

SMTC&E Technical Paper Word Template (Rev 2007)

Author Name(s): First Initial. Middle Initial. Family Name (Membership Status)

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, see instructions for the abstract below these frontispiece instructions.

A short abstract (50 words) in a single paragraph should be included here. In this sample paper, we describe and provide the formatting guidelines for submissions to the SMTC Proceedings. Simply download this template from the web, and insert your information where applicable. These guidelines and template streamline the production process, promote uniformity of appearance, improve overall esthetics, and will enhance the interactive and functional aspects of the CD-ROM version. By conforming to the specifications of this template, your paper will reflect the look of this document. Text should be Times Roman 10-italics, full justification with a 0.5" left and right margin.

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.

NOMENCLATURE

Optional, but do not use unless it is absolutely 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. Acknowledgments (where applicable), References, and Appendices (where applicable) follow the Conclusions.

A typical conference paper should not exceed 25 pages.

FORMATTING

Page Size (Subsection Heads should be bold)

The page size **MUST** be set to Letter (8-1/2"x11") on "Page Setup" of your Word screen for example. This template 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 text should be in two 9.15 cm (3.60") columns (Newspaper style) with a .89 cm (.35") center gutter.

Text

Text must be single-spaced using a Times Roman or Times New Roman font throughout the paper. Use a 18-point font for the Title, a 12-point font for Author Name(s), a 10-point font for SNAME Membership Status and all body text, and a 12-point font for all Section and Subsection Heads.
Text in the columns must be full-justified.

Paper Title

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

Author Name(s)

Author names in 12 point font should consist of first name and middle name initials followed by the complete last name in upper and lower case, left-justified under the title in bold.

SNAME Membership Status

Use upper and lower case 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 (EX: (M) for member, (AM) for associate member, (V) for Visitor) except the abbreviation (FL) which is to be used to represent the term "fellow."

Section and Subsection Heads

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

Section Heads should be flush left in all UPPER case (CAPITAL letters).

Subsection Heads should be bold and flush left in upper and lower case as shown. For subsection heads, a word like *the* or *a* is not capitalized unless it is the first word of the header.

Sub-subsection Heads should be treated as a bold paragraph lead-in. Sub-subsection heads should be 10-point, Bold-Italic, upper and lower case and the paragraph full-justified.

Text Citation of References

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

.....was discovered (Longuet-Higgins and Fox 1977)
 Ueda and Rashed (1990) proposed ...
 Sparrow (1980a) discovered
 It was also noted (Sparrow, 1980b; Kheisin, 1992) that

Last Page

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

Length

Typical paper should not exceed 25 template pages (including illustrations).

Tables

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

Table 1. Table captions should be placed above 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 from Eq. 1 to the end of the paper. Each appendix should have individual EQY=AUTION NUMBERS FOR EXAMPLE APPEDNIX A ESUARION SHOULD START A1 , A2 AS....ETC. Use the equation number when referring to equations (eq. 1, eqs. 5~7,...). Please take care to type equations accurately.

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

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

Figures

Number figures consecutively and use the figure number when referring to a figure (Fig. 1) or figures (Figs. 2~3), ... Figures must have a caption consisting of an abbreviated number, like Fig. 1, and brief title and should be placed below figure, left-justified. Each appendix should have individual equation numbers, for example APPENDIX A equation should start A1, A2, A3 ... ETC.

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

Place Figures/Images in text as close to the reference as possible. Figures may extend across both columns to a maximum width of 7.5"; however, figures preferably should fit within columns to minimize unused space.

Note for SMTC&E Papers: Only if your PDF file is converted correctly will your PDF electronic submission be used for the CD-ROM version of the proceedings. Be aware that, as a general rule, graphics in the printed version will be depicted in black and white. On the CD-ROM, however, the graphics will be portrayed in color wherever possible. Please be aware of the quality of your figures, illustrations, and photos.

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 photo into position on your electronic document.

Useful tool: You may log on to <http://dx.sheridan.com> to check the resolution of your figures.

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 that made an important contribution.

REFERENCES

References to original (not secondary) sources for cited material is to be listed together at the end of the paper and should be justified ragged right. References should be published materials

(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 text, not referenced (e.g., “[Coyle, personal communication]”).

Within the text, identify references using the preferred and most contemporary MLA style: by principal author’s name and year; e.g.: (Jones 1989). Use endnotes rather than footnotes because endnotes format more easily. In the endnotes, list references alphabetically by primary author’s name, as in the following examples:

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.

Please note that contemporary punctuation style places commas and periods **inside** quotation marks. Placement of other marks of punctuation, such as colons and semi-colons depends on their usage within each sentence.

APPENDIXES

In a highly mathematical paper it is advisable to develop equations and formulas in an appendix. Appendixes also may be used for detailed descriptions of apparatus and other related material not essential to general presentation of subject.

MANUSCRIPT FOR REVIEW

E-mail your manuscript as a PDF file to snamepapers@sname.org for review by the Papers Committee. Please carefully follow the instructions for properly making a PDF on our website at:
http://www.sname.org/author_instructions.htm.

FINAL MANUSCRIPT SUBMISSION

E-mail a copy of the final manuscript to snamepapers@sname.org for review and acceptance by the Papers Committee.

Mail Copyright Transfer Agreement to: SNAME, attn: Susan Evans Grove, 601 Pavonia Avenue, Jersey City, NJ 07306, or **fax** to 201-798-4975.