

## SME Author Guidelines

### GENERAL INSTRUCTIONS

Keep the following instructions in mind as you organize your paper.

- The maximum paper length should be 5,000 words.
- Keep the number of tables, figures, and references in proportion to the length of your paper.
- Microsoft Word is the preferred software. Rich Text Format (.rtf) is also acceptable.
- Avoid mentioning specific commercial product names and avoid “advertising” for specific companies or services. If at all possible, use generic equivalents. If trade names must be given, be sure to list the manufacturer name, city, and state.
- Use capitalization and italics judiciously. It is not always necessary to capitalize or italicize for emphasis or for the name of company departments, pieces of equipment, titles, offices, or terminology.
- Avoid using footnotes in the text. Footnotes are acceptable in tables.
- Introduce acronyms at first mention.
- Make sure you have obtained permission to use any figure, table, or extract from a copyrighted source.
- Check and double check your spelling and grammar.

### FORMATTING

**Body Text:** Prepare your paper in 12 point type using common fonts such as Times New Roman, Arial, and Symbol. Do **NOT** use Word’s Cambria or Calibri default fonts. Use a one-column format, single spaced, with 1-inch margins on all sides. Text can be ragged or justified. Paginate consecutively at the bottoms of the pages.

**Title:** The title of your paper should be bold, initial caps, flush left, standing alone on the first line with an extra space below.

**Authors:** For each author, list name, affiliation, city, state or province, country

**Abstract:** It is important to include an abstract. Do not include key words.

**Headings:** Style the headings as shown in the following examples, or you can use Word’s paragraph style feature to apply styles such as Heading 1, Heading 2, List Number, etc. Do not use section numbering in headings; such numbering will be removed. Do not use more than four levels of heads.

Heading 1: These heads should be bold, all caps, flush left, standing alone on a line with an extra space above and below:

**PROJECT AREA GEOLOGY**

Heading 2: Level 2 heads should be bold, initial caps, flush left, standing alone on a line with an extra space above and below:

**Evaluation of Granitic Rocks**

Heading 3: This level head should be bold, italics, initial caps, flush left, standing alone on a line with an extra space above and below:

***Design Stage Recommendations***

Heading 4: Level 4 heads should be bold, indented, sentence style, and include a period. The head then leads into the paragraph that follows:

**Tunnel excavation.** Drill-and-blast operations began with...

**Lists:** Each bulleted or numbered list should be set up with an introductory sentence. Important items are listed as follows:

- Each bulleted list must consist of at least two items.
- Items that are subordinate to the bulleted material can be set off with a dash.
- Bulleted or numbered lists should be parallel in construction.
  - They should consistently begin with nouns or verbs.
  - They should consistently be either phrases or complete sentences.
  - They should be punctuated consistently (e.g., whole sentences take periods).
- Numbered lists should be used for procedural steps.

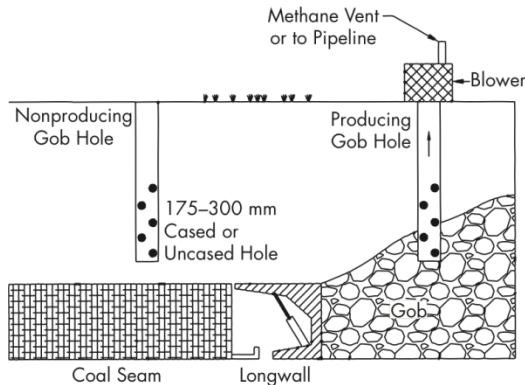
**Equations:** Use Microsoft’s Equation Editor to add formal equations, but use regular type for simple equations. Equations should be placed on one line, indented, and can be numbered sequentially in the right-hand margin.

$$n = (Z\alpha)^2(s)^2/(B)^2 \tag{5.7}$$

**Special Characters:** Use the Insert tab and Symbol function to add Greek letters or mathematical characters to the text.

**Figures:** Label all figures, diagrams, schematics, graphs, and photographs as a figure and number them sequentially (Figure 1, Figure 2). Cite each figure in your text and place the figure after that paragraph. Do not be concerned with running pages short or skipping to the next page

to place a figure; this will be rearranged. Figure captions should be bold, sentence style, and placed below the figure. Example:



**Figure 1. This is the figure caption**

**Tables:** Include tables using Word’s table function rather than pasting tables as graphics. Excel tables will readily convert to tables when pasted into Word. All tables must be cited in the text and appear sequentially (e.g., Table 1, Table 2). Place tables after their first reference in the text.

Table titles should be bold and sentence style with titles placed above the table (not in the table). Notes should follow the table (not placed in the table). Example:

**Table 1. Sentence style, no period at end\***

Capitalize Text Here <sup>†</sup>	Product Design No.	Measurement			
		ft <sup>2</sup>	mph (km/h)	kPa	%
Sentence style rows, %	xxx	Xxx	xxx (xxx)	xxx	xxx
Truck speed, mph	xxx	Xxx	xxx (xxx)	xxx	NA <sup>‡</sup>
Distance, mm	xxx	Xxx	xxx (xxx)	xxx	NA

Source: Smith 2010.

\*Information regarding the entire table can be added here.

†Footnotes specific to this item can be added here.

‡NA = not applicable.

**References:** Cite references in the text by author and date (Smith 2010; Jones and Adams 2003) Use et al. in text for three or more authors (e.g., Reynolds et al. 2009). Include an alphabetical reference list at the end of the paper. Examples:

**Book:** Mason, R.L., Guns, R.F., and Hess, J.L. 1989. *Statistical Design and Analysis of Experiments*. New York: John Wiley and Sons.

**Chapter in an Edited Book:** Garnar, T.E. 1994. Zirconium and hafnium minerals. In *Industrial Minerals and Rocks*, 6th ed. Edited by D.D. Carr. Littleton, CO: SME.

**Technical Report:** Moudgil, B.M. 1992. *Enhanced Recovery of Coarse Particles During Phosphate Flotation*. Final report to Florida Institute of Phosphate Research. FIPR Publication No. 02-067-099. Gainesville, FL: University of Florida.

**Standard:** ASTM C 372-94. 2001. *Standard Test Method for Linear Thermal Expansion of Porcelain Enamel and Glaze Frits and Fired Ceramic Whiteware Products by the Dilatometer Method*. West Conshohocken, PA: ASTM International.

**Trade Journal:** Malteesh, C., Somasundaran, P., and Gruber, G.A. 1996. Fundamentals of oleic acid adsorption on phosphate flotation feed during anionic conditioning. *Min. Metall. Process.* 13(1):156–158.

## ARTWORK/GRAPHICS

Use the following instructions as guidelines for submitting graphics.

- Paste or import each figure into Word and zoom in 500% to see if it remains clear and in focus. If it does, the figure will look good in print.
- Avoid distorting your graphics by stretching one dimension to fit. We will resize your figures as needed to suit the book's format.
- SME books are printed in black and white. Print your paper in black and white to see if all details are easily discernable. You may need to adjust your colors to optimize for black and white printing.

**Vector images** have the advantage of always being displayed and printed at the highest available quality. All fonts must be embedded. Use common fonts such as Times New Roman or Arial and Symbol. Common formats include: CorelDraw (.cdr), AutoCAD (.dxf), Windows Metafile (.wmf), and EPS.

Many applications support exporting to EPS graphics.

**Charts, Graphs, Spreadsheets, CAD Drawings:** Embedding Excel charts in a Word file works well if done properly. Spreadsheets can be copied from Excel and pasted as a table in Word. This is preferred because we can then modify its style during production to fit the book. If an exact reproduction of an Excel spreadsheet is needed, it is best to export it to a graphic (like a PDF) and include it as a figure.

**Photos:** Photos are commonly provided as the JPEG (.jpg) files that a digital camera creates. Use at least a 3M or 3 MP (megapixel) setting on digital cameras when taking photos. To print a 5×7-inch photo clearly, we need at least 2,048×1,536 pixels, or about 3 MP. A 100% quality JPEG is about 1 MB. If given the option, save JPEG files using the highest quality setting. They have the ability to be highly compressed into a small file, but you will lose quality as you do this. The maximum size needed to print most photos is 5 MP. If your photo file sizes are in the 1 to 2 MB range, most likely we will not have any quality issues. You may add arrows and notes to your photos in Word.

**Scans:** Scan images and save them as uncompressed .TIF files. Scan photos and shaded images @ 300 dpi at the size you wish to print. 5×7 inches is an adequate size for most books. Scan line art (drawings without shading) at a resolution of at least 600 dpi but no more than 1,200 dpi. Lines will appear jagged below 1,000 dpi. This needs to be done at the final printed size.

**Screen Images:** Capture screen images in the largest size possible. Usually there is little control over the 72 dpi resolution, so make the items of interest as large as possible on the highest resolution or largest screen available. A high definition image (1,920×1,080 pixels) is ideal (like photos).