

PROCEEDINGS PAPER: PAGE LAYOUT SPECIFICATIONS

DOCUMENT SETTINGS

Papers should be concise, approximately 8 pages including figures, tables, and references. Use the document settings in Table 1 and review the specifications for the elements of the paper. The **Example Paper** available at www.battelle.org/biosymp illustrates the appearance of the final document; click on the “Author/Presenter Information” button and then follow the link to information on formatting and submitting proceedings papers. Papers with significant formatting errors may be declined for publication.

TABLE 1. Document settings for Symposium proceedings papers.

Feature	Setting(s)
Margins	8½-in × 11-in paper: 1.25 inch left and right, 1.0 inch top and bottom A4 (21-cm × 30-cm) paper: 3.0 cm left and right, 2.5 cm top, and 4.5 cm bottom
Header/Footer	Do not place any text in headers or footers.
Page numbering	None
Paragraph settings	Alignment: full justification (left and right aligned), except as explained below for title, author list, figures, tables, and equations. Line spacing: Single
Font	12-point Times New Roman (TNR) except for the title and within tables and figure labels, as explained below.

ELEMENTS OF PAPER

Title. Center and bold the title and begin it on the third line of the first page. *For the title only*, set the point size at 14-point Times New Roman (TNR). The title is to be typed in title case—capitalize the first word and all subsequent significant words; do not capitalize articles, prepositions, or conjunctions. The title should be concise, having no more than 15 significant words.

Author List. Immediately after the title, change back to 12-point TNR font and leave a blank line before beginning the author list. Center the list and use unbolded type except for the lead author’s name, which is to be *italicized and bolded*. Identify the author to whom questions about the paper should be addressed by inserting his/her e-mail address after the name. When there are several authors from one organization and location, save space and make the list easier to read by grouping authors so that the organization and location need to be typed only once. After each author or group of authors, use parentheses to enclose the affiliation (employer name [omit department, division, etc.], city, state/province [if applicable], and country).

Abstract. Leave one line blank after the author list and type “**ABSTRACT:**” (not indented), using 12-point TNR. The text of the abstract (one paragraph, 150 to 200 words) immediately follows the colon and a space. Left and right margins should be aligned (full justification). The abstract should summarize the paper concisely, stating key data and conclusions. Because the proceedings will appear after the Symposium, avoid statements such as “This presentation will discuss ...” or “Results will be presented.”

Body of Paper. Use 12-point TNR. In each paragraph of text, indent the first line 0.25 inch (0.65 cm) from the left margin, except for the first paragraph within a subsection, which runs on from the heading. Do not put blank line spaces between paragraphs except before a new section or subsection heading. Use full justification, aligning both the left and the right margins. Avoid leaving a single line of type (widow) at the bottom or top of a page. When using an acronym for the first time, give the expansion followed by the acronym in parentheses; thereafter, the acronym can be used instead of the expansion.

Section headings have one blank line above and are bold, not indented, and all caps. Typical sections are **INTRODUCTION, MATERIALS AND METHODS, RESULTS AND DISCUSSION, CONCLUSIONS, ACKNOWLEDGMENTS, and REFERENCES.**

Subsections can be used if necessary to divide a section into two or more subtopics; any further breakdown should be avoided. Subsection headings are (1) preceded by one blank line space; (2) bolded, not indented, followed by a period, and run into the text; and (3) typed in headline-style capitalization (initial letters of all significant words are capitalized). The “Body of Paper” heading for this subsection is an example.

Tables. Use 10-point Arial or other sans serif font in tables; the size may be reduced to 9- or 8-point when necessary to accommodate large amounts of text. Integrate tables with the text, so that each table follows its first mention in the text as closely as possible. Wrap text around small tables where possible; otherwise, center tables. Number tables (1, 2, 3, etc.) and refer to them by number in the text. Leave one blank line above and one blank line below each table; use double lines for table borders and single lines between rows and columns. *Place captions above tables*; bold and center each caption, with the word **TABLE** (all caps) followed by table number and the caption in sentence-style capitalization (i.e., only first word and proper names capitalized), ending with a period. Bold column heads and center them above the columns; use headline-style capitalization for the column heads and follow them with a single solid rule. Align text in each column as appropriate for the content. See Table 1 above for an illustration of table format.

Figures/Photos. Like tables, figures and photos should be integrated with the text, numbered (FIGURE 1, FIGURE 2, etc.), and referred to by number in the text. Wrap text around figures where possible; otherwise, center figures. Leave one blank line above and one below each figure. *Place captions under figures*; bold and center each caption, with the word **FIGURE** (all caps) followed by figure number and the caption in sentence-style capitalization (i.e., only first word and proper names capitalized), ending with a period. Be sure that photos and drawings display well on the screen. For graphs and drawings, print copies in black and white to be sure that distinctions between areas and graph lines will not be lost when printed by a reader; using different colors or pattern fills (e.g., diagonal lines or cross-hatching) will help distinguish areas. Use 8- to 10-point Arial or other sans serif font for labels.

Equations. Center equations horizontally and leave a blank line above and below. If more than one equation is used, number equations consecutively, placing the numbers within parentheses at the right page margin.

Units of Measurement. Express in Arabic numerals and standard abbreviations (e.g., 5 m), with units of measurement used consistently throughout the text, figures, and tables. It is preferred that measurements be expressed in metric units. However, if the work was done using English units, you may use the English units but add metric conversions in parentheses, such as “Depth to water ranged from 8 to 10 ft (2.4 to 3.0 m).” Do not express concentrations of liquids or solids as ppm or ppb; instead, use metric. For liquids, express concentrations as mass per unit volume, such as mg/L or µg/L; for solids, express as mass per unit mass, such as mg/kg or µg/kg. Concentrations of gases may be expressed either on a volumetric basis (as a percentage or as ppm or ppmv, for parts per million by volume) or on a mass-per-unit-volume basis as mg/m³ or µg/L. Concentration units should be used consistently for a given media. That is, if µg/L is used to describe one aqueous sample or component, mg/L should not be used elsewhere.

Bulleted and Numbered Lists. Left-justify and indent 0.25 inch (0.65 cm), with hanging indents set at 0.25 inch (0.65 cm).

References. Cite references in text by author and year, and list all citations alphabetically by first author in the reference section at the end of the technical note. Ensure that all references cited are included in the list and are complete. References should be typed with a 0.25-inch (0.65-cm) hanging indent and full justification (no extra line space between references). See the **Reference List Style Sheet** (available at www.battelle.org/biosymp/paper-prep) for bibliographic formats for various types of references.