

Call for Manuscripts | May 11, 2023 Deadline

Manuscript Instructions

Once your abstract is accepted, you have until **May 11, 2023** (early submission is strongly encouraged) to upload your manuscript for an additional **\$150** off the conference (member/non-member, regular/late) registration rate. Your manuscript can be any number of pages. You will receive an email acknowledging that your paper was received. All manuscripts uploaded by the **May 11, 2023** deadline will be published in our online 2023 Conference Proceedings, in PDF format.

Manuscript Submission

Upload your paper/manuscript through the [NCSLI online call for papers submission site](https://ncsli.org/callforpapers). Word documents are required, and PDFs are optional. If you have questions or concerns about our process, please email callforpapers@ncsli.org

Manuscript Formatting

Page setup: Use Microsoft Word and 12-point Cambria Math as the base font.

Set all margins of letter-size paper to 25 mm (1 inch) In "File→Page→Setup→Layout" set the footer at 0.6". Create the footer in 9-point italic Arial or a similar sans serif font.

Title and authors: Type title in capital and lower-case letters in 14-point bold; center on page. After one line of space, type in the base font the word "Speaker:" and provide the speaker's name, company, complete mailing address, phone, and email.

After another line of space, type "Author(s):" and list the name(s) of the author(s) and company affiliation (s). If the speaker and author are the same, only one entry is required: "Speaker/Author:" (The program will list only the speaker.)

Abstract: Include an abstract of about 500 words or less (your submitted abstract is acceptable).

Text: Number sections and subsections with Arabic numbers: 1, 2, 3 ... for main sections and 1.1, 1.2, 1.3... for subsections. Use full justification only with care to avoid loose and tight lines. Left justification is acceptable. Use single line spacing. Do not indent paragraphs; place a line of space between paragraphs. Use only one space between sentences. Use a single-column format.

Units: Use the International Systems of Units (SI); values in other units may follow in parentheses.

Figures: Mention all figures in the text of the manuscript and number them sequentially. Incorporate each figure into the document near its citation in the text. Place a short caption under the figure in the following form: Example - Figure 1. Sentence or phrase with initial cap only and a period at the end.

Tables: Mention all tables in the text of the manuscript and number them sequentially. Incorporate each table into the document near its citation in the text. Place a short title above the table in the following form: Example - Table 1. Sentence or phrase with initial cap only and a period at the end. Use minimal lines in the table, and check that each column has a heading.