

GUIDELINES FOR PREPARATION OF PAPERS TO APPEAR IN 2010 PAPERS AND PROCEEDINGS

Guidelines are firm. Because of space constraints, exceptions will NOT be made.

Papers that do not adhere to the guidelines will be returned to the author. If, after being returned, the paper is not edited to conform to the guidelines, the paper will NOT be published.

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- Your final paper in PDF format;
- The native file of your final paper: Scientific Word, Word (.doc, .docx), LaTeX.
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 - When using the templates, please note these firm page limits:
Papers in 3-paper sessions are limited to a maximum of 6 pages;
Papers in 4-paper sessions are limited to a maximum of 5 pages;
Papers in 5-paper sessions are limited to a maximum of 4 pages.
- PDF, EPS, TIF, or PPT format of graphic files. Native graphic files must be provided. These files may also be embedded in the text or, alternatively, you may indicate a location for placement. If there are variables (italics) or matrices and vectors (boldface) in figures, they should be designated as such.

STYLE:

1. Cover sheet: Include a cover page containing:

- The paper title;
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- Indication of which author is the corresponding author. **It is critical that we know where to reach you between January and May;**
- The session title, session chair, and discussants.

2. Text must be:

- DOUBLE-SPACED;
- IN 12-POINT TIMES NEW ROMAN FONT;
- With a 1-inch side, top, and bottom margin.

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- 3-paper sessions: **12 double-spaced typed pages, including all text, figures, tables, footnotes, acknowledgements, and references;**

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- 4. Title and byline** should be placed at the top of the first page of text. A single asterisk (*) should be placed following the (last) author's name to key the initial footnote. (Note that the * footnote text is to precede footnote 1 on the footnote page—it should not be typed on the first page.)
- 5. Section heads:** DO NOT begin with “Introduction” as a section head. Section headings should be given Roman numerals (I, II, etc.); subsections should be lettered A, B, etc.
- 6. Reference to individuals in the text** should include the first name, middle initial, and last name on first reference. Subsequent references should include last name only. Do NOT use such titles as Mister, Doctor, Professor, etc.
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Subscripts and superscripts must be easily distinguished from regular variables and from each other. Multiple subscripts or superscripts are separated with commas if there is no mathematical relationship. Use only two levels of sub- and superscripts.

Overscores and underscores (bar, caret, and tilde) may be used, but must be clearly distinguishable. If you use bar underscores (first time, please mark as such) do not use bar underscores elsewhere in your math to indicate italics.

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10. Footnotes should be kept to a minimum. Embed all footnotes. The initial footnote giving the complete mailing address and e-mail address for each author should be marked with an asterisk (*). The asterisk is followed by each author's department, affiliation, address, e-mail address, and acknowledgements. The remaining footnotes should be numbered consecutively (i.e., *, 1, 2, 3, etc.).

11. Quotations must correspond exactly to the original in wording, spelling, and punctuation. Page numbers must be given. Changes must be indicated: use brackets to identify insertions; use ellipsis dots (...) to show omissions. Also indicate where emphasis has been added. Only lengthy quotations (more than 50 words) should be separated from the text; such quotations must be double-spaced and indented at the left margin.

12. Tables are to be AVOIDED unless absolutely necessary due to space constraints. When used, they should:

- Be embedded in the text;
- Be able to survive reduction to single-column width (2 5/8 inches or 6.8 cm);
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13. Figures are to be AVOIDED unless absolutely necessary due to space constraints. When used:

- Figures or, minimally, a placement indicator for figures, should be **in text** with titles, legend, etc., where applicable;
- They **MUST** also be submitted in PDF, EPS, TIF, or PPT format at 300 dpi;
- They should be able to survive reduction to single-column width (2 5/8 inches or 6.8 cm).

If there are variables (italics) or matrices and vectors (boldface) in figures, they should be designated as such.

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