

Paper Style Guide for A&WMA's Annual Conference & Exhibition (Paper Title)

Paper 2010-A-293-AWMA (Number referenced in acceptance notification)

Lisa Breese (Author Name), Carrie Hartz (Additional Author Name)

Air & Waste Management Association (A&WMA), One Gateway Center, Third Floor, 420 Fort Duquesne Blvd., Pittsburgh, PA 15222. (First Organization Address for Author(s))

Richard J. Tropp (Additional Author Name)

Desert Research Institute, 2215 Raggio Parkway, Reno, NV 89512 (Second Organization Address for Author(s))

INTRODUCTION

This Style Guide details the document formatting standards for a paper manuscript, one of the two options required of authors presenting manuscripts at A&WMA's Annual Conference & Exhibition. Your paper should look *exactly* like this Style Guide in terms of layout, margins, spacing, font, and section headings. Following these guidelines will ensure that printed papers have a uniform and standardized appearance and that they will be reproduced accurately in the conference proceedings.

This Style Guide provides a working example of a properly formatted paper, while also instructing authors how to prepare their papers for inclusion in the conference proceedings. Please follow the instructions in this Style Guide as closely as possible so that your paper can be reproduced electronically. **Failure to follow the Style Guide may lead to your manuscript being rejected.**

If you have any questions about this Style Guide, please contact:

Lisa Breese, Programs Associate, Air & Waste Management Association, One Gateway Center, Third Floor, 420 Fort Duquesne Blvd., Pittsburgh, PA 15222
phone: 412-904-6004; email: lbreese@awma.org.

PARTS OF THE PAPER

When typing body text or headlines please be sure to apply the appropriate formatting styles as described below "Using Predefined Styles".

Your paper should include the following parts, in the order listed:

- Title
- Paper Number (referenced in the acceptance e-mail)
- Author(s) with Affiliation(s)
- Abstract
- Introduction
- Main Body Text (including experimental methods, results, discussion and summary sections)

- References
- Keywords

Title/Authors

Include a brief (75 characters or less), informative title for the paper. The title should be preformatted in the correct style (Initial Caps, 18-pt. Times New Roman boldface, left-justified). Immediately beneath your title, type Paper (followed by your actual paper number) in Times New Roman 12-pt bold type. Immediately beneath your number, type the first name, middle initial, and surname of the author(s) in Times New Roman 12-pt. bold type, left-justified. Below the names of the author, identify his/her affiliation(s) and complete mailing address(es) in regular body text in 12-pt font. Please reference page 1 of this Style Guide for an example of the placement and format of the Title and Author(s).

ABSTRACT 14-POINT TIMES NEW ROMAN BOLD, ALL CAPS

Your abstract should not exceed 300 words. It should summarize the principal findings presented in the paper and give readers enough information to determine if they wish to read the whole paper. It should also provide editors and librarians with enough information to properly index and retrieve the paper.

INTRODUCTION 14-POINT TIMES NEW ROMAN BOLD, ALL CAPS

The introduction of your paper should state in approximately 400-700 words the nature of the project or problem you are addressing and why you are studying it. It should provide background information about the work and its significance, while highlighting other relevant literature and specifying how it relates or differs from your work. You should also discuss the scope and limitations of your study in the introduction.

BODY – do not use “body” as a heading if at all possible – you may want to start with an “OVERVIEW” or “BACKGROUND” 14-POINT TIMES NEW ROMAN BOLD, ALL CAPS

The body of your paper should follow the introduction and should include:

Experimental Methods 14-Point Times New Roman Bold

The experimental methods section should be descriptive enough that the reader can identify what was done. References to experimental techniques are appropriate. If your paper has no experimental methods; please use appropriate titles for sections that provide details of the paper's topic. References to other publications should be appropriately noted.

Results and Discussion 14-Point Times New Roman Bold

The results and discussion sections may be combined or kept separate. Within the body of your paper, you can apply as many first-, second-, and third-level headings as you need. You can also include numbered and/or bulleted lists, as well as bold and italic type and superscript and subscript characters.

SUMMARY 14-POINT TIMES NEW ROMAN BOLD, ALL CAPS

The summary should highlight key findings and compare the results of your work to others as appropriate. Your summary should be based on the evidence presented in your paper. Discuss how your work contributes to other studies.

ACKNOWLEDGMENTS 14-POINT TIMES NEW ROMAN BOLD, ALL CAPS

If your paper contains acknowledgments, they should be placed immediately after the summary but before the list of references.

REFERENCES 14-POINT TIMES NEW ROMAN BOLD, ALL CAPS

References should be cited within your paper **using superscript Arabic numerals**, as in this example.¹ Use the Microsoft Word or WordPerfect superscript functions for reference numbers.

The references section should immediately follow the acknowledgments section. List your references numerically as they appear in your manuscript (not alphabetically). Use the Microsoft Word or WordPerfect numbered list function to number your reference list.

Examples of reference formats are given below. For additional information on formatting references, refer to the *ACS Style Guide*, edited by J.S. Dodd (American Chemical Society, Washington DC, 1986).

Example References

- 1 Carson, M.A.; Atkinson, K.D.; Waechter, C.J. *J. Biol Chem.* **1982**, 257, 8115-8121.
- 2 *ACS Style Guide*; Dodd, J.S.; American Chemical Society: Washington, DC, 1986.
- 3 Geactinov, N.E. In *Polycyclic Hydrocarbons and Carcinogenesis*; Harvey, R.G., Ed.; ACS Symposium Series 283; American Chemical Society: Washington, DC, 1985; pp 12-45.
- 4 Norman, L.O. U.S. Patent 4 379 752, 1983.
- 5 Kanter, H. Ph.D. Thesis, University of California at San Francisco, 1984.
- 6 Sherma, J.; Beroza, M. *Manual of Analytical Quality Control for Pesticides and Related Compounds*; U.S. Environmental Protection Agency; U.S. Government Printing Office: Washington, DC, 1979; EPA-600/1-79/008.
- 7 *Beilstein Online*; Beilstein Institute: Frankfurt, Germany (accessed March 1999).

KEYWORDS 14-POINT TIMES NEW ROMAN BOLD, ALL CAPS

Provide a listing of keywords separated by commas, for example – A&WMA, environmental, audits

FORMATTING

Paper Length

The maximum file size of your paper should be **1 MB or less**, including figures, tables, and graphics. A good reference for the page limit is approximately 12-15 pages in length. Your paper will **not** be included on the conference proceedings if it exceeds this limit. If your paper exceeds the file size limit, try converting tables or figures to metafile images or convert your original file to a PDF format before submitting it to compress the size of the file.

Document Type, Paper Size, Margins, and Page Numbering

If all of the publication requirements are met, A&WMA will include your paper in the conference proceedings. These proceedings are produced in Adobe Acrobat version 5.0 or higher. To facilitate this electronic production process, you must submit your paper as a **Microsoft Word, WordPerfect, or Adobe PDF** file through the online abstract submission system by the published deadline.

Papers are to be printed on **8½” x 11” paper** with **1” margins** left, right, top, and bottom. **Page numbers are to appear in the footer 0.49” from edge - lower right beginning with page 1. Text should be left justified.**

Line Spacing

Line spacing should be single (0 before and 0 after); leave 1 line space between each heading and body text, body text and next heading; and between paragraphs.

Type Size and Font

Times New Roman is the preferred font because it is resident in very similar forms in both Microsoft Word and WordPerfect. Use the following six levels of this font to describe the different sections of your extended abstract:

- 1 Title: **18-point Times New Roman Bold**
- 2 Heading 1: **14-POINT TIMES NEW ROMAN BOLD, ALL CAPS**
- 3 Heading 2: **14-Point Times New Roman Bold**
- 4 Heading 3: *12-Point Times New Roman Bold Italic*

5 Body: 12-point Times New Roman (left justified)

Special Characters

Microsoft Word - If you are using Microsoft Word, you can insert special characters (e.g. ®, ©, or ™) into your manuscript using the Microsoft Word “Insert Symbol” function. You may insert any of the characters found in the Times New Roman Symbol/Special Characters selection windows. **Do not include any characters that are functions of any other fonts.**

More complex mathematical formulas, equations, and characters (e.g. w_0) should be inserted into your manuscript using Word’s Equation Editor. Please note that this applies to text statements containing mathematical characters not found in the Symbol/Special Characters selection windows, as well as to the use of separate equations. See the section below on creating equations for further details.

Word Perfect - WordPerfect users can insert special characters that are part of the Times New Roman Symbol/Special Characters selection areas. **Do not use any other fonts or the WordPerfect Mathematical Symbols font to create special characters and equations.**

Equations - Formulas, equations, and text statements that include special characters not found in the Symbol/Special Characters selection windows must be created using either the Microsoft Word or WordPerfect Equation Editors.

Important note: Proper use of your word processor’s equation editor is imperative for accurate reproduction of important mathematical symbols. Use of alternative symbol fonts native to your system (e.g., WordPerfect’s ‘Mathematical Symbols’ font) is unacceptable because we may be unable to duplicate these fonts during the electronic production process.

WordPerfect users must place all equations in text boxes. To open a text box in WordPerfect versions 6 and 7, select, “Graphics” from the WordPerfect menu bar and then select “Text Box”. Once the text box has been created, position your cursor within the box, select “Graphics”, and then select “Equation”. In WordPerfect 8, select “Insert” from the WordPerfect menu bar and then select “Text Box”. Once the text box has been created, position your cursor within the box, select “Insert” and then select “Equation”.

Examples

Your equations should be numbered and labeled, as shown below. Only the simplest of equations may be created with keyboard characters.

$$y = mx + b \qquad \text{(Eq. 1)}$$

where:

m = slope

x = concentration

b = intercept

Most equations must be created with Microsoft Word or WordPerfect’s symbol fonts and equation editors so that the mathematical characters always reproduce correctly.

$$\left(m = \frac{\sum (y_i x_i)}{\sum (x_i^2)} \right) \quad \text{(Eq. 2)}$$

where

$$x_i = \frac{\text{(injected carbon peak area)}}{\text{(calibration peak area)}}$$

and

$$y_i = \text{calculated carbon in spiked filter or manual injection } (\mu\text{g})$$

Tables

Tables must be created using the Microsoft Word or WordPerfect table functions and included as **part of the text** immediately **after** the first point of reference. Do not place them at the end of your paper. For improved readability, keep your tables as simple as possible. Do not insert any unnecessary rows or columns. Use only 1-point rules to separate table cells and do not apply any shading or insert tab stops or indents. Whenever possible, please use the portrait table format. It is permissible to reduce the font size from 12-point to 10-point type within large tables. **All table titles should be Times New Roman 12 pt bold font and placed immediately above the table, but should be independent of the table itself.** Tables should be formatted as follows:

Table 1. Sample Table.

Style Definition	Specifications	Used For
Title	Times New Roman, 14-pt. bold, left-justified, initial caps	Paper title
Heading 1	Times New Roman, 12-pt. bold, left-justified, all caps	All level-one headings, which should include the Abstract, Introduction, and Summary. These headings must be typed in all caps.
Body	Times New Roman, 12-pt. body text, left-justified	Note: Bold, italic, and underline typeface can be applied to body text as necessary. Body text can also be formatted as bulleted or numbered lists.*

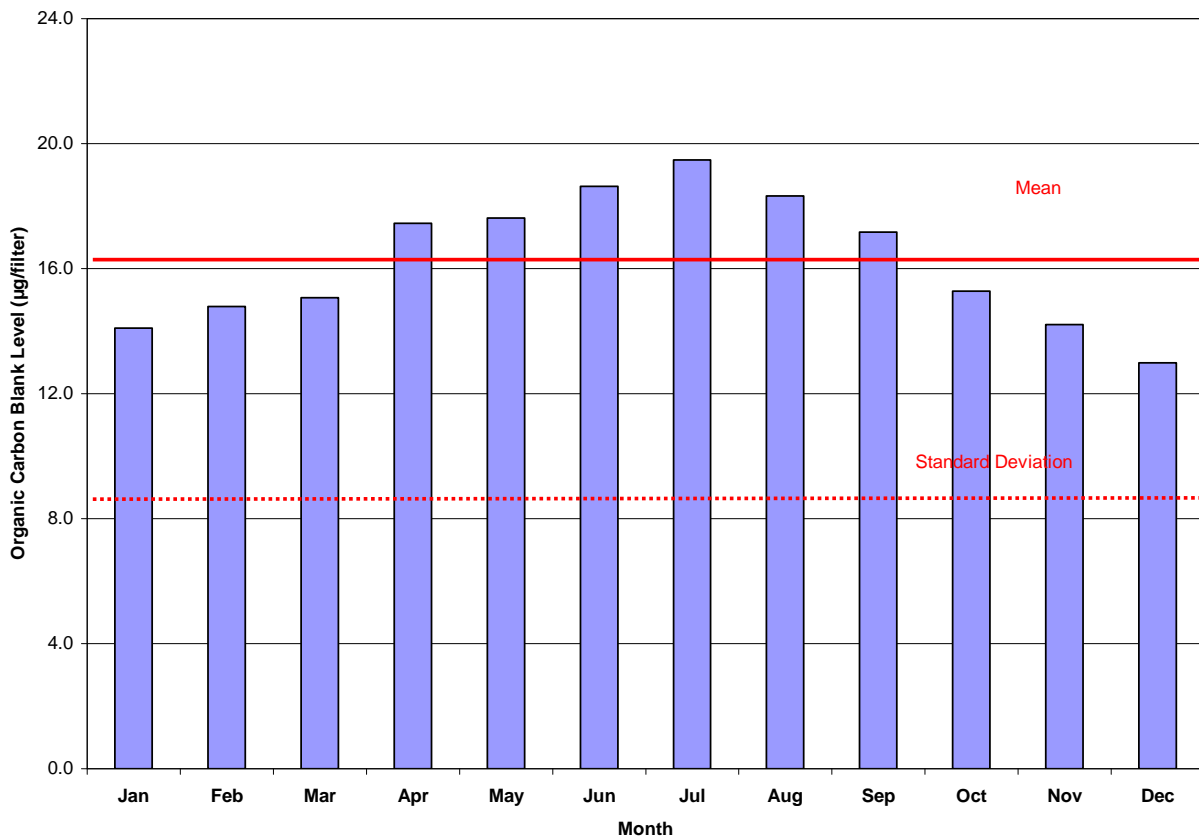
* Bulleted and numbered lists should be created by using the word processing toolbar functions.

Any explanations of table data should immediately follow the table and be formatted as plain body text. **Do not include table explanations within tables. Notations and references, such as superscript letters and number notations, are acceptable within the table and a legend describing notations should follow directly beneath the table**

Figures

Figures include charts, graphs, drawings, and line-art. All figures and other graphics should be embedded, or electronically placed, **within the text** immediately **after** the first point of reference. Do not place them on separate pages at the end of your paper. All figures must also be submitted with a resolution of at least 300 dpi. Figures must be labeled properly using **Times New Roman 12 pt bold font, with the X and Y axes clearly labeled, and include a legend** (see the example below). The figure title should be **Times New Roman 12 pt bold font and appear immediately above the figure (centered)**

Figure 1. Sample figure – Variation in Mean Organic Carbon Field Blank Levels by Month (2001 – 2004).



Scanned Images

Scanned images may be used in charts, graphs, and other line art only. All images (illustrations, charts, photos, and tables) must be placed in your text as digital files just after the first point of reference. *Do not group them at the end of your paper.*

SUBMITTING YOUR PAPER

Your paper will be reproduced and published in the conference proceedings in Adobe Acrobat version 5.0 or higher. To facilitate this electronic production process, you must attach your paper as a Microsoft Word, WordPerfect, or Adobe PDF file via the online abstract management system. **Draft papers** should be submitted for review and approval by **5:00 p.m. eastern standard time (EST) on March 5, 2010**. The deadline to submit **final papers** is **5:00 p.m. EST on April 2, 2010**. *Papers submitted after this deadline may not be included in the conference proceedings.*

The file must include all text, color, or black-and-white illustrations, photos, and all other charts and tables. Unwieldy color images, including large PowerPoint presentations, cannot be published electronically.

During the review process, a dialogue will be created between you and your reviewer. You will be required to submit revised drafts until your reviewers accept the paper as final. **It will facilitate the review process if your drafts are submitted as Word or WordPerfect files so that the reviewer can more easily mark suggested changes and comments.** Then, you will need to submit the final paper into the online system by the published deadline.

If you have problems using the online submittal system, please contact either Lisa Breese (see contact information above) or the *Oasis* staff at support@abstractonline.com.