Guidelines for TRANSACTIONS Summary Preparation

INTRODUCTION

These guidelines are intended to assist you with 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 using Adobe Acrobat (PDF) files and the ANS electronic review system.

LENGTH

It is intended that the submitted document be an Extended Summary. As such, the minimum length is one full page. The maximum length is 4 pages. These limits include all text, references, tables, and figures. It is recommended that the title be limited to no more than 10 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.

Title of Paper

Center the title, which must be initial capital letters (i.e., capitalize the first letter of each significant word) and in boldfaced font style. Skip one line; then begin author information.

Author(s)

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

Affiliation(s)

Use initial capital letters. Using italic type, center the affiliation, street address/box number, city-state-zip, and 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: Major-Topic Headings
Use all capital letters and boldfaced font style. Level A heading is flush left. Skip a line; indent paragraph ¼ inch.
Example: **INTRODUCTION**

Heading B: First-Level Subheading
Use initial capital letters and boldfaced font style. Skip a line; indent paragraph ¼ inch.
Example: **Paragraph Format**

Heading C: Second-Level Subheading
Use initial capital letters and italic type. Skip a line; indent 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.

Description of the Actual Work

The work must be new and significant. **DESCRIPTION OF THE ACTUAL WORK** 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 they are called out in the text. Tables must have a complete title.

TABLE HEADINGS

Table headings 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, with the following 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

A nomenclature must be cited in the summary. 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 (initial capital letters, set off by quotation marks), report number, publisher of report (organization), year (in parentheses).

For a book: author(s) (all capital letters), book title (initial capital letters, 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 (initial capital letters, set off by quotation marks), journal name (initial capital letters, 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 (initial capital letters [i.e., capitalize the first letter of each significant word], set off by quotation marks), title of proceedings ("*Proc*. ...") (initial capital letters, italic type), location of meeting, date(s) of meeting, volume number ("Vol. ..."), page number ("p. ..."), 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 600 d.p.i.

Grayscale Images

Grayscale images (including photos) must be scanned (or computer generated) at a resolution of 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.