

Formatting Your ITM Paper for Conference Proceedings

Submittal Requirement

You should submit one paper copy of your summary and a digital copy in MS Word.

Paper Length

We are requesting each presenter to prepare a summary of their presentation with 2-4 pages of text. You may include any relevant figures or tables.

Page Dimensions, Margins, and Page Numbers

Your summary must be submitted in 8.5" x 11" page dimensions. The margins should be 1" on all sides. The body copy should be double-spaced. Page numbers should not be included.

Style

The elements of an ITM summary are listed below in the order in which they should appear. A format, or style, for each element of content is provided. If you do not have the specified typeface, match appearance as closely as possible.

Title. The title of the paper should be centered at the top of the first page of your summary in 14-point Arial type, upper and lower case.

Authors. Only the full name and company/university affiliation of each author should appear centered below the title in 12-point Arial. Do not include honorifics, address, credentials, phone, fax, or email addresses. They will be removed from the author line.

Body Copy. The text of the paper should be double-spaced in 12-point Times New Roman, justified with hyphenation on. All paragraphs should be flush with the left margin.

Headings. Major headings and subheads should use the following specifications:

First Level. (Head 1) Return above head, flush left, 12-point Arial bold, upper and lower case. Hard return at the end so that the head is on a line by itself.

Second Level. (Head 2) Return above head, flush left, 12-point Times New Roman bold, upper and lower case, end with a period, no hard return (text of the subsequent paragraph will be on the same line as the head).

Third Level. (Head 3) Indented, 12-point Times New Roman bold italic, end with a period, no hard return.

Fourth Level. (Head 4) Indented, 12-point Times New Roman italic, end with a period, no hard return.

Mathematical Material. Number equations sequentially as they appear in the paper and enclose the number in parenthesis preceded by dot leaders.

For equations in appendices, do not continue the numbering sequences from the body of the paper. Instead, number these Eq. A-1, A-2, B-1, etc. Simple fractional expressions should be written with a slant line so that only a single line is required. Equations must be clear with all symbols identified in the nomenclature. Make sure that exponents, superscripts, and subscripts are positioned properly.

Numbers. Numbers less than 10 should be spelled out, unless they are used in a series with a number 10 or greater. Numbers greater than 1,000 should include a comma.

Acknowledgments. These should appear in the same format as the body of the text under a first-level heading.

Nomenclature. The same format as the body of the paper is used under the first-level heading. Definitions of symbols should include the symbol, an equal sign, an accurate word definition, the dimensions in which the quantity is measured, and the units of measure.

References. References are set in 12-point Times New Roman with a hanging indentation after the reference number (i.e., the second line does not return to the margin but begins where the indented first line began). Examples of different types of references are as follows:

Book.

Ernst, C.H., R.W. Barbour, and J.E. Lovich. 1994. *Turtles of the United States and Canada*. Washington, DC: Smithsonian Institution Press. 578 pp.

Journal.

Addison, R.F. 1989. Organochlorines and marine mammal reproduction. *Canadian Journal for Fisheries and Aquatic Sciences* 46:360-368.

Internet.

American Gas Foundation. 2001. Fueling the future: Natural gas and new technology for a cleaner 21st century, 2001 update. <http://www.fuelingthefuture.org/FTFUpdate01.pdf>

For additional examples, see *Contract Report Specifications, August 2003* (pages 34-36) at the following website:

<http://www.gomr.mms.gov/homepg/regulate/envIRON/studiesprogram.html>

Metric Conversion Factors. Conventional measurements should be used; i.e., 6-in pipeline (not 183 cm), 1,000-m isobath (not 3,281 ft), and 4-Mile Zone (not 6 kilometer). Otherwise, the

summary should be consistent in the use of measurements. Conversion factors should be listed at the end of the paper after the References.

Appendices. If you have appendices, they should follow the same format as the body of the paper under first-level heading.

Tables. Tables should be used only if they present information more effectively than running text. All tables should be cited in the body of the paper. Tables should be numbered in Arabic, not Roman, numerals. They should be the smallest size possible without loss of clarity. Table headings and column headings should be as concise as possible. Use 12-point Arial Bold for table title and 12-point Arial for table content. Tables should be placed at the end of the paper.

Figures. All figures should be cited in the body of the paper. Figures should be numbered with Arabic, not Roman, numerals. Figure captions are set in 12-point Arial Bold. Figures should be placed at the end of the paper.