



Annual Anodizing Conference and Exposition

AUTHORS' GUIDELINES

The Aluminum Anodizers Council's Annual Anodizing Conference is recognized for maintaining high standards of quality. Authors are kindly requested to follow the guidelines outlined below.

SUBMISSION DEADLINE

Authors' manuscripts, along with completed *License of Copyright* forms, are to be received eight weeks prior to the date of the Conference. To facilitate correction, manuscripts should be submitted as e-mail attachments in Word (.doc); Adobe (.pdf) is acceptable. Copyright forms bearing signatures should be submitted by post or e-mail.

MANUSCRIPTS

Prepare your manuscript using *MS Word* (.doc). All authors are expected to proofread material carefully before submitting papers for publication and will be expected to make modifications to the paper, if required. The published proceedings will contain the final formatted manuscript; for consistency, all authors are urged to adhere to the following guidelines.

Page Setup

Use these criteria to format your manuscript.

Paper Size:	8.5" x 11" standard (21.59 cm x 27.94 cm)
Base Font:	10-point Times New Roman
Line Height:	Auto
Line Space:	Single
Margins—	
Top:	.8" (2.03 cm)
Left:	1.25" (3.17 cm)
Right:	1.25" (3.17 cm)
Bottom:	1" (2.54 cm)
Tabs:	Every .25" (.64 cm) (Additional tabs may be set for tables or other items)
Justification:	Left

Manuscript Title

Use a maximum of three lines for your title.

Font Size:	14 point, Bold, Initial Capitals
Justification:	Center
Position:	Top Margin

Line Spacing: Single-spaced with one blank line after last line of title

Author Information

Please type each author's full name and affiliation, including city and country. Do NOT include street address, titles, departments, or other information.

Font Size: 12 point, Initial Capitals (*Affiliation should be italicized*)

Justification: Center

Line Spacing: Single; two blank lines after last author line

Abstract

Please type your abstract, not to exceed 200 words. (A length of 100 words is preferred.)

Font Size: 11 point

Justification: Full

Line Spacing: Single

Body Copy

Line Spacing: Single

Justification: Left

Paragraphs: Indent the first line of each new paragraph using the Tab key to indent .25" (.64 cm)

Please do not use spaces or hanging indents to open paragraphs. Allow text to wrap; do not use hard returns except when starting a new paragraph. Double space between paragraphs. Avoid underlining.

First Level Headings

Font Size: 11 point, Bold, All Capitals

Justification: Left

Line Spacing: Double space after heading

Second Level Headings

Font Size: 11 point, Bold, Initial Capitals

Justification: Left

Line Spacing: Double space after heading

Subheadings

Font Size: 10 point, Bold, Italicized, Initial Capitals

Justification: Left

Line Spacing: Period after subheading, two spaces (space bar), then run in to paragraph

Tables, Figures, Formulae, and References

All Tables and Figures (the latter including all graphic elements such as photographs, illustrations, and diagrams) must be placed or embedded within the text of the paper as close to the reference as possible. Do not use text boxes. Tables should be numbered sequentially apart from Figures; table labels appear above the Tables. Formulae (including equations) are numbered separately. All other graphics (diagrams, charts, photographs, etc.) are treated as Figures and should be numbered sequentially apart from Tables; figure labels appear with captions below their respective Figures. Authors should save all Tables, Figures, and Formulae after submitting the paper in case items need to be repositioned for publication of the manuscript. References should appear at the end of the paper; citations should be identified with square brackets.

All papers must be written in English. Avoid abbreviations; where acronyms are appropriate, spell out the first use. Disable hyperlinks.

COMPLETED MANUSCRIPTS ARE TO BE RECEIVED EIGHT WEEKS IN ADVANCE OF THE CONFERENCE.