



Typing Instructions for Conference Papers

Current as of July 2020

Papers must be prepared carefully and submitted as both a **Word document and as a PDF.**

Basic Instructions

- Use the attached template to create your paper.
- Papers must **not exceed ten (10) pages.**
- Return the signed Copyright Transfer form with your paper. Papers received without this form **will not** be accepted.
- Submit the paper as both a Word document (.doc or .docx) and a PDF.

First Page

- Use the attached Word template.
- Papers should **NOT** have a separate title page. The first page of the paper must include the following: the title of paper and the name(s) of the author(s). The author's employer, address, phone number, and email may also be included.
- Start the paper with an abstract (a paragraph synopsis of the paper).
- The text (body) **must** begin on the first page.

Body Text

Using the attached template will ensure your paper will use the correct fonts and margins.

- Do **NOT** number subheads or paragraphs.
- Do **NOT** use headers and footers.
- Do **NOT** insert corporate logos.

Figures, Tables and Photographs

- Use the "high resolution" or "press quality" settings when creating figures, drawings, charts, photographs, etc.
- All figures must be embedded in the word processing document.
- All figures and tables must have a caption.

Submission Procedure

Papers should be emailed as an attachment to papersummaries@asnt.org. Please note the conference title in subject line. Submitted papers will be reviewed for formatting compliance.

*Papers that do not use the required format will be returned to authors with comments and instructions for revisions. If you have questions contact Alicia LeMasters at ASNT: alemasters@asnt.org or (800) 222-2768 x213.