

CD-ROM Proceedings: Preparation of Manuscript

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Abstract

Papers presented at this conference will be produced as a CD-ROM. These instructions have been prepared in the format that should be used for the final manuscripts and are designed to help you, the author, provide manuscripts that will translate well into a CD-ROM format.

Introduction

As more engineers have come to use computers for work and for accessing information, increased interest has been expressed in creating CD-ROM records of events such as conferences. Some of the advantages of this format include decreased cost of production (compared to print products) and full-text search capability. As with any new technology, however, there are challenges to making a cost-effective, market-appropriate product.

Please read through all the information provided here. Issues raised in one section may be discussed more fully in a later section.

Editor's Role

Each proceedings project has an editor, usually the technical program coordinator for the conference. The editor is responsible for setting deadlines, approving content (often with the help of associate editors or peer reviewers), establishing length of papers, clarifying special instructions or requirements, collecting papers, and generally organizing the book. Questions about any of these topics should be directed to your editor.

What To Send

The author is responsible for sending the following items to your editor by the deadline established for this project.

- signed and dated Copyright Transfer Agreement form.
- complete hard copy printout of the manuscript, including all illustrations. *Black-and-white originals are preferred.*
- electronic file(s) of the manuscript. **Please do not convert your files to PDFs.**

Material provided will not be returned.

Administrative Issues

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Approvals. It is the author's responsibility to obtain all necessary approvals from the author's employer prior to submission of the paper. **It will not be possible to withdraw or revise a paper after receipt of the manuscript.**

Hard Copy Printout

Text. All text should be word-processed and printed out on good-quality, clean white paper. American "letter size" (8.5 × 11") or international "A4 size" are preferred. Use a letter-quality or laser printer; do not use a dot matrix printer.

We request black-and-white hard copy printouts. The printout has two functions in the production process: (1) it should match the electronic files, so that the vendor and the publisher can make sure the information is reproduced properly; and (2) it serves as a backup original. Vendors who produce CD-ROMs still report some failure to properly convert electronic files. If the electronic files for a paper are unusable for any reason, the paper will be scanned and reproduced in black-and-white. (It will be possible to do a full text search on a scanned paper.) Color may be used in your electronic files, but if scanning is necessary, best results are obtained from black-and-white originals.

Layout. All text must be single-spaced. See table below for required margin settings. The title on first page of the paper should be approximately 1” below the top margin. Page design should be consistent throughout the paper. The format of these instructions is intended to serve as a model for the appearance of your paper.

Table 1. Margin Settings

	8.5 × 11 (letter)	A4
Margins		
Top	1 in.	3.5 cm
Bottom	1 in.	3.5 cm
Left	1.375 in.	3.25 cm
Right	1.375 in.	3.25 cm

Point size and font. Use 12 point type for text, captions, and author contact information. For type within figures or tables, the 12 point size is preferred. We recommend selecting a serif text font such as Times Roman. *Italics*, **bold**, and **bold italics** may be used.

Page numbers. Number each page of your manuscript, including pages with illustrations that may appear after the text. Center the page number below text; use Arabic numerals.

Style. The paper must be written in best possible technical and grammatical English. Titles should be concise and should describe the content of the paper. If you have a long title, please consider a **Title: Subtitle** format.

Mathematics. All mathematics included in the text should have typed (not handwritten) characters if at all possible. Equations need to be numbered only if they are referred to more than once.

System of units. Each author must use the International System of Units (SI) and units acceptable in SI. Other units may be given in parentheses, dual-unit tables, or an appendix. A complete guide to the SI system and its use, *Standard Practice for Use of the International System of Units: the Modernized Metric System (ASTM E380-91)*, is available from ASCE by calling 1-800-548-2723. Other useful references include the *ANMC Metric Editorial Guide*, 5th Ed., 1992, available from the American National Metric Council, 1735 N. Lynn Street, Suite 950, Arlington, VA 22209-2022; and *Metric Manual*, by Lawrence D. Pedde et al., 1978, available from U.S. Department of the Interior, Bureau of Reclamation, Denver, CO.

References. All references should appear together—single-spaced—at the end of the paper. References are listed alphabetically by last name of the first author. When two or more references by the same author are listed, year of publication is taken into account, and the earliest work is listed first. Wherever reference is made in the text to an author’s work, the author’s name and year of publication should appear in parentheses.

All listed references must be cited in text. For material that is not cited in text, create a section or an appendix called “Additional Information” or “Related Material.”

Author contact information. A sample of author contact information is shown on the first page of these instructions. The following information may be provided for any or all authors of the paper: author’s full name; Society membership grade; academic degrees or honorifics; current employment affiliation; postal and electronic mailing addresses; telephone and fax numbers.

Figures and tables. Illustrations should be numbered consecutively as they are presented (Figure 1, Figure 2, etc., and Table 1, Table 2, etc.). Citations for each figure should appear in text. More than one figure may appear on a page.

Figures may be placed in text or in a “gallery” at the end of the paper. If figures are placed in text, we recommend (1) placement at the top or bottom of a page; and (2) not wrapping text around the figure. Figure 1 is an example of how illustrations placed in text should appear.

There are reasons to consider placing complex or extensive illustrations at the end of the paper in a “gallery.” If you do not have the ability to scan photographs, if your illustrations are created in unusual or highly customized programs, or if the vendor needs to scan a paper, best results are obtained if illustrations are scanned separately from text.

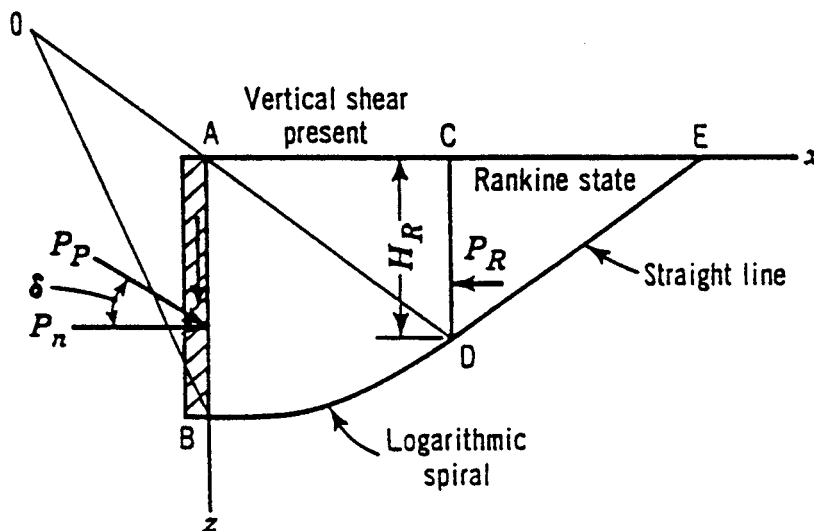


Figure 1. Sample line art illustration; note placement at bottom of page.

Shading. Do not use shading, grayscale, or screens in your illustrations as a background to type. Shading seldom reproduces well, especially if the art must be scanned by the vendor. A scanned image may appear muddy or unreadable on a computer screen; the quality of the printed image will vary depending on the output device of the CD-ROM user.

Captions and legends. A descriptive caption, including figure number, should be placed directly **below** the illustration. A descriptive legend, including table number, should be placed immediately **above** the table.

Electronic Files

We want to use your electronic files and the vendor will use them if possible. File(s) can be submitted on 3.5" diskette, Zip disk, or recordable CD-ROM and should be clearly labeled with the following information:

- corresponding author's name (if author submits more than one paper, add title)
- platform (PC or Macintosh)
- software program(s) and version(s).

We will not be able to check or preflight the files. Before submitting your electronic files, we recommend this test: take the diskette to a computer other than the computer the files were created on. Check to make sure that the paper appears properly on screen and prints properly from the second computer.

The great variety of hardware/software combinations and file formats as well as the ever-improving abilities of conversion programs preclude a definitive list of what will work to guarantee usability of your electronic files. The vendor reports best results with documents created in standard software packages such as Microsoft Word.

Do not convert your files to PDFs. We have had problems with embedded fonts and error messages, which can be avoided if our vendors convert the files.

Send only files needed for this project. Please check for viruses! Make sure your hard copy printout matches your electronic files.

Conclusion

With thanks for your efforts, we look forward to providing a record of this conference that will be useful to you and your colleagues for many years to come.