



**Manuscript Preparation Instructions for Conference Record [page 1 of 3]  
(submit by 10 April 1998)**

The Conference Record will be printed from the copy prepared by each author as provided to us in an 8 1/2" x 11" format. The total length of your paper, should be *ten* (10) such pages. Specifications for how to prepare pages are included on pages 2-4. Your paper should be submitted on laser printed pages with clear, sharp type and figures. Printed pages will be limited to those of Conference Record quality. Your manuscript will be reproduced exactly as received.

What follows are instructions and helpful hints on how best to prepare your paper for submission. Please follow the instructions carefully.

**■ For Actual Size 8 1/2" x 11" Paper Preparation**

Provide laser printer or equivalent output with font sizes of acceptable quality (i.e., not smaller than 10pt). You must submit 8 1/2" x 11" pages with a top margin of 1/2", left and right margins of 1/2", and a bottom margin of 1". It is imperative that nothing appears on a page outside of these margins. You may use A4 (metric paper); please set the paper length to 28 cm. Also, please set the right margin to 1.2 cm.

**■ General Instructions**

- Type copy single space  
(i.e. leading not more than 3pts larger than font size)
- Two columns per page  
(with 1/4" gutter between columns)
- Stay within margins at all times
- Center title, across the entire image area
- Center author(s) name, initial cap, below title
- Center affiliation name, initial cap, below each author(s) name
- Provide photographs, black and white, glossy in position on the page
- Number all pages only on back in pencil
- Position all figures/line drawings within text
- Position all figure captions within text
- Do not fold final camera-ready manuscript
- Place two camera-ready manuscripts inside the

**■ Helpful Hints**

- Maintain uniformity
- Square-up lines
- Simplify all figures and tables
- Produce for maximum legibility
- Type should be clear and crisp
- Cut and paste neatly. Do not tape over figures, text or photographs.
- Avoid pasting copy on top of an already pasted area to minimize cut marks and shadows

**■ Suggestions**

- Do not use poor quality photostats, ozalids blue-prints, hectographs, photocopies
- Maintain a firm, even, dark, black, sharp impression throughout copy
- Shades of blue, green and brown do not reproduce effectively

**■ Public Release**

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Your manuscript must be received by, 10 April 1998 in order for it to appear in the Conference Record.

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