

Author Instructions For

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INTRODUCTION

The conference proceedings will be published in a hard-bound, two-volume edition. Because the manuscripts are required to be uniform in format, it is important that you read and follow the instructions carefully. Please refer to the sample paper as reference for the correct format of the finished manuscript.

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- If you have any questions not answered here, please contact:

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STATIONERY

Use either standard letter size 8.5 x 11 inch paper (in North America) or the standard A4 210 x 296 mm paper. Print on *one side only* of good quality *white paper* using a laser printer with at least 300 dpi resolution.

LENGTH AND SPELLING

Manuscripts must be limited to eight (8) pages including figures and references. Papers exceeding eight pages will be returned immediately for condensation. *Manuscripts must be written in English and American spelling is required.*

FORMAT AND TEXT AREA

The text area covered by your writing is prescribed here and has to be followed exactly, while the margins vary depending on the stationery used. The text area should be roughly in the center of the page. Adjust your margins accordingly.

For the trim size of the published book of 7 x 10 inches (171 x 248 mm) and the single column format, **the text area will be 6 1/8 inches wide x 9 3/4 inches long, or 156 x 248 mm.**

It is important to follow the above specifications exactly when setting the margins. Pages will be reduced by 15% in the printing process. If the type exceeds these guidelines or even comes short, the page length and/or width will need to be adjusted on your computer. **You may have to compute the margin settings and test them to make sure the text area dimensions are followed exactly.** For your convenience, we have placed a sample paper on the QNDE web site (<http://www.cnde.iastate.edu/QNDE/QNDE.html>) that you can use as a template.

Do not type page numbers on the manuscript. To help keep pages in order, **write** page numbers on the top right hand corner outside the text area in nonreproducible pencil. **Typed page numbers, numbers in blue or black ball point pen or pencil are NOT acceptable.** Please also do not staple your **original** manuscript. Simply paperclip the numbered pages together for submission.

TITLE OF PAPER

14 point size, bold, all upper case, flush left, single spaced, **do not justify**. Place the title 1.5 inches (38 mm) below the top margin. Leave two blank spaces below the title line.

AUTHORS

10 point size font, Cap/lower case. Leave two blank spaces below the author names.

Author Affiliations and Addresses 10 point size, Cap/lower case. Leave three blank lines below the author addresses. Show affiliations and **complete addresses**, including postal or zip codes and country. For more than one affiliation, relate each name to affiliation by use of superscripted symbol or letter (1, 2 or a, b).

ABSTRACT

Each paper must include an abstract — Limit: about 75 words. For all AIP Proceedings, various abstracting services and databases include the abstracts of all papers in their listings. Indent two spaces from the left and right margins. Use 10 point size, fully justified. Begin the abstract with the word “**ABSTRACT.**” followed by a period in bold font. Continue with abstract body in 10 point font. Leave two blank lines below the abstract.

Enter Keywords and PACS codes following the abstract (see sample paper). PACS is the Physics and Astronomy Classification Scheme®. PACS numbers, developed by the American Institute of Physics, are used to identify fields and sub-fields in physics. They are used for the retrieval of information from many databases and indexing services. The most recent listing of PACS can be downloaded from <http://www.aip.org/pacs/index.html>

HEADINGS

FIRST-LEVEL HEADING

Use 12 point size, bold, all caps, flush left

Second-Level Heading

Use 12 point size, bold, cap/lower case, flush left

Only two values of internal subheadings should be used. To see an example of layout and specifications, see the sample paper in the back of these Instructions.

TEXT

Fonts: Times Roman throughout, 12 point size, for the body of the paper.

Spacing: Single space. Indent the first line of each paragraph five (5) spaces; **no extra line spacing between paragraphs.** Check your system for handling superscripts and subscripts. If necessary, insert an extra half space to accommodate super- and subscripts.

Justification: Type should be fully justified; **no ragged right hand-margin.**

EQUATIONS

Center all equations on the page and leave one line above the equation and one line below to separate them from the text. Equations should be the same point size as the text. Place each equation on a separate line and number equations sequentially. Enclose the equation number in parentheses, and place it flush with the right-hand margin. Cite each equation according to its number. Please be sure to place a period after equations that end a sentence. Equation (1) is an example of a one-line equation.

$$\frac{d[F_1]}{d\omega_2} = SA m_2 \cos \omega, \quad \frac{d[F_1]}{d\omega_3} = SA m_3 \cos \omega. \quad (1)$$

TABLES

Number tables in the text with Arabic numerals. Give each table a concise title and define any abbreviations in footnotes to the table. Place tables at the top or bottom of the page, close to where they are first cited. Center the table in the width of the text area. **Fonts for the entire table are Times Roman, 10 point size,** including title and footnotes.

Table number and caption are left-aligned **above** the table. Type the word “**TABLE 1.**” In bold caps followed by a period. The table caption is normal font, caps and lower case. Avoid the use of bold borders and lines and the use of excessive lines.

FIGURES

Cite all figures in the text with Arabic numerals by saying “Fig. 1” or Figure 1 for example. **Place the figures as close as possible to their first mention in the text at the top or bottom of the page** with the figure caption positioned below. Set *figure captions* in 10 point size, Times Roman font. Type the word “**FIGURE 1.**” in bold caps followed by a period. Each figure must include a caption which clearly and succinctly explains its content. Position the caption ¼ inch (6 mm) below the artwork. **The caption should be the full width of the text area (not centered).** Please avoid the use of bold borders and lines with your figures.

Line art (figures with *solid* black and white areas) should be inserted into the camera-ready pages by printing along with text. This will allow you to see what the final product will look like, and to have nearly complete control over the quality of your work. **Remember that the entire page will be reduced 15% during the printing process; watch especially that the size of lettering on figures is not too small (anything smaller than 8 point is too small).**

IMPORTANT NOTE TO AUTHORS: The use of color in figures is discouraged as the proceedings are printed in black and white. Authors should be careful in submitting color figures as some may not reproduce well in black and white. Check your figures carefully to avoid loss of information. Please also note that even though the printed volumes will be in black and white, the CD and online version will reproduce in color.

FOOTNOTES

Footnotes appear at the bottom of the page where they are cited by superscript numbers. Place a ½ point rule (line) 2 inches (50 mm) long above the footnote. Leave ¼ inch (6 mm) blank space above the rule and 1/8 inch (3mm) blank space below the rule. Set the footnote in 10 point size.

ACKNOWLEDGMENTS

Acknowledgments should be positioned at the end of the paper and before the reference section. Set the word “**ACKNOWLEDGMENTS**” as a first-level heading (12 point size, bold, all caps) and **be sure there’s a blank line after the heading**. The acknowledgments are in 12 point size.

REFERENCES

Number all cited literature sequentially. When citing references in the text, use square brackets [] to enclose reference numbers (no superscripts). In the reference section, use numerals with periods, no brackets (see sample paper). Set the word “**REFERENCES**” as a first-level heading (12 point size, bold, all caps). Do not justify the References.

- **For a reference to a book:**

Last name(s) and initial(s) of authors, *book title* (in italics), publisher, place of publication, year, chapter or inclusive page numbers.

1. K. Austin and M. P. Brown, *The New Physique*, publisher, London, 2004, pp.25-30.
2. R. T. Wang, “Title of the Paper,” in *Classic Physiques*, edited by R.B. Hamil, publisher, New York, 2004, pp. 212-213.

- **For a reference to a journal:**

Last name(s) and initial(s) of authors, *name of journal* (in italics), **vol. number** (bold), inclusive page numbers, year in parentheses.

3. M. P. Brown and K. Austin, *Appl. Phys. Letters* **80**, 2503-2504 (2002).

- **For a paper presented at a conference and published in proceedings:**

Last name(s) and initial(s) of authors, “Title of Paper,” in *Title of Proceedings* (in italics), edited by editor name, publisher and series number, place of publication, year, inclusive page numbers.

4. R. B. Thompson, “An Ultrasonic Benchmark Problem: Overview and Discussion of Results,” in *Review of Progress in Quantitative Nondestructive Evaluation 21B*, edited by D. O. Thompson and D. E. Chimenti, AIP Conference Proceedings vol. 615, American Institute of Physics, Melville, NY, 2002, pp. 1917-1924.

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