Guidelines for TRANSACTIONS Summary Preparation

INTRODUCTION

These guidelines are intended to assist you with the preparation of your electronic camera-ready summary.ANS will not edit or proofread your submitted summary.

HOW TO SUBMIT YOUR SUMMARY

All manuscripts must be submitted electronically as a PDF file via the ANS Electronic Paper Review (EPSR) system.

LENGTH

It is intended that the submitted document be a summary. As such, the minimum length is one full page. The maximum length is four pages. These limits include all text, references, tables, figures, and acknowledgements. It is recommended that the title be limited to no more than ten words and the number of authors be limited to three.

MANUSCRIPT FORMAT

Type Specifications

All type and illustrations must appear within designated margins—dimensions are 7 inches (178 mm) by 9 inches (229 mm). Ten-point Times New Roman typeface with single spacing is required. Do not insert page numbers on your paper. This will be done by ANS when the Transactions are prepared. Do not add headers or footers.

Title of Paper

The title should be centered and bold and should use title case (initial capital letters—i.e., capitalize the first letter of each significant word). Skip one line, then begin author information.

Author(s)

Center the name(s) of author(s), which must use initial capital letters. Skip one line, then begin affiliation information.

Affiliation(s)

Use title case (initial capital letters). Using italic type, center the affiliation, city, state, and, for primary authors, e-mail address.

Paragraphs

Indent each paragraph ¼ inch. Single-space your text in two-column format. Your equations, figures, and tables do not need to comply with the two-column format. In other words, equations, figures, and tables may span the columns.

Headings

Heading A
Use all capital letters and boldfaced font style. Level A headings are flush left. Skip a line, then indent the next paragraph ¼ inch.
Example: **INTRODUCTION**

Heading B
Use title case and boldfaced font style. Skip a line, then indent the next paragraph ¼ inch.
Example: **Paragraph Format**

Heading C
Use title case and italic type. Skip a line, then indent the next paragraph ¼ inch.
Example: *Equation Format*

CONTENT

Introduction

The introduction states the purpose of the work. **INTRODUCTION** is the first heading of the summary. It is a level-A heading.

Results

The results are listed, and their significance is discussed. **RESULTS** is a level-A heading.

EQUATIONS

Displayed formulas must have one line of space above and below. Type equation numbers in Arabic numerals enclosed in parentheses flush with the right margin. Number displayed equations consecutively (in numeric order).

UNITS OF MEASURE

Use SI units. Conventional (non-SI) quantities may follow in parentheses if the author desires.

ACRONYMS

If there is only one occurrence of a term, an acronym is not to be used, unless the acronym is the familiar term (i.e., "radar" rather than "radio detection and ranging"). If an acronym is used more than

once, define it at first use followed by the abbreviation or acronym in parentheses, then use the acronym from that point, e.g., liquid phase epitaxy (LPE) or General Electric (GE).

TABLES

Tables must be designed to fit one- or two-column widths (85 and 173 mm, respectively). The height of lower-case letters must not be less than 1.5 mm. Tables must be consecutively numbered in Roman numerals in the order in which they are called out in the text. Tables must have a short title, in title case, which appears above the table.

TABLE TITLES

Table titles should be flush left, with the following format:
TABLE I. Table Name

FIGURES

Figures must be high-quality graphics, line drawings, or black-and-white photographs, with the axes, curves, components, equipment, or other items of interest clearly labeled. Figures must be designed to fit one- or two-column widths (85 and 173 mm, respectively). The height of lower-case letters must not be less than 1.5 mm. Figures must be consecutively numbered in Arabic numerals in the order they are called out in the text. Each figure must have a descriptive caption that is placed at the bottom of the figure.

FIGURE CAPTIONS

Figure captions must be flush left and sentence case (capital letter for first word only, and end the caption with a period). Here is an example of the format:
Fig. 1. ANS logo, not to be reproduced in summary.

APPENDIX

An appendix must be called out in the text. **APPENDIX** is a level-A heading. All equations, figures, and tables must be listed with letters corresponding to each respective appendix, for example,
APPENDIX A: Eq. (A.1), etc.; TABLE A.I, etc.; Fig. A.1, etc.
APPENDIX B: Eq. (B.1), etc.; TABLE B.I, etc.; Fig. B.1, etc.
If there is only one appendix, the heading will be **APPENDIX**; however, the equation, table, and figure numbers will be listed (A.1), etc.; A.I, etc.; and A.1, etc., respectively.

NOMENCLATURE (optional)

If included, the terms in the nomenclature must be in alphabetical order. **NOMENCLATURE** is a level-A heading.

ENDNOTES

Endnote citations in the text must be superscript numbers, outside any period or comma. **ENDNOTES** is a level-A heading.

REFERENCES

Any references must be closely related published works. Do not present a bibliographical listing. **REFERENCES** is a level-A heading. All references must be cited in the text in numerical order, in order of appearance, as an Arabic number enclosed within brackets. The reference listing appears at the end of the summary, in numeric order. Include the following information (as applicable):

For a report: author(s) (all capital letters), report title (title case, and surrounded by quotation marks), report number, publisher of report (organization), year (in parentheses).

For a book: author(s) (all capital letters), book title (title case, italic type), page or chapter numbers, publisher, publisher's city, year (in parentheses).

For a journal paper or transactions summary: author(s) (all capital letters), paper title (title case, and surrounded by quotation marks), journal name (title case, italic type), volume number (boldfaced font style), issue numbers (italic type), page number (first page of journal paper), year (in parentheses).

For a proceedings paper: author(s) (all capital letters), paper title (title case, and surrounded by quotation marks), title of proceedings ("*Proc. Int. Conf.*") (title case, italic type), location of meeting, date(s) of meeting, volume number ("Vol. XX."), page number ("p. XX."), publisher, year (in parentheses).

BIBLIOGRAPHY

Bibliographies are not allowed. All citations are to be numbered references called out in the text.

ORDER OF SUMMARY PARTS

The parts of a summary are ordered as follows:
Text
Appendix
Nomenclature
Endnotes
References

PREPARATION OF ARTWORK

Proper artwork preparation is essential for optimum reproduction of tables, line drawings, and photographs. Artwork must be clear and legible but sized to make economical use of space. Similar or related artwork must be of uniform size with uniform lettering. All artwork must be called out in the text

as well as properly labeled and captioned. Position artwork on the page near the first text that refers to it—DO NOT group the artwork at the end of the paper.

Line Art

Do not use hairlines (lines less than ½ point in width) in line drawings. Before inserting line drawings captured as EPS files, please convert all fonts to outlines, if possible, to ensure that no font information is lost. Line art must be scanned (or computer generated) at a resolution of at least 600 d.p.i.

Grayscale Images

Grayscale images (including photos) must be scanned (or computer generated) at a resolution of at least 300 d.p.i.

Color Images

ANS TRANSACTIONS is published in both printed and CD-ROM versions. Color images can be included on the CD-ROM, but the use of color in the printed version is prohibitively expensive, so they are printed as grayscale images. So, before submitting summaries with color images, first make sure that they retain all important information when printed on a black-and-white printer.