IPTC Submission Template for Microsoft Word

This file contains general information on how to use this template to prepare your paper for IPTC Conference *Proceedings*. This template has been created to conform to the IPTC-style guidelines.

Please take time to read over the style descriptions. These styles have specific instructions for their use: **Headers, Copyright, Nomenclature, References, Metric.**

1.0 Accessing the IPTC *Proceedings* Paper Template

Click on the Manuscript Template link under the Templates headline in the author kit link. This will bring up a **templates.zip** file to open or save to your computer.

Double click on the **templates.zip** file to open the template file. Select the **lptcword.dot** file for 8½ x11 size, or select **lptcworda.dot** for A4 size; then extract the file to your computer.

Find the file you extracted on your computer and double-click on it. A popup screen will come up and ask for your paper number, type it in and select OK. Next a screen will ask for your paper title, and then another screen will ask for the author names and company affiliations.

Please use a comma to separate the author names and the company names; i.e., John Doe, ABC Company, Jane Doe, DEF Company, and Jack Doe, GHI Company. A copyright blurb and text specific to your meeting will show up.

After you have finished creating your paper, when you create a pdf or try to print, the template may ask to confirm your paper number, title, and author name(s). Double check that all information is correct before continuing.

> **TIP:** If you would like to turn off the field from confirming your paper number, title, and author name(s), click on the "office button" at the top left, select the "Word Options" tab at the bottom, select "Display", make sure the "Update fields before printing" is Unchecked, and select OK.

The styles described on the following pages are already created and are available in this template.

2.0 Headers

If you are using the IPTC Template the headers will automatically be created.

Page numbers and headings, in 8-point Arial, should appear on Page 2 and all subsequent pages.

On **even-numbered** pages, this should include the page number flush left and your IPTC paper number flush right *(i.e., IPTC 12345),* with a 1/2-point rule underneath.

On **odd-numbered** pages should be your IPTC paper number flush left and the page number flush right *(i.e., IPTC 12345),* with a 1/2-point rule underneath.

3.0 Styles

For Word 2003: Using **Styles** reduces formatting work in documents. To turn on or apply a **Style** to text:
1. Choose **Style** from the **Format** menu.
2. Select the style you want to use, then choose **Apply.**

Note: A shortcut would be to load your "Formatting" toolbar. **Choose** Toolbars **under the** View **menu and select** Formatting. **You can then select your Style from the pulldown menu.**

For Word 2007: Using **Styles** reduces formatting work in documents. To turn on or apply a **Style** to text:
1. Click on the down arrow to the right of the Styles header, or Press Alt+Ctrl+Shift+S
2. Select the style you want to use.

This section will give you a definition of each style, followed by any information that will be useful to note when applying. We have used Arial and Times New Roman fonts for this template. They are both True Type fonts that are most commonly available within a Windows environment. If not available, match as closely as possible (i.e., Helvetica and Times).

Number

14-pt Arial Bold, flush left. Hard return chains to **Title.** *Type the number assigned to your paper.*

Title*

14-pt Arial Bold, flush left, no hyphenation. Hard return chains to **Author.** *Type the title of the paper, upper and lower case.*

Author*

10-pt Arial, flush left, no hyphenation. Hard return chains to ***Copyright.*** *Author names should include the name of each author, followed by ",IPTC," if he/she is an IPTC member, followed by his/her company affiliation*:

J.B. Brown, IPTC, Consolidated Flange; P.D. Smith, Smith Consulting; and E. White, IPTC, Worldwide Washers Inc.

If two or more authors have the same company affiliation, it should not be repeated after each name:

E. White, IPTC, P.D. Smith, and J.B. Brown, IPTC, Consolidated Flange, and S. Lane, IPTC, Worldwide Washers Inc.

Copyright

Copyright text is provided with this template in the form of "AutoText." This template contains the copyright information for this conference ONLY. 6-pt Arial, justified, hyphenation on. Hard return chains to ***Same Style.***

Head1*

Insert an empty return above **Head1**. 10-pt Arial Bold, flush left, upper and lower case, no hyphenation, on line(s) by itself. Hard return chains to **Para** style. *Use for Abstract, Introduction, Conclusion, Nomenclature, Acknowledgments, References, etc.*

Head2

Insert an extra return above. 10-pt Times New Roman Bold, justified, upper and lower case, hyphenation on, end with a period. Hard return chains to ***Para1*** style. *Paragraph text run-in.* **(Keyboard shortcut: Ctrl-b will turn off bold.)**

Head3

10-pt Times New Roman Bold Italic, indented, justified, upper and lower case, hyphenation on, end with a period. Hard return chains to ***Para1*** style. *Paragraph text run-in.* **(Keyboard shortcut: Ctrl + ib will turn off bold italics.)**

* Because these styles are created to call out the next logical style, if any of these styles run two or more lines and you don't like the automatic line break, you may insert a soft return (retaining the current style parameters) by holding down the shift key and THEN hitting enter.

Head4

10-pt Times New Roman Italic, indented, justified, upper and lower case, hyphenation on, end with a period. Hard return chains to ***Para1*** style. *Paragraph text run-in.* **(Keyboard shortcut: Ctr + i will turn off italics.)**

Para

10-pt Times New Roman, justified, hyphenation on. Hard return chains to ***Para1*** style. *Follows **Head1.***

Para1

10-pt Times New Roman, indented, justified, hyphenation on. Hard return chains to ***Same Style.*** *Follows **Head2, Head3, Head4,** and **Para.***

Equation

10-pt Times New Roman, indented, flush left, line return above and below. Hard return chains to *Para1* style. For single line equations type as body text.

For a complex equation you will need to use the Equation Editor.

For Word 2003:
1. On the **Insert** menu, click **Object,** and then click the **Create New** tab.
2. Select **Microsoft Equation 3.0** under **Create New.**
3. Create equation.
4. Choose **Exit** under **File** menu to place equation in document.

For Word 2007:
1. Click on the insert tab.
2. Click on the Equation tab.
3. Create equation.

Nomenclature

10-pt Times New Roman, hanging indent, hyphenation off. Symbols italic, definition Roman. Tab set: 0.56R & 0.61L. Hard return chains to *Same Style.* Default font is italic, tab over, type symbol followed by word space, = (equal sign), tab over, **Ctrl-I** (turns off italic) followed by definition.

Note: The tabs set within this style may need to be adjusted depending on font used and length of symbol(s) copy being defined.

References

9-pt Times New Roman, justified, hyphenation on. Tab Set: 0.200R & 0.260L. Hard return chains to *Same Style.* Tab over, type reference number, tab over, type reference copy.

Note: The tabs set within this style may need to be adjusted depending on font used.

Metric

10-pt Times New Roman. Tab Set: 0.8R, 0.85L, 1.99R & 2.03L. Hard return chains to *Same Style.* Tab over, type unit, tab over, × (times sign) followed by word space, type factor, tab over, type exponent, tab over, = (equal sign) followed by word space, type unit.

Note: The tabs set within this style may need to be adjusted depending on font used.

4.0 Tables

Cite all tables in numerical order in the body of the paper. Number them with Arabic, not Roman, numerals. Table titles and column headings should be as concise as possible. Use 10-pt Arial Bold for table title and 8-pt Arial for the body copy. Align columns with either tabs or spaces, not a mixture of both. Try to avoid any arrangement that unduly increases the depth of a table.

5.0 Figures

FigCaptions

8-pt Arial Bold, justified, hyphenation on. Cite all figures in numerical order in the body of the paper. Number them with Arabic, not Roman, numerals.