Paper Preparation Guidelines
Guidelines also available as a Word Doc and as PDF

Thank you for submitting an abstract for a Theme Session or Poster Session presentation at The Coastal Society Conference this May in St. Petersburg Beach, Florida. For the conference proceedings, our standard word processing software will be MS Word 2000 (which can also read WordPerfect 8.0, MS Word '98 for the Mac, and MS Word '97). You may use earlier versions of any of these programs listed above. Save and submit the manuscript as a .doc or as .rtf (rich text format) if .doc is not available. If you are using MS WordXP, please save your file as a MS Word 2000. Your MS Word 2000 files should then be directly uploaded to the TCS-20 submission site.

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.

- All caps in the paper title and title case for any subheadings.

- One line between title and author, two lines between author and subheading or text, and one line between subheading and text (see sample)

- 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 cdrom 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 for any pages over 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 WordPerfect or MS Word's Table Editor. If you are unfamiliar with MS Word or WordPerfect 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 the MS Word 2000 document as they would appear in the final paper. The MS Word 2000 documents, 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

Contact Kate Killerlain Morrison at kate.killerlain-morrison@state.ma.us if you have any questions on paper formatting or paper submission.