

AUTHOR GUIDELINES SME CONFERENCE PROCEEDINGS

SUBMISSION REQUIREMENTS

Papers should be no more than 5,000 words. Keep the number of tables, figures, and references to a reasonable amount in proportion to the length of the paper.

1. Submit a complete Word or RTF file with tables and figures.
2. The submitting author will complete a copyright assignment form when uploading the paper. The submitting author, who is also marked as such in the header of the paper, must sign the agreement on behalf of all of the authors of the particular paper, having gained their permission to do so. He or she signs and accepts responsibility for releasing the material on behalf of any and all co-authors. The corresponding author cannot be changed once the paper is submitted.

FIGURE AND TABLE PERMISSIONS

Prior to submission, you must obtain permission from the copyright holder(s) if your paper includes any material that is copyrighted. SME has the right to ask for such permissions at any time.

HOW TO FORMAT YOUR PAPER

SME reformats your paper for book layout. Pagination will change, so do not attempt to layout pages. For submission, use a one-column format and common fonts such as 10 pt Times New Roman, Arial, and Symbol. Do not place figures and tables in floating boxes or attempt to do design layout. Figures should be placed in line with text following the paragraph that references it with its caption underneath the figure.

This document follows the SME style sheet and serves as a template and reference for submissions.

Abstract

Include an abstract at the beginning of your paper (not in a separate file).

Author Bylines

Provide exact information for each author:

Author First/Last Name (with or without middle initial, do not list academic degrees)
Affiliation (company or organization names only, no addresses or emails)

Headings

We must be able to differentiate between your head levels. This file contains the basic styles you need. Use Word's paragraph tags (Home tab>Styles section) to apply styles. Click the small arrow in the bottom right corner of the box to open the Styles pane. You can also open the styles pane with Ctrl+Alt+Shift+S. Apply a style by clicking on its name or follow the shortcuts provided in the following.

EXAMPLE OF DOCUMENT TITLE IN INITIAL CAPS (Apply the Title style)

Title of the paper should be bold, centered, 12-pt size, initial caps. (Style name = Title)

LEVEL 1 HEADING EXAMPLE

Heading 1 should be bold, 10pt, all caps, flush left (Style name = Heading 1)
(The keyboard shortcut is Ctrl-Alt-1)

Level 2 Heading Example

Heading 2 should be bold, 10pt, initial caps, flush left (Style name = Heading 2; Ctrl-Alt-2)

Level 3 Heading Example

Heading 3 should be bold italic, initial caps, flush left (Style name = Heading 3; Ctrl-Alt-3)

Heading 4. Should be bold and run into an indented paragraph (Body Text Indent)..

Do not number headings. Numbers will be removed during layout and any associated cross references in the text might not be changed. In the navigation pane (View>Show [tab] check Navigation Pane).

Bulleted and Numbered Lists

Lists can highlight important items, draw attention to main points, or list information so readers can find it easily. Each list must consist of at least two items. Items that are subordinate to the list material can be set off with a dash. Such lists should be parallel in construction. In most cases, bulleted lists should be used. Numbered lists are used for procedural steps.

Begin each item in a bulleted list with a capital letter. End punctuation is omitted (unless one item in the list is a complete sentence).

- Bullet list
 - Bullet sublist
 - Bullet subsublist

Equations

Use the equation editor to add formal equations. For simple equations or variables within paragraphs, please use Insert>Symbol and apply styles (italic, bold) when you can. Avoid using the equation editor inline with text because the fonts will not match the text.

Tables

Include tables in the text document using the table function in Word.

- Provide tables as text (not as images like screenshots)
- Format in Word, using a simple design

Refer to each table by number in the text.

Place tables after their first reference in the text and number them sequentially (Table 1, Table 2). Table heads should be bold and placed above the table. See example Table 1.

Table 1. Sentence-style table head, no period at end (Table Title)

Initial Caps Text Here*	Column Text†	Measurement			
		ft ²	mph	kPa	%
Sentence style	E	xxx	xxx	xxx	xxx
Second row text	M	xxx	xxx	xxx	NA‡
Third row text	H	xxx	xxx	xxx	Text

Source: Smith 1991 [If more than one source, separate by semicolons; e.g., Source: Smith 1991; Jones 1980]

*Footnote text example.

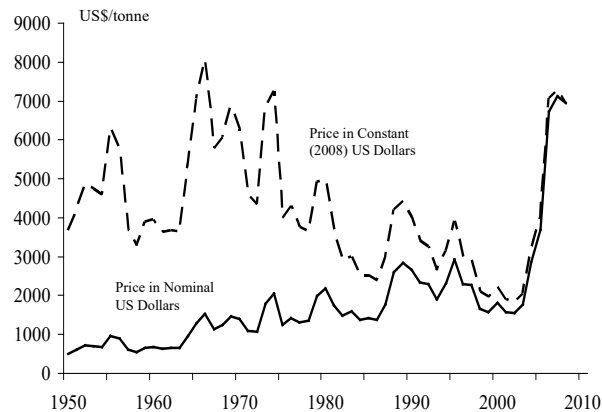
† E = easy, M = medium, H = hard.

‡ NA = not applicable. (Generally use equal signs when defining acronyms. End with a period.)

Figures

Each figure, diagram, schematic, and photograph should be named as a *figure* and numbered sequentially (Figure 1, Figure 2). Refer to each figure by number in text. Place figures inline with text and use the anchor centered paragraph style.

Figure captions should be bold and placed *under* the figure. See example Figure 1.



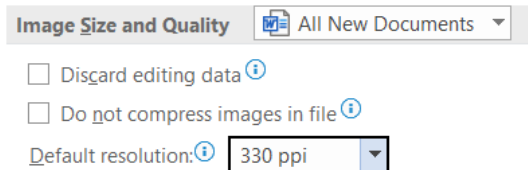
Source: Johnson et al. 2010

Figure 1. Figure caption is sentence style (just the first word capped, no period at end) (Figure Caption)

Tips for Providing Quality Images with Microsoft Word

Microsoft Word reduces all images to 96 dpi by default. At least 300 ppi is needed for printing. If using Word 2010 or higher, prevent this by following these steps:

1. Go to **File>Options>Advanced>Image Size and Quality**.
2. Select **All New Documents** or “**Current File name**” in the dropdown menu.
3. Set Default resolution to “**330 ppi**” (not 96 ppi). Check this setting before adding figures.



If one author saves the Word file with the lower resolution settings, then all placed images are permanently downsized and the higher quality is lost. Please retain original files separately as a backup. See Table 2.

Table 2. Suggested figure file formats

Type of Figure	File Formats	How to Place
Photograph, scans	jpg, tif, png	Windows: Insert>Pictures>(select file) Mac: Insert>Photo>Picture from file
Excel chart or PowerPoint graphic	xlsx, pptx	Insert>Object <i>or</i> copy and paste from application
Line art, chart, CAD, or any drawing application (export file to svg, emf, or wmf)	svg, emf, wmf	Windows: Insert>Pictures>(select file) Mac: Insert>Photo>Picture from file
Photo with text, arrows, or other overlay	jpg, tif, png	Insert photo and add text in Word
Screen capture	png (better), jpg	Capture screen on at least an HD display (≥1024×768 pixels) and insert as picture.

Pasting Graphics into Word

Pasting charts and slides works well within Microsoft applications like Excel and PowerPoint. The drag and drop method also works. Excel spreadsheets can be pasted into Word as tables. Outside of Microsoft applications, pasting figures can result in low quality if Word cannot read the format. To test a pasted graphic, view it in Word at 400%. If it remains clear and in focus, the graphic will print well (Figure 2). If not, it should be replaced.

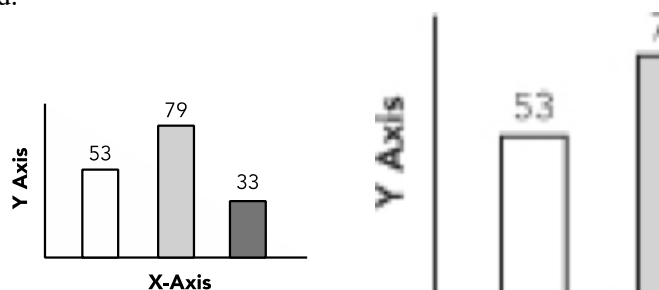


Figure 2 If added properly, a figure will have clear details at any zoom level (left); a poor image when zoomed becomes blurry (right)

Image Size

As a general rule, images that span a half page should be at least 1,000 pixels wide and should be 2,000 pixels wide if the image covers the entire width.

Color Versus Black

Color will appear in digital products (e.g., eBooks, web pages, USB drives), but books will be printed in

black. Please include color images when available, but be aware that the colors red and green do not provide much contrast when printed in black. Instead, use solid black or white for best contrast.

Scalable (Vector) Graphics

Save scalable figures as .svg, .wmf or .emf (Word does not support EPS or PDF). Convert your Word file to PDF to make sure that it does not change your figures. If a chart or line art has been rasterized (converted into an image of dots—jpg, png, etc.), saving the image as a scalable file will not improve it or make it editable or scalable.

EDITORIAL TIPS

For easy reference, here are a few of the most commonly misunderstood or misused points of style.

- Use only one space between sentences and after colons.
- Use capitalization and italics judiciously. It is not always necessary to capitalize or italicize for emphasis or for the name of company departments, pieces of equipment, titles, offices, acronyms, or terminology.
- In general, most compound words with prefixes such as *non*, *ex*, *re*, and *pre* are not hyphenated. But use the hyphen when the second word is a proper noun (e.g., post-Vietnam) or there are two vowels in a row, such as pre-exist.
- Full dates are written like this in running text: January 1, 2002. Months and years may be abbreviated in tables to save space. When the date doesn't include the day, there is no comma between the month and the year: January 2002.
- Always place periods and commas within quotation marks. Place colons and semicolons outside quotation marks.
- In a series consisting of three or more elements, separate each element with a comma (often called the “series comma”). If commas are used within an element, use semicolons.
- Commonly used foreign words found in the dictionary do not have to be printed in italics: et al., in vitro, and in situ.
- Numbers under 10 are spelled out EXCEPT for expressions of time, measurement, and money. A single number more than 10 is always given as a number unless it is the first word in a sentence.
- When using numbers of one thousand or more, commas should be used between every group of three digits. Example: 4,000. Exceptions are addresses, years, and page numbers.
- Avoid mentioning specific commercial product trade names. If at all possible, use generic equivalents.
- Avoid *e.g.* and *i.e.* in running text. These abbreviations are OK in parentheses or in tables and figures. Use periods in both. Use commas after them.
- Place a shortened reference in the text directly after the material cited. There is no comma between a single author's name and the date (e.g., Smith 2012). The *SME Style and Editorial Guide* contains details on styling your reference citations.
- Include only those works that are directly cited in your document at the end in a “References” list. Do not include works that have not been cited in the text.

REFERENCES

References cited in text must be included in a reference list at the end of the paper in alphabetical order. Only use et al. after three author names.

Do not include references that are not cited in the text. A few examples are listed here:

- Finkelstein, N.P., Allison, S.A., Lovell, V.M., and Stewart, B.V. 1975. Natural and induced hydrophobicity in sulfide mineral systems. In *Advances in Interfacial Phenomena*. Edited by P. Somasundaran and R.B. Grieves. AIChE Symposium Series 71. New York: American Institute of Chemical Engineers. (series example)
- Garnar, T.E. 1994. Zirconium and hafnium minerals. In *Industrial Minerals and Rocks*, 6th ed. Edited by D.D. Carr. Littleton, CO: SME. (chapter in an edited book example)
- Godn, B., and Wilm, C., eds. 1994. *Primary Cereal Processing*. Berlin: Weinheim VCH. (edited book example)
- Malteesh, C., Somasundaran, P., and Gruber, G.A. 1996. Fundamentals of oleic acid adsorption on phosphate flotation feed during anionic conditioning. *Minerals & Metallurgical Processing* 13(1):156–158. (journal or periodical example)
- Mason, R.L., Guns, R.F., and Hess, J.L. 1989. *Statistical Design and Analysis of Experiments*. New York: Wiley. p. 46. (book example)
- Mayes, B.H., and Fripp, B.T. 1991. *Zeolite Minerals in Utah*. Open-File Report 210. Salt Lake City: Utah Geological Survey. (report example)
- Planet Wheat—Kansas Wheat Commission. 2002a. A short history of bread. www.cyberspaceag.com. (website example; shorten URLs to root)