



SNAME Maritime Convention Paper Template*

*Authors **MUST** adhere to formatting guidelines.

Author name(s): First Name Middle Initial (if desired). Last Name¹ (Membership: M, SM, or V)

1. Work Affiliation of author(s), to include name of company or institution and department, etc. as appropriate

If you wish to include a frontispiece (photo or line drawing) to enhance the appearance of your paper, it should be positioned here, with the frontispiece starting 0.25" from the last line of author information. The space allotted is for demonstration only. You may use any reasonable size artwork. It should not be more than 7" wide. Allow 0.25" between text and photo at both the top and bottom of the photo.

If you do not include a frontispiece, proceed to abstract instructions below.

Note: Printed materials are in grayscale; digital and online versions of papers are reproduced in color.

A short explanatory abstract in a single paragraph should be included here (this paragraph, for example, is less than 100 words). In this document, we describe and provide the formatting guidelines for submissions to the Proceedings of the SNAME Maritime Convention (SMC). Please read these instructions carefully, as many frequently asked questions are answered for authors in this document. We recommend downloading this template and inserting your information where applicable. The text of the abstract should be in Times New Roman 10-point italics, full justification, with 0.5" left and right margins.

KEY WORDS: For library indexing and on-line searching, list up to seven key words. Please separate the keywords with semicolons. Example: Wire; cable; rope; tension. A list of useful keywords is available on the SNAME website under [Research & Publications / Author Opportunities / Author Resources](#) from the SNAME homepage. Scroll down the page for the list.

NOMENCLATURE

Optional, but do not use unless it is necessary. If used, place in alphabetical order, followed by any Greek symbols.

INTRODUCTION

The body of the paper begins with the Introduction. In the Introduction, state the purpose of the paper, or author's aim, so that the reader will have a clear concept of the objective(s). Following the Introduction, text should be organized into logical parts or sections that describe the problem, the means of solution, technical data or substantiation, and other information necessary to qualify properly the results presented and conclusions drawn. Do not designate sections by number. Acknowledgments (where applicable), References, and Appendices (where applicable) follow the Conclusions.

FORMATTING

Page Size

The page size must be set to Letter (8-1/2"x11") on "Page Setup" or "Page Layout" on your Word screen homepage. This

places all material in a rectangle of 19.19 x 24.00 cm (7.55" x 9.45"), beginning 1.30 cm (0.51") from the top of the page. The left and right margins are set as 1.20 cm (0.47"). The bottom margin is set to 3.05 cm (1.2"). The text should be in two 9.15 cm (3.60") columns (Newspaper style) with a 0.89 cm (0.35") center gutter.

Text

Text must be single-spaced using Times or Times New Roman 10-point font throughout the paper, except for titles and headings. Read below for specific formatting instructions for titles, section headings, subsection headings, author names, etc.

The text in the first paragraph of a section should have no indent; following paragraphs in the section must have a 0.25-inch indent of the first sentence. All text must be fully justified.

Title of Paper

The paper title, in Times or Times New Roman, **bold-faced** in 18-point font, should be centered in upper and lower case at the location shown above, and is limited to a maximum of ten words. Two lines may be used.

Author Name(s)

Author names in 12-point **bold** font should consist of first name and middle initial followed by the complete last name in upper and lowercase, followed by membership status in parentheses, left-justified under the title.

SNAME Membership Status

Use upper 10-point normal font following each author name. Membership status should be indicated with caps in parentheses that represent the first letter of the member's status: (M) for Member, (SM) for Student Member, or (V) for Visitor.

Section and Subsection Heads

Headings and subheadings appear throughout the text to divide the subject matter into logical parts and to emphasize major elements and considerations. Do not number sections.

SECTION HEADINGS

These should be flush left in all UPPERCASE (capital) letters, as shown, normal 12-point font.

Subsection Headings

These should be **bold** 12-point font, flush left in upper and lowercase, as shown. As in usual title format, words like *the* or *a* are not capitalized unless they are the first words of the header.

Sub-subsection Headings should be treated as a bold paragraph lead-in. Sub-subsection heads should be 10-point, ***bold-italic***, upper and lowercase, and the paragraph full-justified.

Tables

It is often advantageous to place information in a tabular format as shown below. Number tables consecutively, and use table numbers when referring to a table in text (Table 1, Tables 2-3).

Table 1. Table captions should be placed above the table, left-justified

Margins	Left Column	Right Column
Top	0.51" (1.3 cm)	0.51" (1.3 cm)
Left	0.47" (1.2 cm)	4.42" (11.24 cm)
Right	4.07" (10.35 cm)	8.02" (20.39 cm)
Bottom	9.96" (25.3 cm)	9.96" (25.3 cm)*

* SI Units must be used for all weights and measures. If other units are used, the equivalent SI Unit should be included as shown above.

Equations

Equations are to be numbered consecutively, beginning from Eq. 1 at the beginning of the paper. Each appendix should have individual equation numbers. For example, APPENDIX A equations should start Eq. A1, Eq. A2, etc. Use the equation number when referring to equations in the text (Eq. 1, Eqs. 5-7). It is the responsibility of the author(s) to check equations. Please take care to type accurately and check equation numbers thoroughly. Check again after the document has been converted to PDF for publication or posting online.

Equations should be left-justified. Enclose equation numbers in parentheses and place flush right with right-hand margin of the column, as in the following example:

$$F(x, y, z; t) = (A_x x^2 + B_y y^3 + C_z) \cdot \exp(k_x x + \omega t) \quad (1)$$

It is not necessary to force lengthier equations into two-column format. Insert a section break and center the equation on the page, with the equation number tabbed to the right for clarity.

Figures and Illustrations

NOTE: As a general rule, graphics in the printed version of Transactions and symposia proceedings will be depicted in black and white. In digital and online versions, graphics will be portrayed in color wherever possible. Please be aware of the quality of your figures, illustrations, and photos, and take into account the difference between color and grayscale images.

Number figures consecutively and use the figure number when referring to a figure (Fig. 1) or figures (Figs. 2-3) in the text. Figures must have a caption placed **below** the figure, left-justified, consisting of an abbreviated number, for example Fig. 1, with a brief title. Each appendix should have individual figure numbers, for example, APPENDIX A figures should start at A1, A2, etc.

For good legibility, lines, letters, and symbols must be of sufficient weight (or darkness), size, and thickness. Avoid using shades or colors so that patterns will read more clearly. Figures should be produced electronically where possible, in .jpg, .gif, or .tif formats.

Place figures/images in the text as close to the reference as possible. Figures may extend across both columns to a maximum width of 7.5". It is preferable that figures fit within columns, but legibility and clarity must also be a consideration.

Figures that are line-art should be scanned at 600 dpi, whereas screened figures should be scanned as grayscale at 300 dpi.

Please scan photos at 300 dpi, use the grayscale setting on your scanner, and place the photo into position on your electronic document.

Footnotes

The use of footnotes should be minimized. When needed, footnotes are to be located at the bottom of the page using the "Insert Footnote" command in Word¹.

Citation of References

Within the text of an article, references are to be cited by last name of author(s) and year of publication. Each reference should include last names of all authors. For example:

It was discovered that . . . (Longuet-Higgins and Fox 1977)
Ueda and Rashed (1990) proposed . . .

¹ Footnotes are to be in Times or Times New Roman 9-point font.

Sparrow (1980a) discovered . . .
It was also noted (Sparrow, 1980b; Kheisin, 1992) that . . .

www.peabody.harvard.edu/profiles/default.html (17
September 1999).

Last Page

The two columns on the last page should be as close to equal length as possible.

Length

A typical paper should not be less than 12 nor exceed 25 template pages (including illustrations).

CONCLUSIONS

A brief summary of your research results should be included in this section toward the end of the paper.

ACKNOWLEDGEMENTS

Acknowledgements may be made to those individuals or institutions not mentioned elsewhere in the paper who made an important contribution.

REFERENCES

In general, follow guidelines as set out in *The Chicago Manual of Style*.

References to original (not secondary) sources for cited material are to be listed together at the end of the paper. References should be materials published or online (excluding computer program manuals) accessible to the public. Internal technical reports may be cited only if they are easily accessible to the public or any reader. Private communications should be acknowledged within the text, not referenced, e.g., (Coyle, personal communication).

Within the text, in parentheses, identify references by principal author's name and year; e.g.: (Jones 1989). The short citations are amplified in a list of references, where full bibliographic information is provided.

In the REFERENCES section, list references alphabetically by primary author's name, as in the following examples. Use the author's full name, where available, left justified:

- Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.
- Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.
- Abbott, J. "1988 Computer-Aided Wheelhouse Systems." *Journal of Maritime Engineering*, 12:3 (1988): 64-72.
- Tobin, S. and M. Darman. *Elementary Naval Architecture*. New York: McGraw-Hill, 1957.
- Fash, Barbara W. and William L. Fash. "Saving the Maya Past for the Future: Copan's New Sculpture Museum." *Peabody Museum of Archaeology*, 1996,

Please note that contemporary punctuation style places commas and periods **inside** quotation marks, and other punctuation marks—e.g., question marks and exclamation points—outside quotation marks.

APPENDIXES

Appendixes may be used to provide descriptions (or more detailing) of apparatus, complex illustrations, and other related material that is not essential to the general presentation of the subject. In a highly mathematical paper, it is advisable to detail the development of equations and formulas in an appendix.

MANUSCRIPT FOR REVIEW

Authors should read the general instructions for submitting papers on the SNAME website under [Research & Publications / Author Opportunities / Publication Policies](#). For the SNAME Maritime Convention (SMC) papers, follow instructions from the SNAME home page under [Research & Publications / Author Opportunities / Author Resources](#).

FINAL MANUSCRIPT PUBLICATION

You need to convert your final manuscript to PDF before submitting it to the SNAME Maritime Convention. Check your equations carefully along with the text after converting to PDF and maintain a copy of the Word file.

SMC has its own specifics regarding publication. SNAME requires an Author Agreement from the authors as it is needed by www.OnePetro.org to be able to publish. The SMC Proceedings are available at www.OnePetro.org on the first day of SMC and afterwards for a fee.

In recent years the best SNAME papers presented during the year have been published in the annual volume of SNAME Transactions. If your paper is selected for reprinting in SNAME's yearly volume of Transactions, you will be notified in advance.

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