. Also include a separate copy of the graphic file on your

(i.e., Figure 1). Use a Tab to indent after the Figure reference.

If your graphic exists in hard copy only, or you are unable to embed your graphic in your word processing file, indicate generally where the graphic should go. We will scan, size and position your graphic as close to this location as possible (Note: additional time is required, with additional costs to SME for each of your scanned graphics). To indicate where you would like your graphic, please include the following line of type in the body of your paper.

[INSERT FIGURE 1 HERE]

Figure 1. Example of a Figure Caption. Be sure to include this in the body of your paper.

Be specific with the graphic or figure you need placed (i.e., Figure 1, Figure 2, ...etc). Leave one space above and below this position reference. Failure to properly communicate the position of your graphic usually leaves a judgment decision which may NOT be the position that you prefer to have the graphic placed. If you have a graphic that spans across two columns, try to place your figure at the top or bottom of a page to avoid splitting the page.

Reminders Pertaining to Graphics

Embed and include separately.
Be sure to type the captions in the body of your paper as you want them to read.

Difficulty with Two-Column Formatting

If you have difficulty in working with a two-column format, please follow all of the same instructions and styles here and on the enclosed Two-Column Format Guide. Simply eliminate the center margin setting and prepare your paper in a single-column format.

Saving Your File, Preserving Its Fonts, Original Layout and Breaks

Please embed fonts where possible. This will ensure your paper will reproduce accurately. electronic file, as well as a laser quality print of your graphic with your paper. Include a centered caption for the graphic and place it at the bottom of the graphic.

Submitting Your Paper

To submit your paper, go to www.smenet.org, then the Annual Conference tab and upload from the submit button.

References

Use "References" as a heading name, with your listing that follows in the base font size (10pt). Number each reference consecutively (1, 2, 3, etc.) and single space between each reference. Indent after each reference number. Do NOT use end notes. Refer to the example below.

1. Smith, Robert J. and Nancy A. Jones (1991). "Writing a Better Paper", *Association News*, June, pp.67-75.
2. Speaker, David L (1988), "Presenting a Technical Paper", in *The Association Conference*, Arthur Jones and T.A. Johnson, ed. New York, NY, Knowledge Press.

These written instructions serve as a representative sample of how your finished paper should look when printed on your home or office printer.

TWO COLUMN FORMAT GUIDE

These guidelines should be used as your primary reference when formatting your paper. For specific areas such as Tables, Graphics, Footnotes, and References, please refer to the instructions in the preprint manuscript preparation guide.

Initial Setup (For 8 1/2" x 11" paper)

Please set up your word processor to these initial settings. Your paper should follow these formatting styles listed below.

Base Font: Opt Times (or Times New Roman)
Line Height: Auto
Line Space: Single
Margins:
Center: .3
All Others: .75" for the left and right margin. 2" top margin on first page (to allow for header and paper number) with a 1.25" margin on following pages. The bottom margin should be set at 1" on all pages (to allow for page numbering.)

Tab Settings: Every .25" (Additional tabs/indents may be set for tables or other items.)
Justification: Full

Paper Title

Maximum of three lines for your title.

Font Size: 14pt
Attribute: Bold and All Caps
Justification: Center
Position: Top margin
Spacing: One blank line after last line of title.

Author/Byline Information

Please type author's full name, affiliation, city and state abbreviation. Try to abbreviate affiliations when possible. Do NOT include street address, titles, departments, etc.

Font Size: 12pt
Attribute: Italicized and Initial Caps
Justification: Center
Spacing: Two blank lines after last author line

Headings

Font Size: 12pt
Attribute: Bold and Initial Caps
Justification: Center
Spacing: Double Space After

Subheadings

Font Size: Opt (same as base font)
Attributes: Bold, Italicized and Initial Caps
Justification: Left
Spacing: One line before all new subheads. Begin paragraph directly below each new subhead.

Body or Paragraphs

Indent the first line of each new paragraph. Please do NOT use spaces or hanging indents; Use the Tab key to indent (.25") each new paragraph. Use full justification, letting the text wrap--no hard returns except when starting a new paragraph. Use the base font already indicated (10pt). Do NOT double space between paragraphs. However, double space before starting a new heading or subhead.

Page Numbering

When page numbering your paper, place the number at the bottom margin. For MS-Word users, page number \Viii need to be placed in the footer (bottom margin is 1", footer margin is .75"). Please use the following guidelines below:

Font Size: 12pt
Attribute: Bold
Justification: Center
Position: Bottom margin (MS-Word users should set up a Footer at .75" and place page number inside of footer)