

Collection Systems 2017

Collections in the Heartland – Collection Today for a Cleaner Tomorrow

FINAL MANUSCRIPT PREPARATION AND SUBMISSION

FINAL MANUSCRIPT DUE: April 19, 2017

	<i>DETAILS</i>
FORMAT	
Paper Size and Orientation	8.5" x 11" with portrait orientation
Length	30 pages' maximum
Line and Paragraph Spacing	a) Single space within paragraphs, double space between paragraphs. b) Do not indent paragraphs.
Margins	1 inch margins all around (top, bottom, left & right).
Justification	Left-justify with no indentations.
Font	a) Times New Roman, 12 point , except where otherwise noted. b) Superscripts and subscripts should be no smaller than 6 point.
Electronic File Formats	PDF (.pdf) preferred or Microsoft Word (.doc, .docx).
Page Format "Do Nots"	a) Do not insert headers, footers, or page numbers. b) Do not insert corporate/organization logos, including the WEF or WEFTEC logos. c) Do not use footnotes. Endnotes preceding the references are acceptable.
Graphics	a) Must be embedded. b) Color is encouraged. c) May be landscape and/or portrait orientation. d) Must fit on 8.5 x 11-inch paper. e) Do not include any in the Abstract section. f) Headings for figures should be located under the figure. g) Headings for tables should be just above tables. h) Photographs of people should not be used.
Equations	a) Equations should remain in the body of the text. b) Format as a separate paragraph. c) Equations and formulas should be numbered separately and sequentially throughout the text. d) All variables and special symbols, such as Greek letters, must be clearly identified and explained, and units of measurement provided.
Units of Expression	a) Supply all data in the text, figures, and tables in metric notation and International System of Units (SI) nomenclature. b) If desired, show English/conventional units in parentheses following the metric quantities. c) Common conversion factors can be found at: http://www.wef.org/AWK/page.aspx?id=1949&terms=constants%2c+chemicals
Acronyms and Terminology	a) Use common acronyms to abbreviate long expressions. b) Spell out acronyms on the first occurrence.
Additional Style	a) Capitalization:

Elements	<ul style="list-style-type: none"> • Capitalize words that are 4 characters and over, including prepositions • To – capitalize when part of an infinitive: Production Department To Develop New Logo (infinitive) to – lowercase when part of a preposition: Driving Production to the Brink of Insanity (preposition) • as: lowercase when used as a preposition; capitalize otherwise • mgd: all lower case <p>b) Punctuation:</p> <ul style="list-style-type: none"> • Use a serial comma when writing lists (The flag is red, white, and blue.). • Spacing: only one space after any punctuation mark (period, comma, colon, etc.) • Bulleted list: introduce list with a colon: And capitalize the first letter after the colon in a sentence. <p>c) State Names:</p> <ul style="list-style-type: none"> • State names should be spelled out. For example, Virginia and not VA
In-Text Citations	<p>a) Scholarship – WEF requires authors to practice good scholarship in the preparation of technical papers. Authors that are reliant on the concepts of other earlier investigators must provide references to that work. This is also extends to the use of data, information and reproduced figures or tables. This requirement is not only for the ethical practice of giving credit where it is due but also to allow any reader to research earlier developments.</p> <p>b) Cited references in the narrative, graphics and tables should consist of either the author(s) and year of publication or the year of the publication only, depending on the narrative context.</p> <p>c) If the same author(s) is cited in more than one publication in the same year, lower-case letters (a, b, c, etc.) are appended to the year in the first and succeeding citations.</p> <p>d) Periodical titles are to be abbreviated in accordance with the CPlus system (http://www.cas.org/sent.html).</p> <p>e) Examples: “There are several alternatives (Jones and Smith, 1992a) for handling these wastes.” “Jones and Smith (1992b) have documented the source of these wastes.”</p>
CONTENT DETAILS	
Title	<p>a) Title should use bold, 12-point type, and be aligned to the left.</p> <p>b) Refrain from using colons, question marks, or other unnecessary punctuation.</p> <p>c) Do not include the name of the conference, location of conference, conference dates and session/number in your paper. They will be linked from a table of contents.</p>
Author Affiliation	<p>a) List all authors (full name) and their affiliations (institution or company name only).</p>
Headings and Subheadings	<p>a) Headings should be flush left, boldface, 12-point, all caps (ABSTRACT)</p> <p>b) Subheadings should be flush left, boldface, 12-point, upper and lower case (Subhead Title)</p>
Abstract	<p>Should be a concise, factual summary of the paper including objectives, methods, results, conclusions.</p>
Keywords	<p>a) Keywords are required</p> <p>b) List in order of importance</p> <p>c) Should identify the main points of the paper</p> <p>d) Separated by a comma</p> <p>e) Follow format in sample manuscript</p>
Introduction	<p>a) Introduce your topic and outline the problems here.</p> <p>b) Place your work in the context of other work done in the field, referencing</p>

	pertinent research and background.
Methodology	<ul style="list-style-type: none"> a) Include all information here that is necessary for replication of the work. b) Include source of materials, experimental conditions, and detail descriptions of any new techniques. c) Include the vendor (or supplier) and its location (city, state or province, country) for all products and equipment. d) Identify computer software by name and location of the developer, and the version number.
Results	<ul style="list-style-type: none"> a) This section organizes and presents data. b) Highlight the key outcomes here. c) Attribute and acknowledge all data properly.
Discussion	<ul style="list-style-type: none"> a) Use this section alone or in combination with the Conclusion section. b) Place the results in the proper context, being sure to cover the points you said you would in your introduction. c) Elaborate upon any important and/or unexpected outcomes.
Conclusions	<ul style="list-style-type: none"> a) Tie up your key points. b) Discuss possibilities for further research or work.
References	<ul style="list-style-type: none"> a) References should be included at the end of the manuscript. b) Follow the format in the "Sample Manuscript". The American Chemical Society guidelines may also be used if you do not see a sample reference that matches your source. c) Basic format is: d) Alphabetize by list by the last name of the first author cited. e) Order the items in each reference as: author(s); year of publication; title of work; periodical, publisher, conference, etc.; volume number, issue number (if journal does not use continuous pagination), and initial and final page numbers. f) Begin each reference on the left margin and indent subsequent lines by ½ inch.