

Jane Doe, P.E., Dr. John A. Smith, and Cdr. Roger M. Brown, USN

Section Heading:
14 Point Font

Guidelines for Submitting Symposium Papers

Title of Paper:
18 Point Font

ABSTRACT

These guidelines have been prepared in the format required for submission. The abstract should not necessarily be identical to the abstract or proposal submitted in response to the call for papers, which is often more detailed. Abstracts summarize principle points and should be no longer than 200 words.

SPONSOR CLEARANCE. Authors are personally and solely responsible for obtaining organizational clearance for their paper before submitting it to the society for publication.

INTRODUCTION

These instructions will guide you in preparing a master of your paper from which copies will be made for publication in the proceedings of the symposium. Your end product should be a camera-ready copy of your paper, with all figures and photographs in place, ready to be duplicated. Each paper should have an introduction, which includes the background and the purpose of the paper. It should introduce the reader to the subject.

TEXT

The text should begin with an introduction and terminate with a conclusion. Text should be formatted in double column format and organized into sections and subsections without letters or numbers in the headings. Do not underline text. Avoid the overuse of boldface fonts and quotation marks for emphasis. Use of footnotes and endnotes is discouraged; incorporate information into the text.

General Information

Arrange the text as demonstrated in these instructions. Your final paper should be in two-

column format and printed on one side of the sheet of paper. Use 11 point Times New Roman characters for your text. Papers should not be unnecessarily long; most papers are typically 8-14 single spaced pages in length, including figures and tables.

Make sure any changes in the text made during the review process are reflected in the related parts of the paper such as the references or bibliography and the renumbering of figures and tables.

Formulas and equations should be typed or printed clearly, so there is no question regarding symbols, subscript or superscript.

FORMATTING

Text: 11

Point Font

Headings

Headings are not numbered and are formatted as shown in Table 1.

Symbols and Abbreviations

Use only standard symbols in text and illustrations. Identify all acronyms the first time used.

Equations

Equations should be numbered, the numbers should be in parentheses and flush right. All terms should be defined. Be clear as to subscripts, superscripts and exponents.

Figures, Tables, and Photographs

All figures and tables must be referred to in the text. Papers should not contain photographs not needed to understand the text.

Figures and tables are numbered with Arabic numerals followed by a brief caption (e.g. **FIGURE 2. Combat System Data**). Captions are

typeset under the figure or above the table. Labeling of figures and tables should be in a bold 10 point font. Most figures should be reduced to one column width (3 1/4") unless reduction is not readable, in which case the maximum width will be 7 inches. All lettering on figures must be suitable to accept these reductions.

TABLE 1 Specifications for Headings

Heading	Description
Title of paper	18 point, centered, bold, Upper and lower case.
Author(s)	12 point, centered, bold, Upper and Lower case.
Major Headings	14 point, left justified, bold, Upper case.
Subheading	12 point, left justified, bold, Upper and Lower case.
Second Subheading	12 point, left justified, bold italics, all caps.
Table captions	10 point, left justified, bold, description Upper and Lower case.
Figure Captions	10 point, left justified, bold, description Upper and Lower case.
Body text	11 point, left justified.

Illustrations

All artwork will be reproduced exactly as submitted. Insert your artwork in the electronic file exactly where it is to appear. Company or agency logos are not permitted. Artwork should be sized to fit in one column whenever possible (approximately 3 1/4" wide). Use two columns only when necessary (7 inches). Artwork. May be in color, black-and-white, or grey scale.

References and Bibliographies

List all references alphabetically by author at the end of the paper. References in the text should be cited by the last name of the author(s) and the year of publication of the reference enclosed in parentheses. The following examples illustrate the two possibilities:

- a. It was shown by Fourney (1988) that the draft decreases under these conditions.
- b. It has been shown that the draft decreases under these conditions (Fourney 1988).

In the case of two or three authors, include the last name of all authors in the citation (e.g., Fourney and McCool (1988) or (Fourney, Smith, and McCool 1988). In the case of more than three authors, the first-named author should be followed by "et al." (e.g., Fourney et al. (1988)). Where the author is an agency or organization, use that entity's initials or name (e.g. NAVSEA 1998).

List references at the end of the paper alphabetically according to the last name of the first-named author. References containing more than one author should list the primary author last name first, followed by co-authors first-initial followed by last name. Examples are provided at the end of these guidelines.

A bibliography may be used in lieu of references, where there is no need to cite a source. Where a bibliography is used, the same style used for references applies. The difference is that a bibliography is simply a list of material or publications pertinent to the manuscript's subject. Citations should be arranged alphabetically.

Page Numbers

Master page numbers are inserted on the final symposium manuscript. Do not include page numbers on the final copy. Page numbers may be lightly penciled on the reverse side of the pages to ensure the correct order is maintained.

Symposium Proceedings Style Conventions

- Military ranks are abbreviated using capitals and lower case letters (e.g., RAdm., Capt., etc.).
- Ship names are italicized and printed with capitals and lower case letters (e.g., *Seawolf*, *Carl Vinson*, etc.).

- Place a space vice hyphen between ship class letters and hull number (e.g., DDG 51).
- Use the sequence month-day-year (e.g., May 21, 1999).

CONCLUSION

All papers should have a conclusion and references. The references should be listed alphabetically and listed at the end of the paper under the subtitle, REFERENCES.

REFERENCES

Johnson, J.K. and R.L. Jones, "An Affordable Criterion for Systems Servicing," *Naval Engineers Journal*, May 1995.

The Chicago Manual of Style, Thirteenth edition. Chicago: The University of Chicago Press, 1982.

ACKNOWLEDGMENTS

List in the Acknowledgments those who contributed to or facilitated the project addressed by the paper but did not participate as an author. Authors should be restricted to those who participate in the preparation of the paper.

Jane Doe, PE is the principal author and she is an employee of..... A paragraph should include a short biographical sketch, 150 words maximum. When there is more than one author, each author may include a short biography. Principal author first.

Dr. John A. Smith obtained his master's degree in naval architecture at the University of Michigan and his Ph.D. at MIT...

Cdr. Roger M. Brown, USN is...