

Author GUIDELINES

for International Conference on Interfaces camera-ready proceedings

Congratulations! Your paper has been accepted for publication in The American Ceramic Society's Ceramic Transactions.

These guidelines will help you prepare your paper for the proceedings. Your manuscript will be printed exactly as we receive it—it will not be edited, retyped, or proofread by American Ceramic Society staff. Please follow these directions carefully.

Schedules and Deadlines

Wednesday, September 24, 2003

- Authors submit 3 hard copies of each manuscript for the conference proceedings at the registration desk.

Friday, September 26, 2003

- Authors pick up Conference Proceedings papers to review from the registration desk. (Authors will be asked to help review the papers for the conference proceedings. Papers will be distributed during the conference, or shortly afterwards).

Monday, November 3, 2003

- Reviewers return reviewed papers for the conference proceedings to the editor.
- The editor will return manuscripts with the reviewer's comments to the authors shortly afterwards.

Monday, December 22, 2003

- Authors submit final manuscript, electronic file, signed copyright transfer form, manuscript data form, and electronic data form to the editor.

Editor
Kevin G. Ewsuk
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THESE GUIDELINES CONTAIN

- Specifications for preparing your paper
- Sample paper
- Paper template
- SI units style guide
- Author's checklist
- Copyright transfer form
- Manuscript data form

?? QUESTIONS ??

If you have any questions about the preparation of your manuscript, please contact Greg Geiger, Developmental Editor, at The American Ceramic Society headquarters.

Email: guidelines@acers.org • Fax: 614-794-5822 • Direct dial: 614-794-5858

SETTING UP YOUR DOCUMENT

PAGE LIMITS

Contributing papers	8 pages
Invited papers	10 pages

FORMAT

Font	Times (or Times New Roman)
Type size	12 point
Spacing	Single spaced
Alignment	Justified
Indentations	0.25 inches

Margins

Everything on the page must fit within a 5.5 x 8.5-in. (14 x 21.6-cm) area, including tables, figures, and captions. A template is provided with these guidelines. **NOTE:** *In order to get the most out of each page, please use all the allotted space. For example, if a photo or figure is at the bottom of a page, and there is still space to fit a few more lines of text below it, please do so. Please do not leave large areas of white space if tables do not fit at the bottom of a page. Fill that page with text, move the table to the next page, and reference in the text that the table is on the following page.*

	<u>8.5 x 11-in. paper</u>	<u>21 x 29.7-cm paper</u>
Top margin (Title page)	2 in.	5.1 cm
Top margin (all other pages)	1 in.	2.6 cm
Bottom margin (Title page)	2 in.	6.8 cm
Bottom margin (all other pages)	1.5 in.	5.5 cm
Side margins	1.5 in.	3.5 cm

Title and authors (See also sample paper)

Title	All capital letters, 2 in. (5.1 cm) from top of page.
Authors	Upper and lowercase, one line after title, followed by full mailing address.

Headings (See also sample paper)

All headings should be preceded by one blank line. See sample paper for examples.

Main headings	ALL CAPS, flush with left margin
Sub-headings	Upper and Lowercase, flush with left margin
Sub-sub-headings	Italicized, followed by a colon, on the same line as the paragraph

TABLES AND FIGURES

Tables

Number tables with a Roman numeral followed by a table title and place above the table. Allow one blank line after each table before you resume typing text. Be sure to align columns and column headings, either flush left or centered. Use lines to separate the title, headings, and text. See sample paper for an example. Make sure your table fits within the template.

Figures

Figures should be reduced to the appropriate size and centered horizontally on page. On pages where the figure is at the top of the page, or is the only item on the page, the figure should be aligned with the top of the text block, not centered vertically on the page. If a figure or table needs to be placed sideways on the page, it should be positioned so the top of the figure is on the left side of the page.

Electronic image files

All scanned image files must be saved as an EPS or a TIFF file and should be placed at 100% of the original size. Micrographs and other halftones should be at least 300 dpi (dots per inch), and line art should be at least 900 dpi. Images should be cropped and placed in your electronic document the way you want them to appear in the book.

If you can't provide an electronic file for your images, photographs should be reduced to the proper size and placed 1/8 in. (3.2 mm) above the corresponding caption on the hard copy version of your manuscript. Center the photograph above the caption. Label the back of your art with your name, figure number, and orientation of the figure with pencil prior to affixing it to your manuscript.

Equations

Equations should be centered and separated from the text by one blank line above and below. Number equations consecutively in parentheses at the right-hand margin, in line with the last line of the equation. See sample paper for an example.

Footnotes

Identify footnotes with an asterisk and type them at the bottom of the appropriate page. If more than one footnote will appear on a page, identify them with multiple asterisks (**, ***, etc.) or other distinctive symbols. See sample paper for an example.

References

Number references consecutively in the text with superscript numbers or with numbers in brackets/parentheses, and list the references at the end of the paper in the order in which they are cited in the text. See sample references in the sample papers.

Include the following information:

Articles: Author's initials and surname (provide for all authors of an article), title of article, name of periodical, volume number, issue number, inclusive page numbers, and year of publication. In the case of articles from non-English publications, an English translation of the title should also be given.

Books: Author's initials and surname (provide for all authors of a title), title of chapter or contribution, specific pages referred to, book title, edition, editor, publisher, publisher's location, and year published.

Patents: Author, title, patent number, country of issue, and issue date. It is not necessary to begin references on a new page.

Preparing your electronic file for final manuscript submittal

After your manuscript has been reviewed and you have made any necessary corrections, prepare an electronic file of your paper according to these instructions. ***Please do not submit electronic files for the manuscript review process.***

Manuscript files should be provided as both the **original application file** (Microsoft Word, Word Perfect, etc.) and as a **postscript file**. The postscript files will be used to create print-ready PDF files for the printing process.

All files should be saved on 3.5-inch disks, CD, zip or jaz disks. Disks should be labeled with your name and paper number. The electronic data form should be completed with information about file names and types.

Preparing a postscript document

Prior to creating the postscript files, please download the latest PostScript printer driver from the Adobe website:

WINDOWS USERS: <http://www.adobe.com/products/printerdrivers/windows.html>

MACINTOSH USERS: <http://www.adobe.com/products/printerdrivers/macintosh.html>

For assistance, please refer to the installation instructions for the driver you download.

- Using the Adobe printer driver, open your file and select “print” from the file menu.
- In the print dialog box, make sure the PostScript printer is selected in the name list box (use “Generic Adobe PostScript Printer”).

Windows users

- Select the “print to file” check box.
- Click the “options” button. Check “Allow A4/Letter paper resizing” and include drawing objects. Click “OK.”
- Click the “properties” button. Use these settings as available within your operating system:
 - Paper: Letter and Portrait
 - Graphics: Resolution 600 dpi
 - Dithering: None
 - Graphics mode: Vector
 - Fonts: Download TrueType as outline soft fonts
 - Device options: RET
 - Printer: Default
- Click OK.

Macintosh users

- Select Destination: File
- Click beside General and scroll to “PostScript settings.” Select Level 1, 2, and 3 compatible, ASCII, Font inclusion: all.
- Click “OK/Save.” Name your file with the paper number with a .ps extension.

SAMPLE PAPER

(for 8.5 x 11 inch paper)

top margin:
1 in.
for all
pages except
title page

top
margin:
2 in.
(title
page
only)

AUTHOR'S GUIDE FOR PREPARING CAMERA-READY MANUSCRIPTS FOR PUBLICATION CAMERA-READY PROCEEDINGS

one blank
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735 Ceramic Place
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J.B. Smith
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two blank
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ABSTRACT

Instructions for the preparation of camera-ready manuscripts for publication are given.

one blank
line

INTRODUCTION

These instructions are typed in camera-ready format. It is important that you plan how your paper will be typed or printed and how photographs, line drawings, and tables will be prepared. Careful editing and proofreading on your part are essential.

side margin:
1.5 in.

side margin:
1.5 in.

HEADINGS (THIS IS A MAIN HEADING)

Sub-Headings (This is a Sub-Heading)

Sub-sub-headings (This is a sub-sub-heading): should be placed on the same line as the text in the paragraph.

FOOTNOTES

Footnotes should be identified with an asterisk and typed at the bottom of the appropriate page. If more than one footnote* appears on a page, identify the second footnote with multiple asterisks or other distinctive symbols.**

*Webster defines a footnote as a note of comment or reference at the bottom of a page.

**Distinctive symbols include a paragraph sign, section sign, and a dagger.

bottom margin:
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for title
page only

bottom
margin:
1.5 in.
for all
pages
except title
page

SAMPLE PAPER

EQUATIONS

Equations should be centered and separated from the text by one blank line above and below. If an equation is too long to fit on one line, indent subsequent lines further.

Number equations consecutively in parentheses at the right-hand margin, in line with the last line of the equation. If Greek characters must be handwritten, be sure they can be easily identified by the reader.

$$a^2 = b^2 = c^2 \quad (1)$$

TABLES

Number with a Roman numeral followed by the table title and place above the table. Allow one blank line after each table before you resume typing text. Be sure to align columns and column headings, either flush left or centered. Use lines to separate the title, headings, and text.

Table I. Oxygen pressure dependence of the oxidation of SiC

Temperature (°C)	n in Kp (single-crystal)	α -PO ₂ (hot-pressed)
1200	0.6	
1250	0.5	
1300	0.5	0.55
1350	0.45	0.42
1400	0.4	0.30
1450	0.3	0.21
1500	0.2	0.03

REFERENCES

- ¹C.E. Curtis and J.R. Johnson, "Properties of Thorium Oxide Ceramics," *Journal of the American Ceramic Society*, **40** [2] 456–63 (1965).
- ²H. Kirchner and R.M. Gruver, "Measuring Ceramic Fracture"; pp. 309–321 in *Fracture Mechanics of Ceramics*, 2nd ed. Edited by R.C. Bradt and D.P.H. Hasselman. Plenum Press, New York, 1974.
- ³K.G. Bierlich, "Manufacture of Portland Cement Products," U.S. Pat. No. 3 468 993, Sept. 23, 1969.
- ⁴C.E. Curtis and J.R. Johnson, "Properties of Thorium Oxide Ceramics," *Journal of the American Ceramic Society*, **40** [2] 456–63 (1965).
- ⁵K.G. Bierlich, "Manufacture of Portland Cement Products," U.S. Pat. No. 3 468 993, Sept. 23, 1969.
- ⁶C.E. Curtis and J.R. Johnson, "Properties of Thorium Oxide Ceramics," *Journal of the American Ceramic Society*, **40** [2] 456–63 (1965).

MARGIN TEMPLATE

First line of title on this line.▲ (first page only)

All of your text, figures, footnotes, etc. must fit within this 5.5 x 8.5 in. (14 x 21.6 cm) area.

Note: For those using 21 x 29.7 cm paper, the bottom margin should be 6.8 cm for the title page and 5.5 cm for all other pages.

Because of printer variances, measurements of this template may not be exact. Please follow the margin specifications on page 2.

Last line of text above this line.▲ (title page only)

SI (Modified) Units in American Ceramic Society Publications

Since 1 April 1979, papers published in the American Ceramic Society's *Journal*, *Bulletin*, *Ceramic Engineering & Science Proceedings*, books, and special publications have been in metric units, specifically SI (modified) units. The inclusion of English and other familiar units in parentheses is optional. Figures also use metric units.

By adopting this policy in December 1977, the Society's Board of Trustees firmly established the course of metrication in the publications of the Society. The philosophy of the adoption of metric units in Society publications was discussed on the President's Page in the American Ceramic Society Bulletin in November 1976.

The accompanying tables are guides to the SI units to be used in Society publications. They include the list of the seven basic SI units, a table of accepted SI units and accepted alternates with symbols, a table of the prefixes to be used with the units, and a table of conversion to SI units. A short style guide is also included.

Style Guide (NIST Guidelines LC 1056)

Capitals

Units: When written in full, the names of all units start with a lowercase letter, except at the beginning of a sentence. In degree Celsius, the unit "degree" is lowercase but the modifier "Celsius" is capitalized. ("Degree centigrade" is obsolete.)

Symbols: Unit symbols are written with lowercase letters except that the first letter is uppercase when the name of the unit is derived from the name of a person.

Prefixes: The symbols for numerical prefixes for exa (E), peta (P), tera (T), giga (G), and mega (M) are written in uppercase letters; all others with lowercase letters.

Plurals

When written in full, the names of units are made plural when appropriate. Fractions (both common and decimal) are always singular. Symbols for units are the same in singular and plural (no "s" is ever added to indicate a plural).

Periods

A period is not used after a symbol, except at the end of a sentence.

Decimal Points

The period is used as the decimal point and is placed on the baseline. In numbers less than one, a zero must be written before the decimal point.

Grouping of Digits

In numbers of five digits or more, digits should be separated in groups of three, counting from the decimal point, by spaces, e.g., 1 000 000.000 000 001. Use of commas instead of spaces may lead to confusion, since commas are used for decimals in many countries. In numbers of four digits, the space is not recommended, unless four-digit numbers are grouped in a column with numbers of five digits or more.

Spacing

In symbols or names for units having prefixes, no space is left between letters making up the symbol or the name. When a symbol follows a number to which it refers, a space must be left between the number and the symbol (except for degree temperature, and degree, minute, and second of angle).

Compound Units

In the symbol for a compound unit that is formed by the multiplication of two or more units, a center dot is used, e.g., n·m. In the name for such a unit, a hyphen is recommended (or a space is permissible), but never a centered dot, e.g., newton-meter or newton meter.

Table III. Acceptable Metric SI Units

Table I. Basic SI Units

Parameter	Unit	Abbreviation
length	meter	m
mass	kilogram	kg
time	second	s
electric current	ampere	A
thermodynamic temperature	kelvin	K
amount of substance	mole	mol
luminous intensity	candela	cd

Table II. Prefixes for Units of Measure

Factor	Prefix	Factor	Prefix
10 ¹⁸	exa (E)	10 ⁻¹	deci (d)
10 ¹⁵	peta (P)	10 ⁻²	centi (c)
10 ¹²	tera (T)	10 ⁻³	milli (m)
10 ⁹	giga (G)	10 ⁻⁶	micro (μm)
10 ⁶	mega (M)	10 ⁻⁹	nano (n)
10 ³	kilo (k)	10 ⁻¹²	pico (p)
10 ²	hecto (h)	10 ⁻¹⁵	femto (f)
10 ¹	deka (d)	10 ⁻¹⁸	atto (a)

Parameter	Acceptable unit(s)/abbreviation	Accepted alternate
volume	cubic meter (m ³)	liter (L)
force	newton (N)	
pressure or stress	pascal (Pa)	
density	kilograms/cubic meter (kg/cm ³)	grams/cubic meter (g/m ³)
energy	joule (J)	
power	watt (W)	
plane angle	radian (rad)	degree (°), minute ('), second (")
solid angle	steradian (sr)	
thermal conductivity	watts/meter-kelvin (W/(m·K))	
entropy	joule/kelvin (J/K)	
specific heat	joule/kilogram-kelvin (J/(kg·K))	
permeability (porous material)	darcy (D)	
frequency	hertz (Hz)	
voltage	volt (V)	
fracture toughness	megapascal (MPa·m _{1/2})	
electrical resistance	ohm (Ω)	
quantity electricity	coulomb (C)	
capacitance	farad (F)	
conductance	siemens (S)	
inductance	henry (H)	
magnetic flux	weber (Wb)	
magnetic flux density	tesla (T)	
luminous flux	lumen (lm)	
illuminance	lux (lx)	
radioactivity	becquerel (Bq)	curie (Ci)
absorbed dose	gray (G)	rad (rd)

Table IV. Conversion from English/American to Metric Units

Unit	From	Multiply by	To get
length	inch	2.54×10^{-2}	m
	foot	0.3048	
area	inch ²	6.4516×10^{-4}	m ²
	foot ²	9.2903×10^{-2}	
volume	inch ³	1.6387×10^{-5}	m ³
	foot ³	2.8317×10^{-2}	
	liq. qt.	9.4635×10^{-4}	
	liq. gal.	3.7854×10^{-3}	
mass	pound	0.4536	kg
	ounce	2.8350×10^{-2}	
	ton	9.0178×10^2	
density	lb/in. ³	2.768×10^4	kg/m ³
	lb/ft ³	16.018	
	g/cm ³	1000	
viscosity	centipoise	10^{-3}	N·s/m ²
power	Btu/s	1.0544×10^3	W
	Btu/h	0.29288	
	cal/s	4.184	
speed	ft/s	0.3048	m/s
	mile/h	0.44704	
acceleration	ft/s ²	0.3048	m/s ²
	in./s ²	2.54×10^{-2}	
force	poundal	0.13825	N
	lb force	4.4482	
	dyne	10^{-5}	
pressure, stress	psi	6.8948×10^3	Pa; N/m ²
	dyne/cm ²	0.1	
	lb/ft ²	47.88	
	torr	1.3332×10^2	
energy	Btu	1.0544×10^3	J
	calorie	4.184	
	erg	1.0×10^{-7}	
	kilowatt hour	3.6×10^{-6}	
heat capacity	cal/g °C	4.184×10^3	J/(kg·K)
	Btu/lb °C	4.184×10^3	

Author CHECKLIST

You will submit your manuscript twice: initially at the conference for the review process (review submittal), and finally to the conference proceedings editor after reviewer suggested revisions have been completed (final submittal). **Note:** All authors must submit a final copy to the editor whether or not revisions are requested in the review process. Here are the materials you need to send with each submittal.

REVIEW SUBMITTAL (due Wednesday, September 24, 2003)

- ☐ Three (3) copies (not the original) of your manuscript with the paper number (found in the Conference Program) in the upper right hand corner of the first page.

Please do not submit original figures or an electronic file with your review submittal.

FINAL SUBMITTAL (due Monday, December 22, 2003)

- ☐ One (1) camera-ready copy of your final manuscript (with original figures) with the paper number (found in the conference program) in the upper right hand corner of the first page
- ☐ Electronic file of your paper and figures, (prepared according to the instructions), on a CD or zip disk
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Mail your package to the editor so it arrives by Monday, December 22, 2003.

Editor
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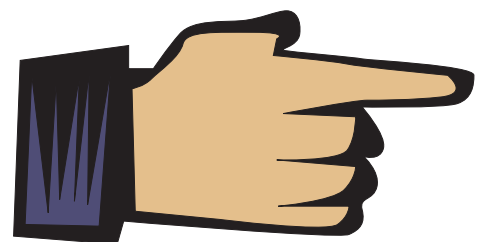
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