Instructions for Formatting Your Paper
For Pre-Prints and Publication in The Conference Proceedings

The International Bridge Conference® Proceedings are published. Therefore, presentations should be made electronically (upload here) to the IBC Offices. Time slots are 30 minutes each. It is recommended that you present for 25 minutes and allow 5 minutes for Questions and Answers.

These guidelines should be followed to ensure the proper appearance of your presentation, both in the Preprint and Proceedings stage.

The following instructions have been established for the publication of Conference Proceedings. Authors are required to adhere to these guidelines in the preparation of Preprints and Proceedings manuscripts. Manuscripts that do not meet the format requirements for TEXT, TABLES and FIGURES will be returned to Authors for correction and those not resubmitted in the proper format by the deadline for printing will not be published.

Manuscripts must be typed with two single-spaced columns to a page. Text, Tables and Figures should not extend into the outside margins.

With the exceptions of paragraph spacing and two-column format, these instructions are typed following the guidelines established for publication, including type size and headings.

MANUSCRIPT ELEMENTS

Please, Always Reference Your Paper's IBC Number (IBC 26-XX) at the Start of the Paper and as the Title of the Electronic File.

The typed manuscript should have the following items which are to be arranged in order as listed below.

1. **TITLE** - type the exact title of the paper, the author(s), and affiliation(s) in upper and lower case. Please follow the example provided on page 5 precisely. Do not include the author's title, position or degrees.

2. **MAIN BODY** (required) - See detailed instructions which follow.

3. **ACKNOWLEDGMENT** (if applicable) - Type acknowledgment within one column, using main head[1] for the title "Acknowledgment".

4. **REFERENCES** (if applicable) - See detailed instructions which follow.

5. **APPENDIX** (if applicable) - Type appendix in one- or two-column format, using main head[1] for the title "Appendix". An appendix may consist of only figures and/or tables although it is preferable to insert figures/tables in the text. These must conform to the detailed instructions.

6. **TABLES** (if applicable) - See detailed instructions which follow.

7. **FIGURES** (if applicable) - See detailed instructions which follow.

NOTE: Materials submitted will not be returned or saved.

PREPARATION OF GALLEYS

PROCEEDINGS FORMAT - Type the text following a 2-column format. Left/Right margins are ¾ "; top and bottom margins are 1".

TYPING ELEMENTS - Required type size: 10 pt. The smaller type size enables you to fit more on each page and will help you to stay within the 10-12 page limit. The proceedings are not reduced. Due to the variety of type fonts available today, there is no specific font style required. However, the best font is a sans serif type matching these instructions, such as Helvetica or Tahoma (font actually used for these guidelines). Do not use anything inappropriate for ordinary business use and do not use script.

MARGINS AND TABS - Type only within the margins specified - ¾" for left and right margins and 1" for the top and bottom margins. Set tabs at five-space intervals.

SPACING - Again, to enable you to take maximum advantage of the allowed space, all copy must be single-spaced (with the exception of main headings). Although it is not required, you may, if desired, add an extra space between paragraphs.

HEADINGS - There are three types of headings: main, subhead and secondary subhead. They are shown below as they should be typed in your paper.

MAIN HEAD

A main head should be typed in all capital letters and centered with one line of space above and below.

SUBHEAD - A subhead within a section should be typed in all caps and run into the paragraph. Do not leave a line of space above or below.

Secondary Subhead - A secondary subhead should be typed in upper and lower case, underscored, indented, and run into the paragraph. Do not leave a line of space above or below.

REFERENCES - Literature references should be listed at the end of the paper in the same order in which they appear in the text and in accordance with the following examples. When referring to:

1. Journal Article   Bellar, T. and J.J. Lichtenberg, J. Amer. Water Works Assoc. 66 739-44 (1974)

2. Book example   R. Kunin, "Ion Exchange Resins", p. 88, Robert E. Krieger Publishing Company, Huntington, New York (1972)

3. Patent example   Ralston, P.H. and G.B. Hatch, U.S. Patent 3,803,048

EQUATIONS - Center equations (approximately) within a single column, using accepted rules for splitting of the equation if it is too long to fit on one line. Equations should be numbered consecutively with the number enclosed in parentheses, flush to the right-hand margin. Correct reference to an equation in the text is Eq. (1).

FOOTNOTES - Each footnote must be inserted at the bottom of the column in which its reference appears. Designate each such reference in the text with an asterisk (*), not a number. Use dot asterisks if two or more footnotes occur in the same column.

TABLES - Tables should be numbered consecutively and mentioned at the proper places within the text. They should be typewritten within the text at the appropriate places, as explained in "One-column tables" and "Two-column tables". Tables which have been lettered (for slides) will not be accepted for printing.

Tables must be numbered with Arabic numerals and given a title to avoid the necessity of a detailed description in the text. The table number and title should be centered above the table.

The identity of data, the units of measurement, and other qualifying information should be placed at the top of each column. Column headings should be brief, specific, and clear. Where space is limited, symbols or characters may be used in place of headings and defined in a footnote.

Special care should be taken in dealing with decimal quantities. The number 1.5 is not the same as 1.50 or 1.500. A measurement of 1.5 indicates accuracy to the nearest tenth; 1.50 indicates accuracy to the nearest one hundredth. Authors should check carefully to avoid misrepresentation. It is good practice to use a zero before the decimal point where the value of the number is less than one.

ONE-COLUMN TABLES - One-column tables are preferred when possible. A one-column table should be typed immediately after the paragraph in which it is first mentioned. If there is not enough room in that column for the entire table, the table should be placed at the top of the next column and the first column should be filled with type.

TWO-COLUMN TABLES - A two-column table should be typed at the bottom of the page on which it is first mentioned. If there is not enough room for the entire table on that page, the page should be filled with type and the table should be typed at the top of the following page.

PHOTOGRAPHS - Photographs must have good contrast. Digital images (black & white or, if necessary, color) imbedded directly into the text give the best results. If you are sending a hard copy submittal with separate photographs, they should not be mounted, and adequate space must be left for them to be positioned within the text before scanning. All photographs should be sent flat and well-protected, since any cracks and creases will show in the reproduction.

FIGURES - Figures include any line drawings. All figures should be numbered consecutively and mentioned at the proper places in the body of the text. Follow instructions under TABLES for figure placement. Figures must be numbered with Arabic numerals and given a caption to avoid the necessity of a detailed description in the text. All figures should be placed in the text where they belong.

COLOR VERSUS BLACK & WHITE - Please bear in mind that users of the CD-ROM may be printing your article for reference or filing purposes. We therefore strongly recommend that you format your illustrations to accommodate possible laser printing.

PAGE NUMBERING - Since your proceedings submission will be part of an electronic publication, it is important that there be no page numbers in your paper.

PROOFREADING - **Manuscripts are NOT proofread at ESWP**. Please review and check your entire manuscript prior to submission. In particular, please check that every figure or table reference in the text has a corresponding figure or table. Check that every figure has a figure caption and that the paper has a title sheet.

Electronic files (Adobe Acrobat PDF and Microsoft Word files) should be submitted directly to our file upload site. Please name your electronic file as your assigned IBC Presentation Number, for example "IBC 26-01"

Papers not received by the deadline may not be printed.

Paper title should be UPPER and lower case, no smaller than 24-point font and bold

YOUR NAME SHOULD BE ALL CAPS, followed by your company, city and state in UPPER and lower case and should be no smaller than 16-point font. For guidelines on multiple co-authors, please note the instructions below the line.

YOUR PAPER NUMBER (IBC 26-XX) SHOULD BE ALL CAPS AND NO SMALLER THAN 12 POINT FONT

KEYWORDS: A brief listing of the key words that you feel is applicable to your presentation should follow. The word "KEYWORDS" should be first, followed by a colon followed by the list of words. They should be UPPER and lower case and the font size should be the same as you use in the body of the manuscript (no smaller than 10 point).

ABSTRACT: A brief overview (similar to an executive summary) that captures the idea of your presentation should follow. It should be no longer than 50 to 75 words. It should be UPPER and lower case and the font size should be the same as you use in the body of the manuscript (no smaller than 10 point).

In the case of multiple Author's the question usually arises regarding the proper order of names. For the International Bridge Conference, it is the presenting Author that is shown first. All other Co-Authors are arranged based on the following guidelines.

If both authors are from the same company the format is:

PRESENTING AUTHOR AND NEXT AUTHOR, Company, City, State

If both authors are from the same company, but different locations or both authors are from different companies, the format is:

PRESENTING AUTHOR, Company, City, State, and NEXT AUTHOR, Company,

City, State

For more than 2 authors, the same directions apply, simply placing all authors' information (when they are at the same location) together, then moving onto the next location.