

Style Guide for Papers and Posters

This guide was created to provide an outline for authors who are preparing papers or poster presentations to be delivered at emission inventory conferences sponsored by the U. S. Environmental Protection Agency. It is important that these guidelines are followed in order to prepare conference proceedings in a timely manner. Final papers will be compiled into a set of conference proceedings and will be made publicly available primarily through the CHIEF website, at <http://www.epa.gov/ttn/chief/>, in .pdf (Adobe Acrobat) format.

If you have any questions about this guide, please contact Kim Paylor at (919) 541-5474 or paylor.kim@epa.gov

Parts of the Paper

Your paper should include the following:

- Title
- Abstract
- Introduction
- Body
- Conclusions
- References
- Bibliography
- Key Words
- Acknowledgements (Optional)
- Disclaimer (Optional)
- Tables (Optional)
- Figures (Optional)

Title

Include a short and informative title. The title should be typed in Upper and lower case letters centered horizontally at the top of the page using **14pt Times New Roman bold type**. After the title, return twice, then center the full name(s) of the author(s), followed by the author(s) affiliation, mailing address and email address (optional). These should be typed in **12pt Times New Roman**. Type the names of up to four authors with the same affiliation on one line. The full mailing address should include the zip code and maximum of five lines. The email address should be all lower case and fit on a single line.

Abstract

The abstract should begin two lines below the author(s) name and address(es). It should state the purpose or objective of the paper, and should summarize the principal information presented. It should be informative enough for the reader to determine whether they wish to read the entire paper, and provide enough information for proper indexing by librarians and editors. The abstract should not exceed 250 words.

Introduction

The introduction should state the nature of and reason for the project. Provide a background statement, discuss the scope and limitations, and highlight other relevant literature and the how it relates or differs to this work.

Body

The body of your paper should include methods, results, discussion, and any other relevant information.

Conclusions

The conclusion section should state key findings and compare the results of your work to others when appropriate. Base conclusions on the evidence presented and discuss what contributions your work has made.

References

References should be listed in the order cited within the text, using Arabic numeral superscripts.

Use the following format:

Book with One Author:

Smith, J.E. *How to Train the Trainer*; Harcourt, Brace, Jovanich; Chicago, IL, 1999, p114.

Book with More Than One Author:

Smith, J.E.; Jones, R.B.; Hall S.J., *How to Train the Trainer*: Harcourt, Brace, Jovanich; Chicago, IL, 1999, p 114.

Book with Editor as Author

How to Train the Trainer, Smith, J.E., Ed.: U.S. Environmental Protection Agency, Durham, NC, 1999.

Chapter within a Book

Smith, J.E. "The New Trainer". *How to Train the Trainer*; Harcourt, Brace, Jovanich; Chicago, IL, 1999, pp 110-127.

Journal Article

Smith, J.E. "The New Trainer," *Trainers of Amer.* 1999, 52B, 926-933.

Proceedings or Transactions

Smith, J.E. "The New Trainer", In *Proceedings, Emission Inventories: A Global Issue*, Hall, R. B., Ed.; U. S. Environmental Protection Agency: Baltimore, MD, 2000; pp 755-757.

Presentation

Smith, J.E. "The New Trainer", Presented at the 11th Emission Inventory Conference of the U.S. Environmental Protection Agency, Baltimore, MD, June 2000; paper 12.34.5

Government or Laboratory Publication

Smith, J.E. *Training the Trainer*, U.S. Environmental Protection Agency, Research Triangle Park, NC, 2000; EPA-400/5-67-890, pp 67-65.

Report Prepared for a Client

Smith, J.E., "The New Trainer"; EPA Document 1234.56, Prepared for North Carolina State University by the U.S. Environmental Protection Agency, Research Triangle Park, NC 2000.

Patent

Smith, J.E. U.S. Patent, 2,345,678, 2000, U.S. Environmental Protection Agency.

Personal Communication

Smith, J.E. 2000. U. S. Environmental Protection Agency, NC, *personal communication*.

Figures/Tables

Figures and tables can either be incorporated into the text or placed at the end of the paper. When referring to a figure or table, the word "Figure" or "Table" should be spelled out, capitalized, and should be immediately followed by the figure number.

Example:

Figure 2 illustrates...

All figures and tables should be numbered consecutively in Arabic numerals as they are cited within the text. All figures and tables require captions. List the caption above the corresponding figure or table. Each caption should be in **Times New Roman 12 pt bold type**, flush left followed by a period and space. Capitalize only the first word of the caption and place a period at the end of the caption.

Example:

Figure 1. Results from testing completed in the western U.S.

Color or black and white graphics may be used

Indented Lists

Please use the following:

- Solid bullets, or
- 1) Numbers with right parenthesis

Footnotes

Do not use footnotes

Equations

All equations should be indented and on a separate line. Number equations consecutively as they appear. Type numbers flush right within parentheses on the same line as the equation. Two returns must follow the equation with the word "where" flush left. Indent at least five spaces and list the variable explanations so the equal signs align. Use of Microsoft Word or Corel WordPerfect equations editors is permitted.

Example:

Equations (1) $y = ab + c$

where

a = area

b = emissions

c = factor

Key Words

As papers will be available through the CHIEF website, <http://www.epa.gov/ttn/chief/>, a list of keywords that categorize your paper are important. These keywords will be used in the search engine of this web site. Please attach you list on a separate page at the end of your paper.

Example Paper

Title

John Doe

U. S. Environmental Protection Agency, MD D205-01, Durham, NC 27511

doe.john@epa.gov

Mary Smith, William Jones and Steve Rogers

Research Institute, 123 Park Drive, Research Triangle Park, NC 27711

smith.mary@ri.com

ABSTRACT

Abstract should be no longer than 250 words

INTRODUCTION

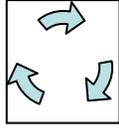
State the nature of and reason for project, background statement, scope and highlights.

BODY

Section Headings Level 2

Sub-Sections Level 3

Figure 1. Graph of results



Indented lists:

- Solid bullets, or
- 1) Numbers with right parenthesis

Equations:

Equation (1) $y = ab + c$

where a = area
 b = emissions
 c = factors

CONCLUSIONS

State key findings and compare the results of your work to others when appropriate.

REFERENCES

Per examples in style guide

Format

Length

Limit paper length to 36 pages. Papers exceeding this limit will be returned to the author(s) for editing to the required length.

Margins

Top and bottom margins	1/2"
Left and right margins	3/4"

Type Font and Size

Title	14pt Times New Roman, bold
Text	12pt Times New Roman

DO NOT USE HARD RETURNS EXCEPT AT THE END OF PARAGRAPHS.

Line Spacing/Indentation

Text	Single Space
Paragraphs	Single Space between paragraphs
Indentation	Indent first line of each paragraph

Headings

First Level	12 pt bold, Times New Roman, left justified, all capitals
Second Level	12 pt bold, Times New Roman, left justified, initial capital letters
Third Level	12 pt bold, Times New Roman, left justified, underlined, initial capital letters

Submission

All preliminary abstracts, final papers, and presentations should be submitted electronically through an on-line submission process. The conference call for papers will describe the on-line submission procedure including web address location for the submission and the specific file types requested. Paper submissions should be provided as an Adobe Acrobat (.pdf) document. Graphics should be embedded in the electronic document at a level of quality and detail comparable to that in the original format.

PC Projector

A LCD projector will be provided. A laptop will also be provided on which presentations will be loaded. All presentations should be sent to EPA no later than two weeks prior to the conference. Do not use anything less than a 24 pt type in presentations. This will allow for a maximum viewing distance of 64 feet.

Poster Presentations

Poster presentations will use a poster board approximately 4' x 8' in size. Materials should be on regular bond paper so that they can easily be attached with tape or thumbtacks. **You must provide your own supplies.**

- Materials should be posted at the allotted time but no later than 30 minutes prior to presentation
- Your presentation must remain posted during the entire scheduled presentation time through lunch of the following day.
- Someone should be available for questions during the presentation.
- You are responsible for taking down your presentation.
- A summary may be provided, following the guidelines, to be included in the proceedings on the CHIEF website.