GUIDELINES FOR ELECTRONIC SUBMISSION

Final versions of accepted papers must be submitted electronically. No printed or "hard" copies will be accepted.

Authors must check their paper thoroughly before final submission and ensure that the text and graphics in electronic form are correct. In the message section of the email include the authors' names; short title of paper; operating system and word processor used; and drawing package used. Double check that all files are attached.

Word Processing:

- Use Microsoft Word 97 or later. We cannot accept Word Perfect. A Personal Computer with Windows Operating System or Macintosh is both acceptable, but a *PC is preferred over Macintosh*.
- Follow instructions for Preparation of Manuscripts.
- Save all text and graphics as one file.
- Avoid using preset styles when preparing a paper.
- Use only "Times New Roman" font.
- Do not use underline.
- Do not list references as footnotes.
- Justify all paragraphs.
- Use single spacing for all paragraphs.
- Hard returns should be used only at the end of a paragraph.
- Place any critical page breaks into the document manually. Page breaks that are NOT inserted manually will shift depending on the printer being used. It is best NOT to use "return" or "enter" to make the page break where you want them . . .use the "insert page break" command instead.
- Do not use "Keep With Next" for headings and paragraphs.
- Do not use frames or boxes.
- Include all tables, figures, and captions in the document.
    - Place all tables and figures at the end of the document.
    - Tables first, then figures.
    - Table titles should be placed above the table.
    - Figure titles should be placed below the figure.
- If figures are not placed in the document, please make sure they are in a format that is acceptable to Microsoft Word (i.e., TIFF or JPEG).
- Do not use Microsoft Word's bookmark function for email or web addresses; they replace the text you bookmark with "ERROR".
- Do not insert or use macros in the documents. They often contain viruses and sometimes don't translate well.
- Virus check all documents and disks.
- Double check the media you are using to submit the electronic version of the paper to ensure it is usable and readable.

Spreadsheets:

- Spreadsheets should be incorporated into the Word document. Do not include them as separate files.

Figures:

- If unable to include in the text file, save Figures as TIFF (or JPEG) file, one file per Figure. Figures may be saved as a BMP file as a last resort.
- Use Figure number as file name. Example: FIGURE1.TIFF.
- Save Figure captions as separate Word file (preferred) or with Figure in TIFF file.
- Figures may be color or black and white.
- Scan photos (color or black and white) and save as TIFF files.

Graphics:

- Do not place large graphics into the document and shrink them down. This increases the size of the document and makes it take longer to load and print. It is best to size them in a photo or image-editing software first and then place them into the document.
- Do not place graphics into the document and allow them to "hang off" the page.

Movies:

- No movies please!