



TCS 22 Conference Paper Preparation Guidelines

For the conference proceedings, our standard word processing software will be Microsoft Word (which also can read Office 2004 and 2008 for Mac). You may use earlier versions of Microsoft Word as well. Save your file and submit the manuscript as a .doc, or as .rtf (rich text format) if .doc is not available. If you are using MS Word, please save your file as a Microsoft Word file. Your Microsoft Word file then should be emailed directly to John Cooksey, TCS 22 Conference Coordinator, at worldaqua@aol.com. To ensure consistency in the collection of papers for the conference proceedings, we will only change documents using the page setup codes during final formatting for paper size, font, margins, page numbering, etc. Do not insert any codes in the text other than for the bold lettering in the paper title and subtitles. Please use the following:

- Times or Times Roman size 10 font.
- Place the paper title in all caps.
- For any subheadings, place in uppercase for first letter of major words only.
- One line between title and author, two lines between author and subheading or text, and one line between subheading and text.
- Use a hard return at the end of each author line and subheading, and soft returns within the text except for the end of each paragraph. Our final reformatting for the CD-ROM proceedings volume will change your layout. We will search for widow/orphan lines or headings and other layout problems.

Your paper, including all text, graphics, appendices, addresses, and other materials, **must be no more than five (5) pages**, single-spaced on standard 8.5" by 11.0" paper with 1.75" margins on the top/bottom, 2.0" margins on the left/right sides, and size 10 font. You may be charged a page charge of \$50.00 if you exceed the limit.

Do not use italics, underline, or bold to highlight portions of the text (other than bold for title and subtitles).

If you wish to insert a table in the text, we recommend that you use Microsoft Word's Table Editor. If you are unfamiliar with Microsoft Word table features or wish to create a small table, please use tabs to position the rows and columns. Do not use spaces!

Graphics: All graphs, figures, tables, maps, or other non-text material must be in electronic form and included in your Microsoft Word document, as they would appear in the final paper. The Microsoft Word document, including all graphics mentioned above will be converted to an Adobe Acrobat (.pdf) file for final compilation. For this reason, we request that you do not insert page numbers or a header or footer. End your paper listing one author to contact for further information. Include information as follows, beginning two lines after the last line of text and placed flush to the left column:

Author contact name

Affiliation (agency, institution, company, etc.)

Department, office, or other affiliation unit

Street or P.O. address

Town or city, your state, zip/postal code, your country

Phone number: typed as - Ph (123) 456-7890

Fax number: typed as - Fax (123) 456-7890

Email address

Your paper is due by Friday, February 12, 2010 at midnight Eastern Time, via email attachment to John Cooksey at worldaqua@aol.com.

Contact Dr. Patrick Lawrence, TCS 22 Program Chair, at patrick.lawrence@utoledo.edu with questions on paper formatting or paper submission.