

## **PREFERRED TYPING FORMAT FOR IBA PAPERS**

In order to have some uniformity to the Proceedings book, the following format should be followed. We will again publish CDs along with a small number of printed proceedings. The CD will be in color but due to the expense the book will not be in color but black and white.

### **1. PAPER SIZE AND FONTS**

Copy should be clean, dark and readable on single-sided 8.5 x 11 inch white sheets. We cannot make adjustments for crooked pages, light and broken text, or generally poor quality originals. Use 12 point font. Type single-spaced style with a space between paragraphs and between headings. If at all possible please use MS-Word. Do not use PDF format as we are unable to make changes for the uniformity of content.

### **2. MARGINS**

Sufficient margin space should be provided on all four sides. We suggest .75 inches left, right and top margins . . . and 1 inch at the bottom. (Remember, our final trim size on a standard size perfect bound printed book is 8.375 x 10.75 inches). Authors should not write side notes or print page numbers on their originals. Notes and page numbers can be placed on the back side, using pencils.

### **3. PHOTOGRAPHS, GRAPHICS, DRAWINGS**

Avoid heavy solids or graphics with dark backgrounds or screens. Simple line drawings or graphics should be encouraged. Originals from presentation software (i.e. PowerPoint) should be printed out using the “pure black and white” option.

If you have photographs, they should be either screened to half-tones at 100 lines per inch or scanned at 300 dpi and output on your original with screen ruling of 60 lpi. Your camera-ready photos should have a distinct dot pattern, not a continuous tone. Avoid sending photocopies of photographs as they do not reproduce well.

Do not submit overlays or negatives. Also copies from a fax machine generally do not reproduce or scan as well as the original.

### **4. LENGTH OF PAPER**

Please limit your paper to 14 pages max. Remember that one reason for IBA requiring 14 or fewer pages of 12-point type is to make it easier for the reader to read and appreciate your paper. The presentation itself should take about 20 minutes, with an additional 10 minutes for questions and answers.

## 5. FIRST PAGE FORMAT

The Paper will begin with the Title (16-point type), the author/authors' name and address information, followed by the Abstract that you have submitted.

## 6. HEADINGS, SUB-HEADINGS, CAPTIONS

Typical papers have 5-10 major headings, including the Abstract and Conclusion. Major headings should be in all capital letters and underlined. You may number them consecutively, as illustrated below.

### 2. MAJOR HEADING

#### 2.1 SUBHEADING

##### 2.1.1 Sub-Subheadings

Proper caption format for drawings and photographs should be below the item referred to and is as follows:

Figure 1. Big Red Machine

Proper heading for a table should be above the table and is as follows:

Table 1. Particle Size vs. Power Input

**If you are using MS Word format, there is no need to mail hard copies and discs or CDs. Just attach the paper in an email. If you use some other format you will need to send us a CD/disc.**