

Guidelines for paper layout and style:

- The official language of the Conference is English.
- **Page Count:** Papers are limited to a maximum of 25 pages.
- **Page Size:** Use A4 paper size,
- **File Format:** Submitted documents must be PC-formatted Microsoft Word (.doc)
- **Page Margins:** Set margins to one inch (1") on all sides.
- **Font:** Use 12-point Times New Roman throughout the paper.
- **Line Spacing:** Set Line spacing to single.
- **Page Numbers:** Number all pages. Center page numbers on the bottom of each page.
- **Figures:** Number and title all figures, including graphs, drawings and photos. Place figure captions below the figures.
- **Tables:** Number and title all tables. Place table captions above the tables.
- **Equations:** Number all equations. Place equation numbers in parentheses to the right of the equations.
- **Footnotes:** In general, avoid the use of footnotes. If, however, there is critical supporting text that does not fit in the main text flow, a few footnotes may be appropriate. (Never use footnotes to cite references.)
- **Commas in Lists:** If a list comprises three single words (apples, oranges and bananas), there is no comma before the "and." Use a comma before "and" for lists with four or more single words (apples, oranges, bananas, and kumquats) or if one or more of the items listed has more than one word (apples, oranges, passion fruit, and bananas).
- **Semicolons:** Use to separate two closely related, independent clauses; independent clauses can stand on their own and have both a subject and a verb. Semicolons can also be used in lists of multiple phrases where commas are already used.
- **Space after Periods:** Use a single space after periods. Do not use double spaces.
- **Space after Colons:** Use a single space after colons. Do not use double spaces.
- **Italics:** Italicize foreign words used in their original context, such as *in vitro* and *in vivo*. Italicize *et al.* in the text, but not as part of in-text references.
- **Acronyms:** When defining acronyms, only capitalize proper nouns.
- **Abbreviate units:** without periods:
 - Seconds: sec
 - Grams: g
 - Minutes: min
 - Kilometers: km
 - Hours: hr
 - Angles: #^o (no space before the degree symbol)
- **Temperature:** # °F or # °C (space before the degree symbol), In Word, click Insert, then click Symbol to open the Symbol dialog. With the font set to Times New Roman, select the degree symbol from the table. Another way to insert a degree symbol is to hold down the Alt key and, on the numeric keypad, press 0 1 8 6, then release the Alt key.
- **Graphics**
 - Use graphics, including figures, tables, graphs, etc., to support your key findings. Graphics should be able to be understood on their own and must:
 - Be of high resolution. Note that many screenshots and pictures from the Web are 72 DPI, which is not suitable for print.
 - Have neat, legible labels.
 - Be simple. Avoid forcing too much information into a single graphic.
 - Be clearly formatted.
 - Indicate error. Include standard deviation information in tables and use error bars in graphs.
 - Have detailed captions.