

**INSTRUCTIONS FOR PREPARATION  
OF CONFERENCE PROCEEDINGS**  
**For the**  
**19<sup>th</sup> ANNUAL CONFERENCE ON FOSSIL ENERGY MATERIALS**  
**(May 9-11, 2005)**

**FORMAT**

Your manuscript may be up to 8 pages long. The preferred format for submission is a PDF file (Adobe Acrobat Portable Document Format). If you are not able to submit your manuscript in a PDF file, a word processing file can be submitted to the above address. All images (pictures, graphics, or charts) must be embedded electronically into your manuscript.

**LAYOUT**

**1. HEADINGS**

<b>Title Heading:</b>	All caps, centered, bold, and underlined. Your title should be the same as the title of the abstract submitted earlier. The names, addresses, and contact information for presenters and co-authors should be placed under the title in the format used in the Abstract.
<b>First-Order Headings:</b>	ABSTRACT, INTRODUCTION, MAJOR HEADINGS OF CHOICE, (Typically: EXPERIMENTAL PROCEDURES, RESULTS, DISCUSSION, CONCLUSIONS), ACKNOWLEDGEMENTS (including references to the sponsoring program), and REFERENCES are all caps, centered, and bold.
<b>Second-Order Headings:</b>	All caps, flush left, and bold.
<b>Third-Order Headings:</b>	Initial caps, flush left, and bold.
<b>Fourth-Order Headings:</b>	Given a five space paragraph indention, typed in initial capitals only, underlined, followed by a period with the text continued on the same line.

**2. MARGINS**

Use 8 ½ x 11 inch paper; the left and right margins should be 1.0 inch, the top margin should be 1.0 inch, and the bottom margin should be 1.0 inch. The body of the text should be fully justified.

### **3. LINE SPACING**

Text is single spaced – leave two blank lines between major and second-order headings and text. Third-order headings, leave one blank line above, none below. Paragraphs should not be indented. Pages should not be numbered.

### **4. FONT**

CG Times (or New Times Roman). Not smaller than 10 point.

### **5. REFERENCES**

References are cited as a superscripted number at the appropriate location.

*Exception:* When a reference follows a symbol, another number, or an abbreviation, the following form is used: (ref.1).

List references in numerical order at the end of the report, in the sequence in which they are cited in the text, single spaced, and typed in a consistent style.

## **GENERAL**

1. Acronyms may be used but should be defined at the position they first appear in the text
2. The first line of text should begin at the same level on each page.
3. Do not start the first sentence of a paragraph on the last line of a page. Do not take the last line of a paragraph to the following page.
4. Do not hyphenate the last word on a page.
5. Headings should not begin on the last line of a page.
6. Do not use headers or footers.

## **TABLES AND ILLUSTRATIONS**

Tables and illustrations should be placed as close as possible after the first text reference (not at the end of the report).

## **COVER LETTER**

Reports should not be submitted which contain patentable information. Include a statement in your cover letter to the effect that the contribution has been reviewed by appropriate members of your organization to assure that it contains no patentable information and is released by your organization for publication.

**Your completed manuscript must be sent electronically to ORNL by June 13, 2005.** Email submission via file attachment is strongly preferred; however, you may also save the file on disc and mail it to ORNL. Send all submissions to:

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