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GUIDELINES FOR PUBLISHING PAPERS IN THE ISA ANALYSIS DIVISION SYMPOSIUM PROCEEDINGS

The ISA Analysis Division (AD) "Guidelines" will improve the quality and standardize the published format of all papers presented at ISA AD Spring Symposiums. The following Guidelines should help clarify any questions and indecisions that occur as you are formulating your paper.

GENERAL GUIDELINES

1. This is to be a **Technical** Paper. **You are not writing a Newspaper article!!!!**
2. Follow the format in the example paper in this guideline. Please limit the file size to 5Mb to allow for e-mail server restrictions.
3. Maximum paper length of 12-14 pages, including drawings and figures, is permitted.
4. Use Times New Roman Style print, or similar. (These guidelines utilize Times New Roman)
5. **Commercialism in any form is prohibited.** You are allowed to use your company name with the author's name and address. You are allowed to use the company name, product, model number or name **ONLY ONE OTHER TIME** in the text or the illustrations. **This applies to Vendors and Users alike!!** Sometimes these items are difficult to remove from photos of products, but overt overuse will be corrected. **This applies to the presentation illustrations as well.** Failure to adhere to this is cause for paper rejection. The best commercial for an author's Company/Equipment/Service is to **give no commercial** at all.
6. Submit an e-mail of your paper, illustrations, figures, and drawings, in **Microsoft Word**, to the AD Review Coordinator by the deadline dates received from the Paper Review Chair. Your paper may not be considered if it is received late.

MANUSCRIPT ELEMENTS

PAGE SET-UP

Margins should be 1" top and bottom, 1.2" left, and 0.8" right. Text should be justified right and left. Footer should be 0.5" from edge of page [used for copyright information]. Do not number the pages as this will be done in the proceedings.

EQUATIONS

An equation starts flush left (left justified, or aligned left), followed by its equation number, in parenthesis, to the far right (aligned right). Immediately follow each equation with an explanation of its symbols. Example:

$$A = abc \tag{1}$$

Where A = Absorbance

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a = molar absorbtivity at normal temperature and pressure
b = cell length
c = gas concentration

FOOTNOTES

Do not use footnotes. Figure out a different type of identification, such as text description.

ABBREVIATIONS

The use of abbreviations is permissible, provided they have been defined when first written in the text. Thereafter the abbreviation only may be used. Example: The Environmental Protection Agency (EPA)

DEFINITIONS

Terms or statements not considered commonplace **must** be defined when first written. Do not assume your readers, or audience, understands your terminology.

ILLUSTRATIONS – FIGURES AND TABLES

An illustration or table with too much information loses the interest of the audience. The illustration must be easily readable on a CPU screen, as the proceedings are published on CD's. Refer to figure and table shown in the example paper below. Figure numbers are Arabic (1, 2, 3, 4, 5, etc.). Table numbers are Roman Numeral (I, II, III, IV, V, VI, etc.). Do not use text boxes in figures, compile a complete figure/diagram in a separate software program and import the completed figure as one exhibit. If text boxes are used, they get lost when all the papers are copied and pasted into one long proceedings. The Caption (Title) should be descriptive, but kept short. The figure/table # is to be referenced in the text where discussed. The figure/table should be inserted into the text area very close to the reference, such that the viewer can see the illustration while reading the text, without having to page back and forth. Do not wrap the text around the figure/table!

SENTENCE STRUCTURE

Long sentences can quickly become confusing and lose the interest of the reader, so break the information or thought into shorter sentences.

PERSONAL TENSE

Do not use first person in your sentence structure (I, we, our, they, etc.). Instead use the third person – "It has been shown that..." in place of "I have shown that..."

COLLOQUIALISMS

This is a Technical Paper. Please avoid use of colloquial terms.

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TITLE OF EXAMPLE PAPER [18 pt BOLD CAP]
SECOND LINE OF TITLE IF NECESSARY

Line space #1

Line space #2

Line space #3

First Authors Name [14 pt std]

Second Author Name

Authors Address Line 1

Second Author Address line 2

Authors Address Line 2

Second Author Address line 2

Line space #1

Line space #2

Line space #3

Line space #4

KEYWORDS [14 pt BOLD CAP]

Line space #1

Line space #2

Important Concept, Other Information. Each individual word is to be capitalized [12 pt std]

Line space #1

Line space #2

ABSTRACT [14pt BOLD CAP]

Line space #1

Text of abstract, typically one paragraph, and normally the same as the abstract submitted for approval. [12 pt std, justified right and left]. Leave one line space between header and text, but two line spaces between text and next header.

Line space #1

Line space #2

HEADING NUMBER ONE [14 pt BOLD CAP]

Line space #1

First paragraph of the first main heading. [12 pt. std.]. This is typically the introduction and/or the background section. There is one single line space between the heading and the text.

Line space #1

Second paragraph under this main heading. All paragraphs within a heading are separated by one single line space. There should be two single line spaces between any text and the next header, subheader, table, or figure.

Line space #1

Line space #2

SUBHEADING #1 [12 pt BOLD CAP, left justified]

Line space #1

First paragraph of the first subheading. 12 pt std text. There should be one single line space between headings and text, but two single line spaces between text and next header, subheader, table, or figure. Any sub-subheader should be 10 pt CAPS, indented 0.5" from the left.

Line space #1

Line space #2

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TABLE I. [12 pt BOLD CAP] LOCATED AT THE TOP OF THE TABLE. LEFT JUSTIFIED.

Line space #1 [leave one line space between title and table]

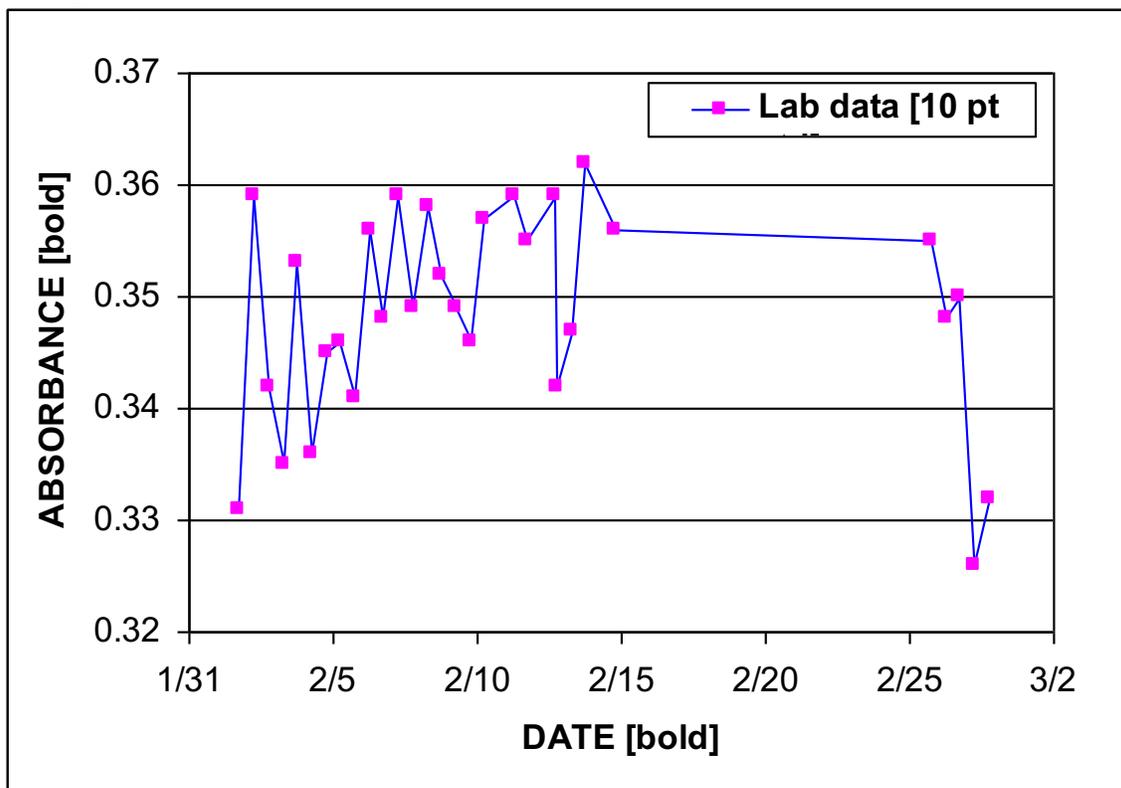
Line space #1

Line space #2

Leave two single line spaces before NEXT HEADING or continuation of text from before the inserted table. Leave two single line spaces between any text and an inserted graph or figure.

Line space #1

Line space #2



Line space #1 [leave one line space between graph/diagram and caption]

FIGURE 1. CAPTION FOR GRAPH OR DIAGRAM [12 pt BOLD CAPS]. LEFT JUSTIFIED.

Line space #1

Line space #2

Leave two line spaces between figure caption and text.

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FIGURES / TABLES / PHOTOS

Here are examples of figures and diagrams. When importing graphs of data from Excel, use paste special > picture (metafile), not embedded Excel spreadsheet. Be aware that the Location of the graph in the spreadsheet can affect how it copies to a word document [a graph located as an object in an existing worksheet will import differently to a graph that is located in a new sheet]. The figures and tables should not have text wrapped around them.

Graph axes should be labeled in bold text. When showing multiple data sets, use different colors and/or line styles, and label each clearly. Ultimately, the graph needs to be readable from within a Word document. Beware that when printed, it will often be in black and white, so use color carefully.

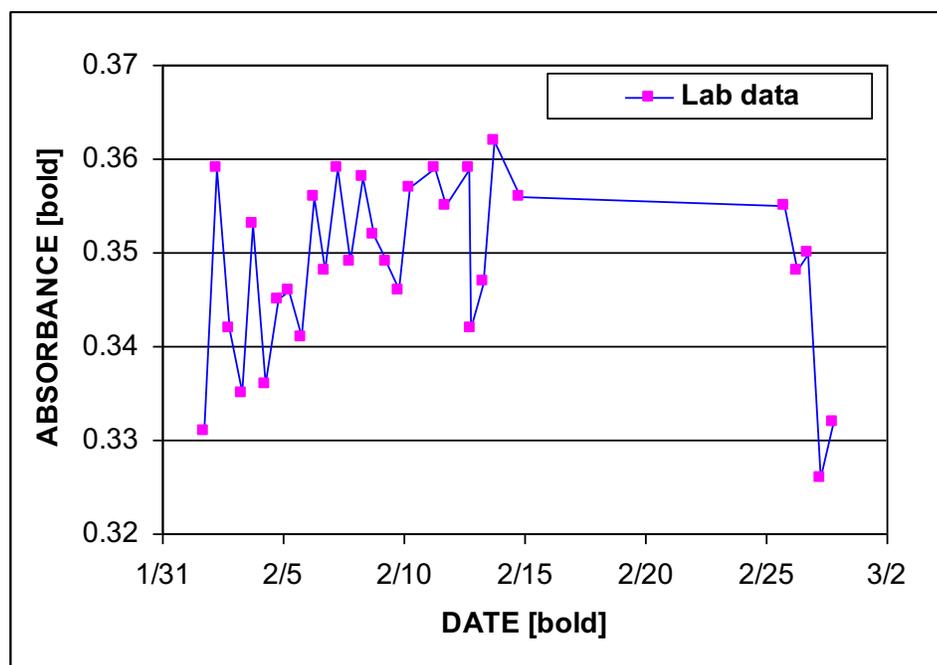


FIGURE 1. GRAPH IMPORTED FROM EXCEL LOCATED AS AN OBJECT IN AN EXISTING WORKSHEET

Center justify the figure/table, and size it for easy viewing. This is where creativity comes in. In order to get a figure or table close to the text that is referencing it, it may be necessary to resize the figure or table to get it onto the page where it makes most sense. Putting two figures or tables back to back can cause a large blank area in a document. It is best to move a figure or table to the next page to avoid the blank areas. The Paper Review Committee will change the location of figures and tables if necessary to avoid blank areas.

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When importing digital photos, consider compressing the picture first, or use a bitmap format instead of a jpeg format. Remember, the document has to be smaller than 5Mb, so if there are multiple pictures the 5Mb can easily be reached. Pictures can be edited to remove the commercial aspects we try to avoid.

REFERENCES

All papers must contain references for data, statements, etc. to establish the credibility of the paper and provide the reader with a source for further information. Use consecutive numbers, in parentheses, immediately following the referenced material in the text. List the references at the end of the paper in one of the following forms.

Books:

1. Author's last name, first name, "Chapter Title", book title, Ed. number, Vol. number, Publisher, City, State, Date of Publication, Page Numbers. [NOTE: Use chapter title, edition number, and volume number only if applicable.]

Journal/Magazine Article:

2. Author's last name, first name, "Title of Article", journal name, Place of Publication, Vol. number, Issue Number, Month, Year, Page Number. [NOTE: Give place of publication only if outside of U.S.]

Report:

3. Author's last name, first name, "Report Title", Report Number, Publisher or Research Sponsor, City, State, Month, Year.

Paper:

4. Author's last name, first name, "Paper Title", Paper Number, Meeting, City, State, Date of Meeting. [NOTE: Cite meeting papers as: Proceedings or Transactions of (Spell out society name and give date and location of meeting). If proceedings were published, treat it as a book.]

Note that in all cases a period is used only at the end of the entire reference. Use the following abbreviations: Ed., Vol., No., Inc., Ltd., Corp., pp. Co-Authors should also appear: last name, first name.

NOMENCLATURE

An optional glossary of terms may be used.

APPENDIX

Lengthy descriptions or complex equations and derivations can be placed here if they are not necessary for the paper to be understood. Identify as Appendix A, Appendix B, etc. with the appropriate captions. The caption should be at the top, using 12 pt. **BOLD CAPS**, similar to that used for Tables.

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The final Manuscript should have the following sections:

Title

Authors

Keywords

Introduction

? Experimental

? Hardware

? Any other headings / subheadings you feel is required for your paper

? Results

? Discussion

Conclusions

Acknowledgments

References

? Optional and variable sections.