HOW TO USE YOUR COMPUTER
TO CREATE A "PUBLICATION-READY" PAPER
Omnipress, Madison, WI

Introduction

Congratulations on being selected to participate in your upcoming conference program. Your important paper will be published along with others to form a comprehensive and consistent body of knowledge. ***These written instructions serve as a representative sample of how your finished paper should look when printed on your home or office printer***.

You should also have received in this mailing (or separately) a letter from your association office, editor, or coordinator confirming due dates, possible restrictions on the length of your paper and other important instructions. Any initial questions concerning the subject matter of your paper, length of your paper, word processing program options, due date extensions, etc., should be referred to your home office or editor/coordinator . . . NOT Omnipress. Please do not contact Omnipress directly, unless you are advised to do so by your home office or editor/coordinator.

Your ability to follow the general guidelines and specific styles will result in fewer formatting costs to your association/organization as well as a more professional-looking finished paper in the final book and CD-ROM.

Word Processing Programs

- **Corel WordPerfect®** (Macintosh or Windows)
- **Microsoft Word®** (Macintosh or Windows)

Other word processing programs can be accepted; However, the conversion process will often cause changes or problems that will result in additional time and expense to your association. Please consult your association office or editor first.

Formatting Instructions

Please use the enclosed **"Single Column Format Card"** as your primary reference in formatting your paper. Your ability to adhere to these styles and specific guidelines will result in less conversion time by Omnipress and fewer costs to your association (Note: It is necessary to refer to the "Format Card" and this sample paper for complete instructions).

It is not your association's objective or Omnipress' obligation to attempt consistency in the appearance of multi-author papers in all areas. Each paper will still have some of its own characteristics (i.e., bullet lists, numeric outlines, quotations, etc.) as a result of each author's preference in the use of words and graphics. However, your assistance in helping follow the styles and guidelines outlined for the following parts of your paper will help your association publish a more "professional looking" book and CD-ROM in the most cost-effective and timely manner possible. The following items are further detailed on the "Single Column Format Card" for your easy reference.

Your Paper's Title

Begin your title at the top margin of your paper and type no more than three lines, centering each line.

Author/Byline Information

Allow one blank line space under the last line of your title. Use one line only for each contributing author. Begin with first name, middle initial, last name, name of firm/ organization/institution, city and state abbreviation (or country). Do NOT include street address, zip codes, additional titles, degrees, departments, etc. These will be deleted for consistency. Two blank lines should follow the last author line before your first heading.

Headings

Headings should be centered in the column. One blank line should follow before and after each new heading in your paper. Your first heading (i.e., "Abstract" or "Introduction") should follow these same guidelines.

Subheads

Subheads should be positioned flush left to the column. One blank line should precede each new subhead. Begin the new paragraph directly below each subhead.

Body or Paragraphs

Indent the first line of each new paragraph. Please do NOT use spaces or hanging indents; Use the Tab key to indent (.5"). Use full justification, letting the text wrap—no hard returns except when starting a new paragraph. Use the base font already indicated (12pt.). Do NOT double space between paragraphs. However, double space before starting a new heading or subhead.

Footnotes

Please use numbers (1, 2, 3, ...etc.) for footnotes. Use a 10pt font. The footnote should appear on the same page it was referenced on.

Tables

When possible, use a **table editor** or **tabs** to create tables. Please do NOT use spaces to align the columns of your table. Also, do NOT use the "columns" feature to create tables. Identify each table with a bold numeric reference and center it at the top of your table (i.e., **Table 1**). Use a Tab to indent after the table reference. When possible the table data should be centered within the column. If there is not enough space left on the page to allow for your table (as is the case here), end your page here and continue on the next page.

Table 1. Example of a Sample Table and the Table Caption

Sample Description	X	Y	Z
Sample Test I	1	2	3
Sample Test II	6	2	2
Totals	7	4	5

Graphics

Omnipress supports the following graphic files:

• BMP   • TIFF   • PIC   • WMF   • EPS   • PICT   • WPG

Embed each graphic in your document. Also include a separate copy of the graphic file on your diskette, as well as a laser quality print of your graphic with your paper. Include a centered caption for the graphic and place it at the bottom of the graphic (i.e., **Figure 1.**). Use a Tab to indent after the Figure reference.

If your graphic exists in hard copy only, or you are unable to embed your graphic in your word processing file, indicate generally where the graphic should go. Omnipress will scan, size and position your graphic as close to this location as possible (Note: additional time is required, with additional costs to your association for each of your scanned graphics). Omnipress will assume that your graphics will be positioned at the end of your paper unless otherwise indicated. To indicate where you would like your graphic, please include the following line of type in the body of your paper.

[INSERT FIGURE 1 HERE]

Figure 1. Example of a Figure Caption. Be sure to include this in the body of your paper.

Be specific with the graphic or figure you need placed (i.e., Figure 1, Figure 2, ...etc). Leave one space above and below this position reference. Failure to properly communicate the position of your graphic usually leaves Omnipress a judgment decision which may NOT be the position that you prefer to have the graphic placed.

Other Reminders Pertaining to Graphics

•   Do not use graphics with dark backgrounds as they do not reproduce well.
•   Do not use color graphics as they do not usually reproduce well.
•   Be sure to type the captions in the body of your paper as you want them to read.
•   Do not cut, fold, or bend your graphic.

Saving Your File Preserving Its Fonts, Original Layout and Breaks

If you are using MS-Word (versions '97 or 2000 only)**,** there is an option to embed your fonts. This will ensure your paper will reproduce accurately. To save your file with embedded fonts, on the **File** menu, click **Save As**, click **Tools**, and then click **Embed TrueType Fonts.**

To preserve the original layout and breaks, on the **Tools** menu, click **Options**, and then click the **compatibility** tab. On the Options box, clear the **Use printer metrics to lay out document.** These options are not available for Corel WordPerfect.)

When you have completed your paper, please save the final file to your computer using a unique folder and filename. Include all file copies of any graphics that you used in your paper in the same folder. Then forward your paper according to the instructions given to you by the editor or SIT.

References

Use "References" as a heading name, with your listing that follows in the base font size (12pt). Number each reference consecutively (1, 2, 3, . . . etc.) and single space between each reference. Indent after each reference number. Do NOT use end notes. Refer to the example below.

1.   Smith, Robert J. and Nancy A. Jones (1991), "Writing a Better Paper", *Association News*, June, pp. 67-75.
2.   Speaker, David L. (1988), "Presenting a Technical Paper", in *The Association Conference*, Arthur Jones and T.A. Johnson, ed. New York, NY, Knowledge Press.

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