

(Title should be flush with this top border)

Title: 12 Point, Bold, Times New Roman Font, Centered Across Both Columns, Initial-Capitals

Author names and affiliations:
11 point, centered across both columns, Times New Roman font

Abstract

Start your abstract here. Do not use italics.

Keywords

Place, keywords, here, separated, by, commas

Nomenclature

If needed.

1. Subtitles are 10-Point Times New Roman Font

Subtitles should be bold, left justified, no underline. Level 1 Section Headers should have the first character of each word in capitals. Level 2 Headers have initial-cap on first word only.

2. Text is 10 Point Times New Roman Font

The text is justified, single spaced, and starts on the next line (do not leave a blank line). Please use this sheet as a guide when composing your paper on a word processor or page layout program. Fit all text, subtitles, and footnotes within these columns. If you use our RTF/WORD Template file (ST20-Template.doc), these settings should be automatic. Make sure that your text columns are as wide as the text columns on this page. Also check to see that your center margin is the same width as the one on this page. To verify your measurements, superimpose one of your pages on top of this sheet and hold it up to the light.

Figures and photos may overlap the area between columns, but not into the borders. The publisher will use the borders for page numbering information. The print area in each column is 88.5mm x 246mm (approx 3.5" x 9.7").

For 8.5" x 11" paper, set margins to:
left and right : 17.0mm (0.67")
top and bottom: 16.7mm (0.66")
two columns with 5.0mm (0.2") between

For A4 paper, set margins to:
left and right : 13.8mm
top and bottom: 25.2mm
two columns with 5.0mm between

You may print your manuscript on ordinary laser paper. Using the specified font, type sizes, and styles will help give the finished book a unified look. Note that both columns are fully justified.

3. Important Reminder

Please include your current phone, fax, and/or email address. We may need to ask you about your manuscript. Most images and figures will be embedded in your word-processor file. This works best. We will verify that the text-flow is correct after we receive your file.

We expect you to submit a finished "paper" copy of your submission, ready to be printed. When possible, we will actually use your word processor file for printing the book and making the CD-ROM, using your "paper" version as a checkprint. If we have difficulties with the file, we may use the paper version for the book and CD. If you have glossy photos that are not embedded in your file, simply leave enough blank space within the manuscript. Then identify each figure on its back side and send them with the manuscript. The publisher will reduce them and place them where you indicate. Please make sure that the figures and text will still be legible after reducing. When reduced, the figures should contain type no smaller than the 8 point.

3.1 If you don't want to do the Layout yourself

Make your own arrangements or contact Kathe Erickson (+1-408-741-5025). Fee is US\$25 plus \$6 for each figure, table, or photo. Send the text stored on a diskette in ASCII (text only) format (IBM or Mac), plus a copy of your Word Processor file. Send separately original artwork of non-embedded photos, tables. Please allow enough time.

3.2 Page numbering

Do not insert page numbers on the front; write page number on the back of each sheet. Add author last name and paper title to the footer on the second page of the template.

(Reduce unnecessary "white space", such as extra blank lines)

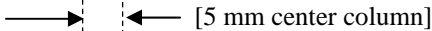


Figure 1: Figure, table or photo can span one or both columns -- or more than one column, if you wrap text around it. Put "Figure X" in bold and left-justify it.

(Fill columns all the way to the bottom)

(Text justified to both edges)

Verify on your printed copy: 7.2" or 18.3 cm