

PAPER GUIDELINES FOR AIR QUALITY VII: AN INTERNATIONAL CONFERENCE ON CARBON MANAGEMENT, MERCURY, TRACE SUBSTANCES, SO_x, NO_x, AND PARTICULATE MATTER

Prepared by the EERC

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ABSTRACT

These paper guidelines provide the paper formatting required for the Air Quality VII: An International Conference on Carbon Management, Mercury, Trace Substances, SO_x, NO_x, and Particulate Matter. Your paper should resemble these guidelines, which will ensure a standard appearance and accurate reproduction of the hard copy of the preproceedings available at the conference as well as the CD-ROM proceedings that will be distributed following the conference.

INTRODUCTION

These guidelines provide the formats and sections required for your paper, including margins, spacing, font, and headings. Please follow these guidelines as closely as possible to minimize difficulties in electronic reproduction. If you have any questions regarding the requirements of the guidelines, please contact Carol Schimetz, Energy & Environmental Research Center, 15 North 23rd Street, Stop 9018, Grand Forks, ND 58202-9018; telephone: (701) 777-5173; e-mail: cschimetz@undeerc.org.

GENERAL PAPER FORMAT

All text should be in **Times New Roman** 10-point font and single-spaced on 8½- × 11-inch paper (International presenters use A1). Papers should be prepared using a 1¼-inch (3.175 cm) left margin, 1-inch (2.5 cm) top and right margins, and a ½-inch (1.27 cm) bottom margin (page number–author's last name at ½ inch [1.27 cm]). Do not tab or indent paragraphs. Papers should not exceed 12 pages, including abstract, figures/illustrations, and tables. Papers exceeding the 12-page limit will be charged \$150/page over the limit, and a check for the total overage, payable to the EERC, should be submitted with the paper.

The paper title should be in 14-point, bold, all capital letters. Major headings should be placed at the left margin in 12-point, bold, all capital letters. Subheadings should be at the left margin in 10-point, bold, upper and lower case, and third-level headings should be at the left margin in 10-point, bold, upper and lower case, and italicized. Please leave one blank line before and after each heading at each level. Samples are listed below:

MAJOR HEADING

Subheading

Third-Level Heading

PAPER SECTIONS

Your paper should include the following parts/sections in the order listed. Each of the sections listed from the Abstract through the References should be a major heading in your paper.

- Title
- Author(s)
- Abstract
- Introduction
- Experimental
- Results and Discussion

- Conclusions
- References

If you would like to include Acknowledgments, use Acknowledgments as a major heading and place it between the Conclusions and the References, keeping the information as brief as possible.

Title/Authors

The title of the paper should be 1 inch (2.5 cm) from the top of the first page, typed in 14-point font, all capital letters, bold. After the title, leave two blank lines, then at the left margin type the first name, middle initial, and surname of the author(s) in 12-point bold type. Below the name of each author, type his/her affiliation(s) and complete mailing address. Leave one blank line between each author listing, and place an asterisk (*) next to the presenting author's name.

Abstract

All papers must include an Abstract (50–200 words) that summarizes the principal findings presented in the paper and gives readers enough information to determine if they wish to read the whole paper.

Introduction

Your paper should have a short Introduction that should state the reasons for the work, with a brief reference to previous work on the subject.

Experimental

The experimental methods and the materials used should be described after the introductory paragraphs.

Results and Discussion

Preferably, these should be combined to avoid unnecessary repetition.

Conclusions

This section should cover the significance of the results.

References

The references should be cited within your text with superscripted Arabic numerals.¹ Use the MS Word superscript function for reference numbers. Format your references using the standard American Chemical Society (ACS) style. If you are not familiar with the ACS Style, you can access information at <http://library.williams.edu/citing/styles/acs.php>

SPECIAL CHARACTERS, TABLES, AND FIGURES

Special Characters

When using MS Word, you can insert special characters (such as ®, ©, or ™) into your manuscript using the “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.

Any mathematical formulas, equations, or characters applied within the text or as separate equations should be inserted with the MS Word equation editor.

Tables

Tables must be created with the MS Word table functions and placed after their first mention in the text. Do not place tables at the end of the manuscript. Do not apply any shading, insert tab stops, or indents. Table titles should be placed directly above the table but not as part of the table itself. Bold the title and the column heading text. A sample follows:

Table 1. Table Caption, Ending with a Period.

Column One	Column Two	Column Three
Column One Information ^a	Column Two Information	Column Three Information
Column One Information	Column Two Information	Column Three Information

^a Any table footers should be below the bottom line.

Any explanations of table data should immediately follow the table and be formatted as plain text. Do not include table explanations within the table.

Figures

Figures include charts, graphs, and drawings. All figures and other graphics should be embedded, or electronically placed, within the text after the first point of reference. Do not place them on separate pages at the end of the paper. Your figures must be submitted as high-quality (300 dpi or higher) figures in the document. All papers will be copied in black and white. If color figures are sent, they will be reproduced in black and white. One blank line should be left after the figure and before the figure caption which is positioned at the left margin.

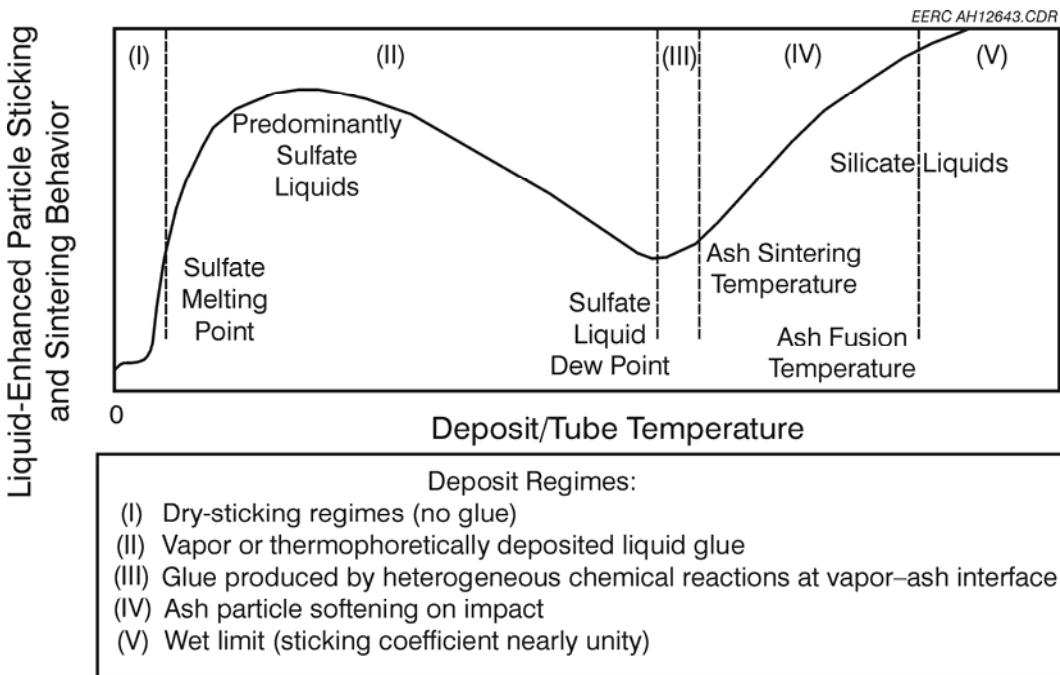


Fig. 1. Type caption in lower case, except for proper nouns, ending with a period.

CONFERENCE MATERIAL SUBMITTAL

Submittal Deadlines

All papers must be submitted electronically.

- Paper Submittal Deadline: September 25, 2009
- PowerPoint® Presentation Submittal Deadline: October 9, 2009

To facilitate conference preparations for hard copies of the preproceedings, which will be available at the conference, and the CD-ROM version of the proceedings that will be sent to all participants following the conference, and to facilitate the audio-visual needs for on-site presentations, you will need to submit the following items as a paper presenter:

- An electronic copy of your paper
- An electronic copy of your PowerPoint presentation

Electronic Copy

All papers must be submitted electronically by September 25, 2009. Electronic submittals are required for preparation of the on-site binder proceedings as well as the CD-ROM version being sent out to all attendees following the conference. E-mail your file in MS Word to Anne Fiala at afiala@undeerc.org.

Only one file may be submitted for each paper and must contain all text, figures, and tables. Unwieldy color images, including large PowerPoint presentations, cannot be published electronically. No exceptions will be made to the submission of one file per manuscript. All images must be placed in your text as digital files just after the first point of reference.

Permission Request Form

Submit the original signed permission request form to:

Anne Fiala
Energy & Environmental Research Center
15 North 23rd Street, Stop 9018
Grand Forks, ND 58202-9018

If using overnight mail, send material to 15 North 23rd Street, Grand Forks, ND 58203.

PowerPoint Presentation

All conference paper presentations must be prepared in PowerPoint. A copy of your PowerPoint presentation is required to be e-mailed to Anne Fiala at afiala@undeerc.org by October 9, 2009.

Again, if you have any questions regarding the guidelines, please contact Carol Schimetz at (701) 777-5173 or cschimetz@undeerc.org