

# Title Must be in 14 pt. Helvetica or Arial Bold: Required by Palisades Convention Management

## Full First & Last Names Required

Department, Institute and/or Laboratory  
Main University or Corporation Name  
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**Abstract:** *This sample file was produced for Palisades Convention Management for use by authors of Convention, Symposium, and Conference Publications. Authors are encouraged to use this template to produce their final submission for the electronic and print publications. Kindly follow this sample file so that the publication will have the same formatting throughout and provide conference attendees with a good source of documentation.*

**Keywords:** use semi; colons; between; your choice; of keywords. Including keywords is required to enhance the search capability of most electronic publications.

### Introduction

This format is to be used for submissions that are published in the conference proceedings. We wish to give this volume a consistent, high-quality appearance. We therefore ask that authors follow some simple guidelines. In essence, you should format your paper exactly like this document. The easiest way to do this is simply to download a template from the conference website and replace the content with your own material. For more information on Sheridan Printing, see: [www.sheridanprinting.com/info.html](http://www.sheridanprinting.com/info.html)

**Page Size & Margins:** Be sure that your paper is 8-1/2x11 inches (American/US letter size). With 0.75 inch margin at the top, left and right sides and 1.0 inch margin at the bottom. US letter is a standard page size on most programs. Also be sure that you choose and select the correct page size options when creating your PDF prior to submitting.

**Title of Paper:** The title of your paper should be in 14 pt. Helvetica or Arial Bold (see above).

**Authors Full Names:** Authors names should appear in 12 pt. Helvetica or Arial Bold Italic. Multiple authors with the same affiliation can be grouped together, use a 2 or 3 column setup for authors of different affiliations. Authors are encouraged to include their full first names. This is very helpful for proper indexing of authors with multiple submissions, and for possible future compilations.

**Section Heads:** Section heads should appear in 10 pt. Helvetica or Arial bold with 6 to 12 points of additional space above. Sections heads should remain with at least 2

lines of body text immediately following them when they appear at the bottom of a column or page.

**Sub-Section Heads:** Sub-section heads should appear in 10 pt. Times or Times New Roman Italic and as paragraph lead-ins, with 6 pts of additional space above or before. See this paragraph as an example.

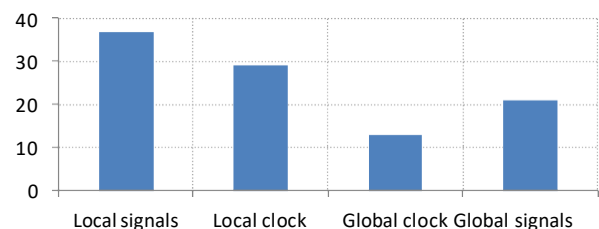
**Body Text:** The body text of your submission should be 10 pt. Times or Times New Roman, single spaced with an additional 4 to 6 points of space after each paragraph. Do not indent paragraphs, and be sure the body text is justified (except for bulleted or numbered lists, as described on the next section and shown on the following page).

**Bulleted and Numbered Lists:** All bulleted and numbered lists should not have any additional indent and the text should indent hang. See the samples on the following page for more information.

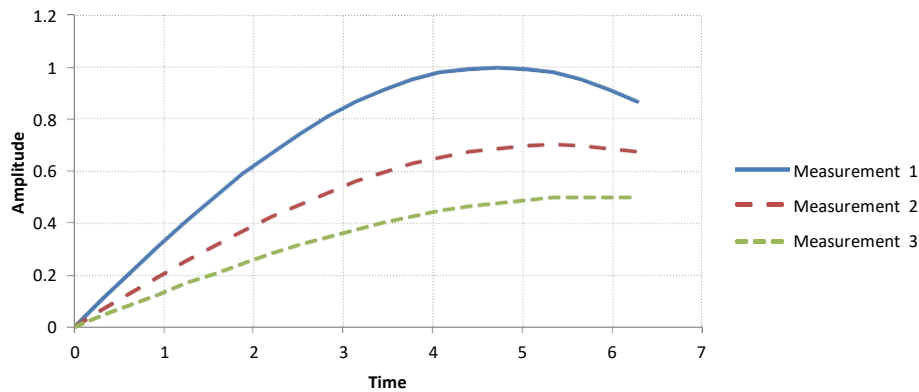
**Table and Figure Captions:** Figure captions should appear centered under the corresponding figure and set in 9 pt. Helvetica or Arial Bold. Table captions should appear centered above the corresponding table, and be set in 9 pt. Helvetica or Arial Bold. The figures or table should appear as close to where they are cited as is possible.

**Wide Tables and Figures:** Wide tables and figures should be placed at the top or bottom of the page on which they are mentioned, not within the middle of a page with text both above and below

**References:** Should be numbered, and be 10 pt. Times or Times New Roman, single spaced with an additional 4 to 6 points of space after each reference. The section should be made ragged right to prevent URL breaks.



**Figure 1.** Sample of a Figure Caption. Tag number should be 9 pt. Helvetica or Arial Bold; body should not be bold



**Figure 2.** Wide Figure Caption. Should appear in 9 pt. Helvetica or Arial and centered under figure

### PDF Distilling Settings

We recommend that you produce a PDF version of your submission well before the final deadline. Your PDF file must be ACM DL Compliant. The requirements for an ACM Compliant PDF are available at:

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**Table 1.** Sample of a table caption. Number should appear in 9 pt. Helvetica or Arial Bold; body not bold

Length (um)	800	400	200	100	50
Width (um)	20	10	5	3	1.5

### Recommendations for Figures & Images

Your document may use color figures, which are included in the page limit; the figures must be usable when printed in black and white.

If you aren't familiar with Word's handling of pictures, we offer one tip: the "format picture" dialog is the key to controlling position of pictures and the flow of text around them. You access these controls by selecting your picture, then choosing "Picture" in older versions, or "Position" and "Text Wrapping" in new versions, from the "Format" menu.

### Even More Samples

As an example, use this setup for a numbered list:

1. See below for the examples for a bulleted list
2. If space is needed, reduce the 6 pts of extra space after each listed item to only 3 pts

As an example, use this setup for a bulleted list:

- Screening evaluation
- Computation evaluation

### Acknowledgements

Authors, please be sure to include any acknowledgements of funding or grants received, as may be required by the benefactor to have your research published. The authors wish to thank Mary X. Jones for her assistance in creating this document –OR– Author A.C. Browns would like to acknowledge the funding received from NSF or NIWSA (grant no. 123456).

### References

1. Free Versions of Adobe Acrobat Reader. <http://www.adobe.com/products/acrobat/d>
2. Hofelich, T. C., D. J. Frurip, and J. B. Powers, "The Determination of Compatibility," Process Safety Progress, vol. 13, no. 4, pp. 227-233, 1994.
3. Tolles, L., W. J. Efinger, and M. S. Sheridan, "Instructions for Submission to ADEAC2004 Sponsored Conference Proceedings," Proceedings of the Sample ADEAC 2004 Templates, Alpha, NJ, Jan. 6, 2004, p. 2004, [www.sheridanprinting.com/pcm/adeac.htm](http://www.sheridanprinting.com/pcm/adeac.htm)
4. Nadell, R., and M. Goldfarb, "Formatting Guidelines," Palisades Convention Management, Vol. 1, pp1-3.

**Kindly balance the columns on the last page as best as possible.**  
**Delete these 2 lines of text when you have completed your submission.**