

INSTRUCTIONS FOR PREPARATION OF MANUSCRIPTS

INTRODUCTION PAGE LAYOUT
(Page size is 8.5 X 11 inches)
(Margins: Top 1", Bottom 1", Left 1.5", Right 1.5")

Title:
18 point bold Times New Roman
All Caps
Single Space
Center type

← Begin
Title
here.

Double space

Author(s) and Affiliation:
11 point type regular (not bold)
Single Space
Center type, upper and lower case

← Begin
Authors
here.
Six lines
allowed.

**Note: Boxes shown are
illustrative of text layout only.
Do not include boxes in manuscript.**

Double space

ABSTRACT
(18 point bold centered, ALL CAPS)

Abstract Text:
11 point type regular (100-150 words)
Times New Roman
Single space
Justify type
Double space between paragraphs
indent paragraphs 1/2 inch

If Title and/or Authors and Affiliation require more lines,
you may begin Abstract at a lower point on the page
and continue to the next page if necessary. Make
sure there is a visual gap between each section.

← Begin
Abstract
here.

← Abstract
type ends
here.

REGULAR PAGE LAYOUT

← Begin
body type
here. Type
should fit
within box
(55 lines).

Major Headings:

18 point bold Times New Roman
All caps, center type
Double space above major headings,
Single space below

Body Text:

11 point regular type (not bold)
Times New Roman
Single Space
Justify type
Double space between paragraphs
Indent paragraphs 1/2 inch

Sub Heads:

Single space above and below subhead
14 point bold, upper and lower case
Single space (if more than one line)
Flush left, no indent

← Body type
ends here.

FIGURE OR TABLE PAGE LAYOUT

All tables and figures should be at the end of the text
with tables first and figures next

Tables:

Table should fit within margins.
Tables must be set up horizontally with no boxes or frames on the page.
Reduce font size if necessary to accomplish this.

11 point type (regular not bold)
Times New Roman
Single space

Put table description above each table.
Set "Table and number" in bold type.
Set Title in regular type on same line, but title may wrap.

Example:

Table 1. Title of Table to be centered over Table. The title may wrap
under "Table and number" as shown.

Figures:

Figure should fit within margins.
You may be able to fit more than one per page.

Set "Figure and number" in bold type, 11 pt. Times New Roman
Set caption in regular type on same line, but caption may wrap.

Example:

Figure 10. Description caption to be centered under figure. The caption may wrap
under "Figure and number" as shown.

Summarize figure captions on a separate page.
Double space between captions
11 point type (regular not bold)
Times New Roman
Single space
Left justify

REFERENCES CITED

List the references for your paper by number in the order cited. Make sure that every reference is cited in the text by a number that matches the number assigned in the list. Enclose these in parentheses in the text (1) on the text line. References should be composed as follows:

Papers published in periodicals: author(s), with initials last; title of article in quotation marks; abbreviated title of periodical; volume number (in bold); first through last pages of the article; the year of publication in parentheses.

Example:

1. Clingman, W.H. and Pease, R.N., "Critical Considerations in the Measurement of Burning Velocities," *J. Amer. Chem. Soc.*, **78**, 1775-80 (1956).

Books: author, title (underlined); pages (if desired); city of publication; publisher; year of publication in parentheses.

Example:

2. Gaydon, A.G. and Wolfhard, H.G., Flames, 48-56, London, Chapman and Hall (1953).

Papers presented at conferences, meetings, symposia: author; title of paper; conference title; conference location; conference date in parentheses.

Example:

3. Peebles, M.W.H., "World LNG Trade at a Crossroads," presented at the Ninth International Conference on Liquefied Natural Gas, Nice, France (October 17-20, 1989).

However, if the paper has been published as part of a volume available to the public, compose the reference citation as you would for a book, giving the city of publication and the publishing organization.

4. Peebles, M.W.H., "World LNG Trade at a Crossroads," in proceedings of the Ninth International Conference on Liquefied Natural Gas, Chicago, Illinois, Institute of Gas Technology (1989).