

2009 RETC Author Guidelines

Final deadline: **January 15, 2009**

Paper length: 5,000 words plus figures and tables

Online submission only: Contact Heather Gravning at gravning@smenet.org for problems uploading your paper.

Each author listed on the paper MUST submit a copyright assignment form

See: <http://www.retc.org/author/copyrightassignment/index.cfm>

HOW TO SUBMIT YOUR PAPER ONLINE

Go to http://www.smenet.org/RETC/Paper_Form.cfm to submit your paper. You will need your assigned paper number and to have the following files prepared to submit:

1. A complete Word file with tables and figures.
2. A PDF file of the complete Word file to use as a page proof. If you are unable to provide a PDF file, please select “print to file” when printing to create either a .ps or .prn file that we can distill into a PDF. Make sure this PDF matches your printed copy. Figures may be included in a separate PDF file as necessary.
3. An archive of the original graphic files (tiff, jpeg, eps, pdf). Zip these into one file. If you are providing images in Word or PowerPoint, place all figures in one file.

HOW TO FORMAT YOUR PAPER

Keep formatting to a minimum. Papers will be reformatted to fit the book design.

Keep the number of tables, figures, and references to a reasonable amount in proportion to the length of the paper.

Use a 1-column format and common fonts such as Times New Roman, Arial, Helvetica, and Symbol.

Do not submit numbered sections. Any numbers in headings will be removed.

Headings

Use Word’s paragraph style feature to apply styles such as Heading 1, Heading 2, and List Number.

Title: The title of the paper should be bold, initial caps

Bluestone Lake Intake Shaft

Level 1 Heads: All level 1 heads should be bold, all caps, flush left

SITE DESCRIPTION

Level 2 Heads: All level 2 heads should be bold, initial caps, flush left

Tailings Solids of the Plains

Level 3 Heads: Level 3 heads should be bold, sentence style, and end with a period. They run right into the paragraph:

Alkalinity consumption. Comparing the initial phase ...

Equations

Equations should be placed on one line.

Extract complex equations from the body copy and run with space above and below.

Tables

Include tables in the text document using the table function in Word.

Tables should be numbered sequentially (Table 1, Table 2).

Each table must be referenced in the text.

Place tables after their first reference in the text.

Figures

All figures, diagrams, schematics, and photographs should be titled and numbered sequentially as figures (Figure 1, Figure 2).

Each figure must be referenced in the text.

Figure captions should be placed in the location you would like the figure to appear. We will position the figure nearby.

<Figure 1. This is the figure title>

Final Size Images will be sized no larger than 4.5 x 3.5 inches (12 x 9 cm) unless there is an extraordinary amount of detail in the graphic.

Acceptable File Formats: Save graphics as .tif (raster art) or .eps (vector art) files. Make sure each image appears correctly in your PDF. If not possible, paste your figures into one MS Word

file and include it with your submission along with the files in their original file formats (e.g., Excel, PowerPoint, JPEG).

Illustrations such as drawings, diagrams, flowcharts, and schematics should be saved or exported to EPS. This includes combination images that contain placed photographs with type overlays. If drawn in an application that does not support EPS export, please provide these as a PDF and embed all fonts. Doing so yields the highest resolution when printed. These will be printed in grayscale, so print in black and white to see a sample of the final print output. You may wish to modify colors and shading to improve the contrast in the book.

Scanning Line Art Images Without Shading (charts, CAD drawings, illustrations, etc.):
Use only for images that CANNOT be translated to vector-type .eps files. Scan line art at 900 pixels per inch (dpi) or 354 pixels per cm (dpc) at final size. These images may be submitted as .eps files.

Scanning Vector Art Images with Shading or Color (charts, CAD drawings, illustrations, etc.):
Use only for images that CANNOT be translated to vector-type .eps files. All art will be printed in black and white or grayscale. Expect pale or light colors to appear faded. Scan line art at 300 pixels per inch (dpi) or 118 pixels per cm (dpc) at final size. Submit images as tif files.

Color and Shaded Graphics (3D charts, shaded graphics, etc.):
Avoid color and shading if image is to be scanned. If color adds meaning to a chart or graph, modify graphics to use black and white patterns before saving as .eps or .tif files. Color and shading will not reproduce in grayscale unless provided as a vector .eps illustration. It is best to convert all graphics to grayscale to see if details remain clear.

Photographs and Screen Images

Digital photograph files should be sent as grayscale images at 300 pixels per inch (dpi) or 118 pixels per cm (dpc) at final size. Digital photos (at 72 dpi) need to be 4 times the final output size for good print reproduction. Digital photographs may be provided as JPEG (expect loss of quality if compressed). File size should be a minimum of 500 kb if black and white and 1.5 mb if RGB color.

Screen Images should be provided in as high a resolution as possible. These images are typically lower resolution (72 dpi) and may not print well.

Print photographs may be scanned and saved as a .tif or .eps file, again at 300 dpi at final size.

EDITORIAL TIPS

For easy reference, here are a few of the most commonly misunderstood or misused points of style. Please consult the *SME Book Publishing Style and Editorial Guide* for more details or for anything that isn't covered here.

- Avoid *killing* verbs. Write “applying this approach” instead of “the application of this approach.”
- Avoid overuse of “provides” with synonyms such as supplies, furnishes, delivers, yields.
- Each bulleted list must consist of at least two items. Items that are subordinate to the bulleted material can be set off with a dash.
- Bulleted lists should be parallel in construction:
 - They should consistently begin with nouns or verbs.
 - They should consistently be either phrases or complete sentences.
 - They should be punctuated consistently (e.g., whole sentences take periods).
- Bulleted lists can highlight important items, draw attention to main points, or list information so readers can find it easily.
- When items in lists are referred to elsewhere in text, numbered or lettered lists are preferable to bullets, for reference purposes. Numbered lists are also used for procedural steps.
- In SME's style, each item in a bulleted list begins with a capital letter, and ending punctuation is omitted (unless the item is a sentence).
- Full dates are written like this in running text: January 1, 2002. Months and years may be abbreviated in tables and figures to save space. When the date doesn't include the day, there is no comma between the month and the year: January 2002.
- Always place periods and commas within quotation marks. Place colons and semicolons outside quotation marks.
- In a series consisting of three or more elements, separate each element by a comma (often called the “series comma”). If commas are used within a set of elements, use semicolons.
- When you move a “unit modifier” so that it follows the noun rather than coming before it, omit the hyphens. Examples:
 - state-of-the-art equipment, *but* equipment that reflects the state of the art
 - on-site experiments, *but* experiments done on site
 - last-minute adjustments, *but* adjustments made at the last minute
- Commonly used foreign words do not have to be printed in italics: et al., in vitro, and in situ
- SME style is for metric units to appear first, English units second. SME authors are responsible for converting English units of measurement to SI units. Unless it's

inappropriate (for example, when writing about 1-in. pipe or 2 × 4 lumber), the metric system is the standard for SME publications.

- Numbers under 10 are spelled out EXCEPT for expressions of time, measurement, and money. A single number more than 10 is always given as a number unless it is the first word in a sentence. Example: Eleven mines are located 152.9 km northwest of Kingston.
- When using numbers of one thousand or more, commas should be used between every group of three digits. Example: 4,000. Exceptions are addresses and years.
- Avoid mentioning specific commercial product names. If at all possible, use generic equivalents
- Spell out the words *percent* and *percentage*; use the % symbol with numerals (no space between the number and the symbol).
- Use capitalization and italics judiciously. It is not always necessary to capitalize or italicize for emphasis or for the name of company departments, pieces of equipment, titles, offices, or terminology.
- In publishing, only one space is used between sentences and after colons (not the two spaces we learned in typing class).
- In general, most compound words with prefixes such as non, ex, re, pre, are not hyphenated. Examples: hydroviscous, nonconnected, reassembled, predesign. But use the hyphen when the second word is a proper noun: post-Vietnam.
- Pay attention to spacing when using numbers, symbols, and measurements. Examples: 200 kW and 100 mm (space between number and unit), 160°C, 17% (no spaces in term).
- Avoid *e.g.* and *i.e.* in running text. These abbreviations are OK in parentheses or in tables and figures. Use periods in both. Use commas after them:

Dilution (e.g., with water) made the solution too weak.

- Place a shortened reference in the text directly after the material cited. There is no comma between a single author's name and the date. Example: (Arata 1977). The *SME Style and Editorial Guide* contains details on styling your reference citations.
- A "Reference List" contains only those works that are directly cited in your document. If you have included works that you do not cite directly in text, the list becomes a "Bibliography" or "Selected Reading."