

**Instructions For Manuscript Preparation
Technology Transfer Session and
Research & Development Summaries Session**

**NMC 49th Annual Meeting
January 31 - February 3, 2010
Hyatt Regency Hotel
Albuquerque, New Mexico**

Please Follow These Instructions Carefully

Deadline: October 30

1. Manuscripts must be submitted **via the online collection website**. Manuscripts will NOT be accepted via email. Manuscripts are not edited prior to publication, so please proof your work.
2. **Word processing software:** Manuscripts must be submitted in MS Word.
3. Please do not define specific **formatting styles** for the title and headings of the manuscript. Also, please have MS Word's autoformat features turned off.
4. **File name:** Use your last name when you save your manuscript file (ex: Jones.doc). If you submit more than one paper, add a number suffix such as 1,2,3, (ex: Jones1.doc; Jones2.doc).
5. **Paper size** should be 8 ½ inches by 11 inches. International authors: Please be sure to go into the *page settings* of your software to make this adjustment, if necessary.
6. **Margins** should be 1 inch on both the left and right. The top margin should be 0.9 inches and the bottom margin 1.1 inches.
7. **Font:** Use a 12-point "Times New Roman" font for all the text, *except* the title (see below).
8. The **title** should be centered and typed in *upper and lower case* (do not capitalize) in a **14 point bold face font** (Times New Roman). Apply the "small caps" formatting for the font (found under the "format", "font" menu of the MS Word toolbar). THIS IS A SMALL CAPS FONT SETTING.
9. The **author's name** should be centered two lines below the title (i.e. one blank line). Do not include author's position. Author's affiliation should be centered on the next line. City, state, and country follow on the third line. Do *not* include street address, postal code, or email address. Names, institutions, city, and state should be typed in *upper and lower case* (do not capitalize). Use 12-point Times New Roman font.
10. The **text** should begin three lines below the author's name(s) (i.e. two blank lines). Use full justification.

11. Single space the **text** within a paragraph, with a double space (one blank line) between each paragraph. Do not indent the first line of a paragraph.
12. **Section headings** should begin at the left margin; capitalize the first letter of each word and underline the entire heading. Do not use a bold face font. Skip one line between the heading and the first sentence of the section.
13. **Tables and figures** may be placed in the text or at the end of the paper. Do not change the margins to make tables and figures fit on a page. Also - PLEASE DO NOT make tables using the tab key or by using spaces!! Try to avoid tables and figures which are oriented lengthwise on the page (i.e. landscape).
14. **Symbols and special characters** sometimes change or are lost during electronic transmittal from one system to another. Please limit yourself to the characters that are available in Times New Roman and Symbol fonts. Avoid the use of unusual symbols. You may want to consider spelling out symbols or special characters (such as alpha and beta).
15. **Multi-color figures** may look nice on the monitor or on slides, however these figures often do not print out very well on a black and white printer. Also keep in mind that the figures will be duplicated when the proceedings are printed -- this often reduces readability of complex, multi-colored figures. As a test, print a copy of the figure and then run it through a copying machine to see how well it duplicates.
16. Do not use **footnotes** – since a footnote with page numbers is added to all manuscripts prior to publication, this would result in a double footnote.
17. **Measures** should be listed in BOTH metric and U.S. equivalents. There is no preference as to which is listed first, provided both are provided.
18. **References** should be listed alphabetically by last name of first author. The sequence is: names of authors (invert name of first author only), year of publication, title, abbreviated name of periodical, volume, and number of first page. Include name and address of publisher for books. References may be cited by author or by number.
19. The **maximum length of manuscripts** for the *Technology Transfer Session (and the Research and Development Summaries Session)* is **two pages**. No exceptions! Please do not change any of the above formatting guidelines to make your paper fit on two pages.
20. **Submit the manuscript** via the online collection website. Do NOT email the manuscript.

Remember -- The deadline for manuscript submission for the Technology Transfer Session and the Research and Development Summaries session is **October 30, 2009. The online collection website will be closed after that date. Manuscripts are not accepted via email.**

Note: authors who are selected to present a paper during the Research and Development Summaries Session use the same paper that is submitted for the Technology Transfer Session.