

# Materials Science & Technology Conference Proceedings: Formatting Instructions

AIST<sup>1</sup> and TMS<sup>2</sup>

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Keywords: Keyword1, Keyword2, Keyword3, etc.

## Abstract

This is an instructional guide designed to cover the steps of paper preparation that are necessary to ensure uniformity and continuity for the various **Materials Science & Technology Conference Proceedings (MS&T)**. This guide can be used in conjunction with the templates that are available in both Microsoft Word or LaTeX formats. It can also be used to help you properly format your paper if you are using another software package.

When the final version of your paper is finished, you will be required to submit a hard copy along with an electronic version of your paper. For the electronic version, it is highly recommended that you create a PDF version for final submission. You can also submit a Word file; however, anytime a source file (such as Word format) is submitted, there is always the likely possibility that font substitutions will take place and photos, graphs, etc. will become rearranged when the document is opened on a different computer. The reason a PDF version is preferred is because this technology removes these variables – ensuring that the paper in the finished publication looks exactly as you wish it to look.

IT IS IMPORTANT TO NOTE THAT BY USING THIS TEMPLATE TO PRODUCE YOUR PAPER, YOU MAY BE CREATING IT LARGER (~135%) THAN THE PRINTED SIZE

- The size of your typeface should be set at 10 points with ~12 point leading.
- The typeface should be a serif font such as the Times family of fonts or Computer Modern (for LaTeX users).
- Keep all text and artwork within the template margins.
- For the hard-copy, you must use a laser printer of at least 600 dpi print resolution (dot matrix printers are not acceptable since they do not allow for satisfactory reproduction quality) and the printout should be on 20# white bond grade or better.

## FOR ARTWORK

- There are two types of figures you may work with on your paper: “line-art” (spot graphs, bar graphs, etc.) and “photo-images” (micrographs, photos, etc.). You will need to supply figures that will look good in print – that means scanning each type of figure at specific resolutions or “dots-per-inch” (dpi).
- You **MUST** scan photo-images at 300 dpi (minimum); failure to do so will result in washed-out and/or blurred images when printed. Even if photo-images are not scanned (i.e. the image is already in electronic format), they still must be set to at least 300 dpi for good print reproduction.
- You **MUST** scan line-art at 600 dpi (minimum); failure to do so will result in jagged lines when printed.
- Images prepared for the web are set at 72 dpi and make for a very poor print product; avoid using images pulled from web-based material.
- The preferred file formats for any graphics are either EPS or TIFF; using other formats, such as JPG or GIF decreases the commercial printing value.
- Make sure all type in graphs and figures is large enough to read and understand.
- How readable your paper is in the finished publication is dependant on how well the images are scanned.

COLOR IS ACCEPTABLE, BUT WILL BE PRINTED IN BLACK AND WHITE, SO...

- Avoid light colors such as yellow, light blue, light green and pink.
- Delineation between plots in a graph should be indicated by type of symbol and/or line pattern; avoid color graphs where delineation between plots is indicated by color alone.

## Introduction

### Layout

The following table contains the dimension for page set up.

Dimension for Page Setup					
Dimensions	Inches Decimal	Points	Picas	Millimeters	
Page Size:	8.5 x 11	612 x 792	51 x 66	215.9 x 279.4 mm	
Margins:	Left:	.75	54	4p6	19.05
	Right:	.75	54	4p6	19.05
	Top:	.5	36	3	12.7
	Bottom:	1	72	6	25.4
Live Area:	7 x 9.5	504 x 684	42 x 57	177.8 x 241.3	

Single line spacing is preferred; however, if your manuscript contains a large number of subscripts or superscripts, and you cannot adjust these “script’s” sizes or position, use space-and-a-half indexing to eliminate overlaps, as seen in the following example:

“...activation energies for the stage III recovery were observed with increasing dose depending on the magnitude of the activation energies of vacancies, EMV, , self-interstitials, E M I, and divacancies,  $E_{2V}^M$ , for the various metals...”

Use SI units for consistent measurement references. When possible, justify right margins as well as the left for a more finished appearance.

### First Page

The top of the first page of your paper contains the title of your paper, author(s) name(s), author(s) affiliation(s), and keywords. After this information is set, there should be a blank line between the keywords and the beginning of your paper.

**Title and Authors.** The title of your paper should start about 3 lines below the top margin, with the author(s) name(s) and author(s) affiliation(s) directly following. If there is more than one author, subsequent author names should follow on the same line as the first author mentioned, continuing onto further lines as necessary. If the different authors also have different affiliations, there should be a superscript number following each author name that corresponds to the proper affiliation.

There should be a blank line between the author(s) name(s) and affiliation(s). Each author affiliation should be put on a separate line (multiple lines as needed), with a superscript number at the beginning that corresponds to the correct author(s) in the previous section. Please see the first page of this guide for an sample author list.

**Keywords.** 2 lines below the author(s) affiliation(s), please enter at least 3 appropriate keywords for your paper.

### Headings

A suitably-divided text enables easier reading. These are the standards for **MS&T** headings:

- Title: 12 pt., bold, centered, first letter of each word capitalized
- First-level subheadings: 10 pt., bold, centered on a separate line, first letter of each word capitalized
- Second-level subheadings: 10 pt., bold, underlined, flush left on a separate line, first letter of each word capitalized
- Third and subsequent-level subheadings: 10 pt., bold, underlined, flush left but run as part of paragraph, first letter of each word capitalized

## **Equations**

All equations should be typed, centered, and separated from the text by one blank line of space above and below. They should be numbered consecutively in parentheses at the right-hand margin, in line with the last line of the equation as seen in the example below.



## **Tables**

Place tables as closely as possible to their references. Number consecutively with Roman numerals and center the title above the table. Tablewidth rules should separate the title from column headings, and column headings from the table body and finally at the bottom of the table. Footnotes would appear below this line. (See following example).

Table IV Location and Distribution of World Strip Casting Operations

Location	Number	Percent
North America	58	37
Western Europe	37	23
Eastern Block	29	18
Asia	18	11
Africa	9	6
South America	7	4
Australia	2	1

\*Footnotes

If a table cannot be contained in the margins of the template, place the table vertically (sideways) for better treatment of the information. (See Example A on following page). This is an exclusive treatment for table placement and no other text should appear on this page.

## **Figures**

Original figures in your paper should be consecutively numbered with Arabic numerals and each figure should be captioned. At an absolute minimum, graphic images (halftones) should be set at 300 dots per inch. As with tables, figures should be placed as closely as possible to the appropriate text. Photocopies, or items from previously printed sources should be avoided since they reproduce poorly and any potential value is negated. If your figures must be reduced before inserting on the page, be sure that the caption is still set in a 12 pt. font. When presenting microstructures, be sure to place a scale marker on the photograph. (see Figures 1 and 2)

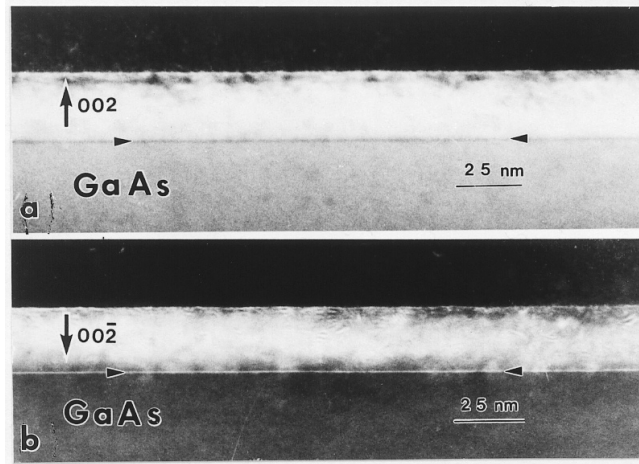


Figure 1: TEM (110) cross sections of (a) 002 and (b) 002 dark field images from a sample with 1 min Zn exposure of a As-stabilized GaAs-(2x4) epilayer prior to the growth of the thin ZnSe Layer. The Zn-As interfacial layer is marked by arrowheads.

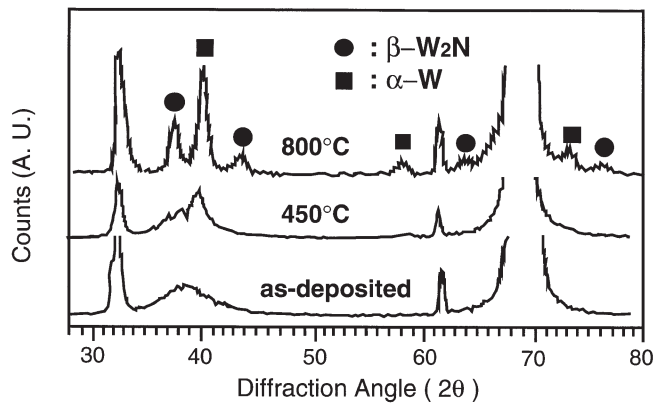


Figure 2: X-ray diffraction spectra of as-deposited and annealed films.

## References

All text references should be consecutively numbered parenthetically, using square brackets with the period after the reference – example [1, 2]. Complete citations should appear at the end of the paper in the “References” Section, using a single-spaced format with an extra, blank line of space between items. References should provide readers with enough information to find the cited material. See Example B for various reference forms. Any manuscript preparation manual will assist you in handling unique citation situations. Abbreviations of widely-used journals are accepted, but it is best to spell out the titles of foreign and less-well known journals.

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EXAMPLE A -VERTICAL TABLE PLACEMENT

TABLE III. -X-RAY DIFFRACTION RESULTS FOR HIPPED -NiAl ALLOYS TESTED FOR 1-HR EXPOSURE CYCLES IN STATIC AIR AT 1200°C

[Phases listed in decreasing order of intensity. Code: A = Al<sub>2</sub>O<sub>3</sub>; Z = ZrO<sub>2</sub>; S = Nickel aluminate spinel; a = 8.05 to 8.10 Å; N = NiO; -NiAl matrix as weakest surface phase under oxides. The oxide surface phases present at various times, hr.]

Alloy	Run	Oxide surface phases present at various times, hr								Spall - when observed
		100	200	500	1000	1500	2000	2500	3000	
Alloy 1 Ni-46.6%Al-0.1%Zr	683-4	A	A	A	A <sup>a</sup>	A,S,N <sup>b</sup>	A,S <sup>c</sup>	S,N,A <sup>d</sup>		2000 hr - A,S 2500 hr - N,S,A
Alloy 2 Ni-48.3%Al-0.1%Zr	683-5	A	A	A	A <sup>a</sup>	A,S,N <sup>b</sup>	A,S <sup>c</sup>	S,N,A <sup>d</sup>		2000 hr - A,S 2500 hr - N,S,A
Alloy 3 Ni-38.1%Al-0.1%Z	683-2	A	A,Z	A,Z	A,Z	A,Z	A,Z	A,Z	A,Z	1500 hr - A 2000 hr - A,S,Z 2500 hr - A,Z,S
Alloy 3 Ni-38.1%Al-0.1%Z	683-3	A	A,Z	A,Z,S	A,Z	A,Z,S	A,S,Z	A,Z,S		1500 hr - A 2000 hr - A,S,Z 2500 hr - A
Alloy 3 Ni-38.1%Al-0.1%Z	683-6	A	A,Z	A,Z,S	A,Z	A,Z,S	A,Z,S <sup>b</sup>	A,Z,S	A,S,Z <sup>c</sup>	1500 hr - A 2000 hr - A,S,Z 2500 hr - N,S,A

<sup>a</sup> Martensitic β-NiAl under scale  
<sup>b</sup> β-NiAl and γ'Ni under scale  
<sup>c</sup> γ'Ni- under scale  
<sup>d</sup> γ'Ni and β-NiAl under scale

## EXAMPLE B -REFERENCES

### BOOK

#### One Author

1. Robert D. Pehlke, *Unit Processes of Extractive Metallurgy* (New York, NY: American Elsevier Publishing Company, 1973), 175-199.

#### Two or three authors

2. Ulrich Rembold, Karl Armbruster, and Wolfgang Ulzmann, *Interface Technology for Computer-Controlled Manufacturing Processes* (New York, NY: Marcell Dekker, Inc., 1985), 103.

#### More than three authors

3. R.L. Gibbey et al., *Fast Breeder Reactor Fuel Performance* (LaGrange Park, IL: American Nuclear Society, 1979), 188.

#### Editor, compiler, translator

4. Lawrence E. Murr, ed., *Industrial Materials Science and Engineering* (New York, NY: Marcel Dekker, Inc. 1985), 98.
5. Robert C. Bates. "A Model for Striation Spacing in Fatigue Crack Growth," *Fracture: Interactions of Microstructure, Mechanisms and Mechanics*, ed. J.M. Wells and J.D. Landes (Warrendale, PA: The Metallurgical Society of AIME, 1984), 255-284.

#### Multivolume work or series

6. H. Baker et al., eds., *Metals Handbook*, vol. 2 (Metals Park, OH: American Society for Metals, 1979), 60.

### JOURNAL

#### Volume and year

7. E.H. Lee, R.L. Mallet, and W.H. Yang, "Stress and Deformation Analysis of the Metal Extrusion Process," *Computer Methods in Applied Mechanics and Engineering*, 10 (1977), 339-353.

#### Volume, issue and year

8. M.J. Cooke et al., "LPCVD of aluminum and Al-Si Alloys for Semiconductor Metallization," *Solid State Tech*, 25 (12) (1982), 62-65.
9. B.L. Agarwal, "Postbuckling Behavior of Composite Shear Webs," *A.I.A.A. Journal*, 19 (F) (1981), 933-939.

#### Year as volume number

10. A.H. Cottrell and P.R. Swann, "Technical Lessons for Flixborough, A Metallurgical Examination of the Eight-Inch Line," *The Chemical Engineer*, 1979, no. 4:266-274.

### UNPUBLISHED PAPERS

#### Reports

11. D.N. Robinson, "A Unified Creep-Plasticity Model for Structural Metals at High Temperature" (Report ORNL/TM-5969, Oak Ridge National Laboratory, 1978).

**Dissertation or thesis**

12. B.G. Snyder, "Superplasticity in Ferrous Laminated Composites" (Ph.D. thesis, Stanford University, 1982), 45-51.

**Paper presented at meeting**

13. P.B. Queneau, "Behavior of Magnesium Sulfate During Acid Pressure Leaching Nickeliferous Laterite Ore" (Paper presented at the 113<sup>th</sup> AIME Annual Meeting, Los Angeles, California, 28 February 1984), 5.

**Interview of personal communication**

14. James F. Rogers, private communication with author, U.S. Naval Research Laboratory, 10 September 1978.

Top Margin: .5 inches; 36 points; 3 picas; 12.7 mm

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Left Margin: .75 inches; 54 points; 4p6 picas; 19.05 mm

9.5 inches; 684 points; 57 picas; 241.3 millimeters

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## Paper Title

Author(s) Names(s)<sup>1</sup>

<sup>1</sup>Authors(s) Affiliation(s)

Keywords

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7 inches; 504 points; 42 picas; 177.8 millimeters

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Thank you for your cooperation.

# Materials Science & Technology Conference Proceedings: Instructions for Word Template

AIST<sup>1</sup>, TMS<sup>2</sup>

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Keywords: Enter Keywords...

## Abstract

This is an instructional guide for using *MS&T.dot* – the Microsoft Word Template for the **Materials Science & Technology (MS&T) Conference**. This template has a preset formatting structure to help you layout your paper. When the final version of your paper is finished, you will be required to submit a hard copy along with an electronic version of your paper. For the electronic version, it is highly recommended that you create a PDF version for final submission. You can also submit the Word file; however, anytime a source file (such as Word format) is submitted, there is always the likely possibility that font substitutions will take place and photos, graphs, etc. will become rearranged when the document is opened on a different computer. The reason a PDF version is preferred is because this technology removes these variables – ensuring that the paper in the finished publication looks exactly as you wish it to look.

## Introduction

The Word template has the proper margins set, includes some styles specifically designed for **MS&T**, and includes a few buttons to help automate some common tasks. The margins and styles should remain constant for whatever version of Word you are using and whether you are using a Windows or Macintosh computer. But, please note that the buttons use Macros that will work only in Word '97 and subsequent versions.

Once you have a copy of the template on your computer, you can place it in the “Templates” folder for Word and it will then be available to you whenever you click on the “New” option under the “File” menu. Please utilize the Word “Help” menu for more information on adding templates. When beginning your paper, be sure to create a new document based on this template (do not open up the template itself).

## Layout

The paper size and margins for the template are setup according to the following table.

Dimension for Page Setup				
Dimensions	Inches Decimal	Points	Picas	Millimeters
Page Size:	8.5 x 11	612 x 792	51 x 66	215.9 x 279.4
Margins:	Left: .75	54	4p6	19.05
	Right: .75	54	4p6	19.05
	Top: .5	36	3	12.7
	Bottom: 1	72	6	25.4
Live Area:	7 x 9.5	504 x 684	42 x 57	177.8 x 241.3

Please do not make any changes and be sure that everything in your paper (included all tables, artwork, etc.) is within these the margins.

## First Page

The top of the first page of your paper contains the title of your paper, author(s) name(s), author(s) affiliation(s), and keywords. After this information is set, please begin typing your paper below the keywords.

### **Title and Author(s)**

Position the cursor over the text “Materials Science & Technology Conference Proceedings: Word Template” and click on the left mouse button; you may then begin typing the title. After typing in the title, please follow the same procedure for clicking on and typing in the author(s) name(s) and affiliation(s). If there is more than one author, subsequent author names should follow on the same line as the first author mentioned, continuing onto further lines as necessary. If the different authors also have different affiliations, there should be a superscript number following each author name that corresponds to the proper affiliation.

There should be a blank line between the author(s) name(s) and affiliation(s). Each author affiliation should be put on a separate line (multiple lines as needed), with a superscript number at the beginning that corresponds to the correct author(s).

## Styles

This template has certain character/paragraph styles predefined. When you type in your paper title, author(s) name(s), author(s) affiliation(s), abstract and introduction, the proper style is already set. As you add in more headings and paragraphs, you will need to make sure that the new text receives the proper formatting style. The toolbars described later can help in this process.

IMPORTANT NOTE: If you have typed your paper in another software application and are pasting it into this template, Word usually attempts to retain the original formatting style. So, once the text is pasted in, you will need to apply the proper MS&T style.

### **Heading 1, MS&T: First-Level Heading**

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### **Heading 2, MS&T: Second-Level Heading**

This style should be used for any second level headings. An example would be “Heading 2, MS&T: Second-Level Heading” above.

**Heading 3, MS&T: Third-Level Heading.** If necessary, this style should be used for any third (and subsequent) level headings. It is almost identical to the second level heading except that a second level paragraph begins 2 lines below the heading whereas the third level paragraph begins on the same line, immediately following the heading.

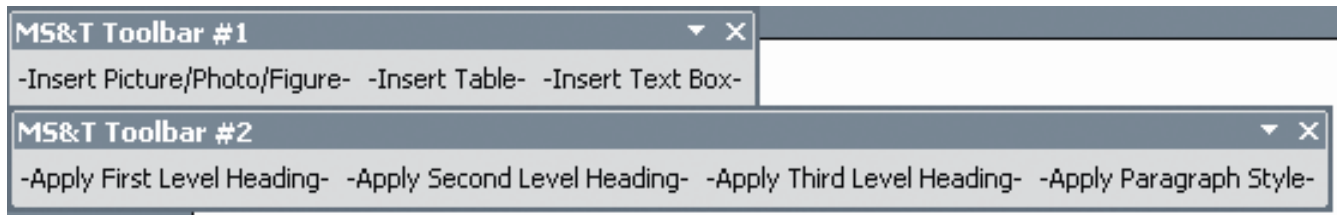
### **Heading 4, MS&T: Paper Title**

This style should be used for the paper title only.

MS&T: Paragraph Style. This style should be used for the main text in the body of each paragraph.

MS&T: Σψμβολ. This is the “Symbol” font; please use this whenever possible when inserting special characters.

## Buttons



This template contains two toolbars (see example above). “MS&T Toolbar #1” contains the following buttons:

- Insert Picture/Photo/Figure
- Insert Table
- Insert Text Box

“MS&T Toolbar #2” contains the following buttons:

- Apply First Level Heading
- Apply Second Level Heading
- Apply Third Level Heading
- Apply Paragraph Style

### Using Buttons

In order for the buttons to work, the security settings for Word must be set properly to allow Macros to run. This is done by going to the following menu:

“Tools” – “Macros” – “Security”

To use the buttons, set the security to either “Medium” or “Low.” If you set the security to “Low” then the buttons will work; if you set the security to “Medium” when you launch the template, you will be prompted to either enable or disable macros – choose “Enable Macros” if you want the buttons to function.

### “Insert” Buttons

These buttons (Insert Picture/Photo/Figure, Insert Table and Insert Text Box) are resident in the toolbar because they are commonly used tasks when preparing papers. Whenever inserting any object, be sure that the object is kept within the margins of the paper.

When you click on the “Insert Picture\Photo\Figure” button, the cursor will first be centered, and then you will be taken to the appropriate dialog box. You can save items such as graphs and equations as a graphic files and use this button to insert them into the document – thus ensuring that they look correct and no information is lost or changed. The preferred file formats for any graphics are either EPS for TIFF; using other formats, such as JPG or GIF decreases the commercial printing value.

### “Apply...” Buttons

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