

Instructions on Using Word Template

When opening the Word template provided to you, you will find that the document is blank. Don't worry, that is the way it is supposed to look! The styles for this document are built into it and are therefore not able to be seen. However, to put the template to work, follow these simple instructions.

Immediately resave the document template as a .doc file with the appropriate chapter number/name. Your template is automatically designed to use 8 1/2 x 11 paper and feature the appropriate 1-inch margins on all sides. Moreover, it will also provide your document with page numbers at the upper right-hand corner of the page.

Start inputting your text. You will notice that your text will automatically be double-spaced, using the appropriate 12 pt. Times New Roman font.

Below is a list of all the available styles and what they offer:

Normal • Double-spaced

- 12 pt. Times New Roman
- Flush left

Heading 1 • Double-spaced

- 12 pt. Times New Roman
- Bold
- Flush left

Heading 2 • Double-spaced

- 12 pt. Times New Roman
- Bold and Italic
- Flush left

Heading 3 • Double-spaced

- 12 pt. Times New Roman
- Italic
- Flush left

Heading 4 • Double-spaced

- 12 pt. Times New Roman
- Flush left

Equation • Double-spaced

- 12 pt. Times New Roman
- Centered

Art Preparation Guidelines:

All figures should be supplied as camera-ready art in grayscale. Clear, sharp electronic line art and original photographs are ideal.

Artwork should be submitted as 1 st generation files, whether vector graphic files (such as .ai, .eps, .PDF) or halftones (such as .tif, .psd, .jpeg, .gif).. These will always provide the best results and are the ideal format for all artwork submissions. Bit-mapped graphics can result in poor quality and should be avoided.

Ideal Software Format: Illustrator (.ai or .eps), Photoshop (.tif, .psd, .jpeg, .gif)

Acceptable but not ideal: All Microsoft Office: Word (.doc), PowerPoint (.ppt), or Excel (.xls) , Visio (.vsd), CorelDraw (.ai), Matlab (.tif)

LINE ART: Scanned Line Art must be a minimum resolution of 1200 dpi or greater. For optimum results, line-art files should be created in vector graphics programs, such as

Adobe Illustrator, and saved as .eps files. Do not create within or import your images into any Microsoft programs. If the native application is unable to save as .eps file, then it should be saved as a PDF at the highest resolution possible.

PHOTOGRAPHS OR HALFTONES: A halftone is a printed reproduction of a photograph (or illustration other than line art). It uses evenly spaced dots of varying sizes to simulate shades of gray. Art files containing grayscales or photographs should be created in Adobe PhotoShop and provided as .tif files. They should have a minimum resolution of 300 dpi.

Photographs taken with digital cameras must contain at least 2 million pixels (2 mega pixels).

GENERAL GUIDELINES

DOs and DON'Ts

DO:

- Page "1" of your manuscript should include title, full name(s), complete affiliations of author(s) and E-mail IDs, Corresponding Author Name, Abstract (Minimum 200 Words, Maximum 250 Words), 5 relevant Keywords.
- The length of manuscript should be between 15 to 20 pages. The manuscript should be submitted in a word file (.doc format).
- Each paper will consist of Introduction, Proposed Method, Results and Discussion, Conclusion, and References.
- Plagiarism will be checked only with Ithenticate. The similarity score should be less than 10%.
- All pages should feature the page number in the upper right-hand corner.
- Figures should also be submitted separately.
- Place a hard return at the end of each paragraph instead of indenting.
- Be consistent in your use of special characters (Greek letters, mathematical symbols, etc.), abbreviations, and spacing (at ends of sentences, paragraph indents, bulleted material, reference lists, etc.).
- All Greek letters and mathematical symbols should be input using the appropriate Unicode font.
- Equations should be embedded within the text if you are using the equation editor in Microsoft Word. Equations in any other program should be saved and provided separately as MathType equations.
- All tables must be input by the author; they are not to be scanned.
- Save each figure in its own separate and original electronic art file, equipped with correct file extension. All figure files must be clearly labeled and numbered consecutively, i.e., Figure 1, Figure 2, etc.).

DON'T:

- Don't hit "enter" to insert a return at the end of every line. Allow the computer to "wrap" your text.
- Don't justify right margins. Cancel the automatic hyphenation feature on your computer. Don't use end-of-line hyphens.

Microsoft Word and LaTeX are the only acceptable formats for text. Manuscripts written in other word processors that are converted to word may have corruption issues so this method is not recommended.

STYLE GUIDELINES

IN-TEXT HEADINGS

In-text headings should follow the number/letter or decimal system you have chosen. All headings should be input in title case (an option in MS Word), flush left. Leave one blank line above and below a major heading.

ABBREVIATIONS/ACRONYMS

Abbreviation/acronyms are acceptable in text if they are used universally in your discipline and your readers will easily understand them. They should be used consistently throughout a book.

Please note that acronyms should be explained when first mentioned.

EQUATIONS

Equations should be numbered consecutively in Arabic numbers.

All equations should appear in the manuscript where you want them to appear.

If confusion arises about a symbol, such as 1 (the numeral) and l (the lower case letter), 0 (zero) and O (capital letter), or x (the letter) and × (multiplication symbol), label it. Label Roman numbers and Greek letters and indicate whether they are upper or lower case. Check spacing before and after all symbols in equations. Review mathematical symbols (+, −, ≤, ≠, ≡, for example) to be sure they are correct. If a lengthy equation must be “wrapped” onto the next line, break it in a logical place. Make sure superscript symbols appear above the line and subscript symbols appear below the line. All parentheses and brackets should be closed.

The preferred alternative is MathType used as a plug-in to Word (or many other word processing programs like Pages) as this program will allow us to cleanly extract the equations.

LISTINGS

Listings may be numbered, unnumbered, or bulleted. Punctuation should be consistent throughout a listing and follow grammar principles. If a listing item is not a complete sentence, no punctuation is used.

TABLES AND FIGURES

Every table and figure should be mentioned or described in text (Table 6.6 shows results of parking lot reconnaissance; Figure 2.3 illustrates a police line-up.). Tables and figures should be numbered consecutively.

The table number and caption should appear above each table, without punctuation; the figure number and caption should appear below each figure, with punctuation.

Tables:

When typing entries in a table, put one tab between columns and a return for each new row. Because it is disconcerting to see the table unaligned this way, we encourage the use of MS Word's Table dropdown menu (Table → Convert text to table) to get a better visual. Include a heading for each column of data. A zero should precede the decimal point in a number less than one (0.25). Do not use ditto marks (""). Use N/A or (–) to indicate data that are not available. Footnotes in table data should appear as superscript lower-case letters (11.4b).

Figures:

SOURCE LINES FOR TABLES, PHOTOGRAPHS, AND FIGURES

A figure source line is enclosed in parentheses and included after the caption. Table source lines should not be enclosed in parentheses and should appear below the table body.

Figure Source Line:

Reprinted with permission from Steven Shapin, *The Scientific Revolution* (Chicago: University of Chicago Press, 1996), 15-64.

Table Source Line:

Source: Data from Richard Adams, "Investment and Rural Assets in Pakistan," *Economic Development and Social Change* 47, no. 1 (1998): 155-73.

Add "Adapted from" or "Modified from" to your source line if you adapt or modify copyrighted material.

REFERENCES

Follow *Chicago Manual of Style*, 15th edition for reference style.

Books:

Authored book:

Woods, D.D. and E. Hollnagel. 2006. *Joint cognitive systems*. Boca Raton: Taylor & Francis.

In text: (Woods and Hollnagel 2006)

Chapter in multi-authored book:

Wiens, J. A. 1983. Avian community ecology: An iconoclastic view. In *Perspectives in ornithology*, ed. A. H. Brush, and G. A. Clark, 355-403. Cambridge: Cambridge Univ. Press.

Note: In Reference section, when there are more than six authors, first three are listed, followed by et al. In text, first author listed followed by et al.

Journals:

Terborgh, J. 1974. Preservation of natural diversity. *BioScience* 24:715-22.

Electronic journal:

Testa, B., and L. B. Kier. 2000. Emergence and dissolution in the self-organisation of complex systems. *Entropy* 2, no. 1 (March): 1-25.

<http://www.mdpi.org/entropy/papers/e2010001.pdf> .

Unpublished Documents:

Schwartz, G. J. 2000. Multiwavelength analyses of classical carbon-oxygen novae. PhD diss., Arizona State Univ.

O'Guinn, T. C. 1987. Touching greatness. Paper presented at the annual meeting of the American Psychological Association, New York.

Online Documents:

Adamic, L.A., and B.A. Huberman. 1999. The nature of markets in the World Wide Web. Working paper, Xerox Palo Alto Research Center. <http://www.parc.xerox.com/istl/groups/iea/www/webmarkets.html> (accessed March 12, 2001).

U.S. Census Bureau. 2000. Health insurance coverage status and type of coverage by sex, race, and Hispanic origin. Health Insurance Historical Table 1. <http://www.census.gov/hhes/hlthins/historic/hihisttl.html>.

REVISIONS

Your manuscript should be correct and complete when submitted.