

OFFICIAL GUIDE FOR AUTHORS THE WATERBORNE SYMPOSIUM

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Please review the guidelines below while preparing your paper and make use of the checklist provided before submitting your paper. Deadlines for papers are set to accommodate time to publish the proceedings book and need to be followed when at all possible. Please plan adequate time if your paper needs to go through your legal department so that you can get it to us before the due date. Deadlines can be found on our website under “submit your abstract”. Papers principally commercial in nature will be returned for editing to remove commercial aspects. If the resubmission is judged as commercial, the paper will be disqualified from receiving an award and may be rejected altogether.

Papers must be original and represent recent advancements in coatings science or related disciplines. The author(s) contact, company information, abstract, and technical paper submitted will be published in the annual Symposium Proceedings, so please ensure that the provided information is pertinent and correct.

Please submit your paper to melanie.heusser@usm.edu. Any questions concerning paper preparation, submission should be directed to (601) 266-4475 or the email above.

PowerPoint presentations need to be in PowerPoint (not PDF) and sized 16:9.

TITLE (CENTERED, BOLD, SMALL CAPS, 14 POINT)

¹Speaker Name (underlined) and ²Coauthor(s),

First name, Middle initial (with period), and Last name, No salutations or educational qualifications please

¹Organization Name and Address (please provide name exactly as you want it to be published)

Indicated for each author by superscript numbering corresponding to their respective institution. Numbering is not necessary for single institution submission.

¹Contact information for primary author

E-mail and phone

²Contact information for corresponding author(s)

E-mail and phone

Abstract Guidelines

The abstract is to be inserted between the contact information and the manuscript. The abstract will be single spaced and full justified. No pictures, tables, figures, etc. in the abstract.



Paper Guidelines

General Paper Guidelines	
Margins	1" right, left, bottom, and top
Font	12 point, Calibri
Paper size	Letter, 8½" x 11"
Manuscript length	Recommended 10 – 15 pages. Minimum 5 / Maximum 25
Line spacing	Single, leave one blank line above each heading or sub-heading
Justification	Fully justified
Indentation	½", First line of the paragraph only
Page Numbers	Please remove all page numbers prior to submission.
Acronyms	Make sure all acronyms are spelled out at first use in paper.
Numbers	Numbers < 10 need to be written out (one, two, etc.) while numbers > 10 are to be written numerically.
Symbols and Placement	
°C	Space between Celsius and degree symbol Ex: 10 °C, not 10°C
< or >	< 50% (space between < and number), not <50%
~	~ 35 (space between ~ and number)
Weight percent	wt% (no period, no space)
® and ™	All commercial products should be designated with the appropriate ® or ™ (only on first use).
Topic Specific Guidelines	
Major headings	Bold , capitalize first letter of each word, left justified, leave one blank line before and after heading. Example: Experimental Eco-friendly Sustainable Surfactant Properties
<i>Sub-headings</i>	<i>Italics</i> , capitalize first letter of each word, left justified, leave one blank line before and after heading. Example: <i>Experimental Eco-friendly Sustainable Surfactant Properties</i>
<u>Sub-sub headings</u>	<u>Underline</u> , capitalize first letter of each word, left justified, leave one blank line before and after heading. Example: <u>Experimental Eco-friendly Sustainable Surfactant Properties</u>
Tables	Each table should be referenced by its number in the paragraph immediately preceding it in the paper. Tables must be in Excel format within the Word document (editable). Each table should have a reference number and title, that appear above the table. The number and title should be in bold with the first letter of each word capitalized. No period at the end. Example: Table 1. Biodegradability and VOC Data for the MW Series Title and Table <i>should be centered on the page.</i> Leave one blank line before and after the table. Inside of tables – first letter capitalized (sentence format). The table and its title need to be on the same page.



	<i>Use an actual table and not a picture or hyperlink.</i>
Figures and Schemes	<p>Each figure should be referenced by its number in the paragraph immediately preceding it in the paper.</p> <p>Data figures/graphs must be in Excel format within the Word document (editable).</p> <p>Each figure should have a reference number and caption that appear directly below the table.</p> <p>The number and caption should be in bold with only the first letter of caption capitalized. Insert a period at the end.</p> <p>Example: Figure 1. Biodegradability and VOC data for the MW series.</p> <p>The figure and its caption should be centered on the page.</p> <p>Leave one blank line before and after the figure.</p> <p>Inside of figures – first letter capitalized (sentence format).</p> <p>Figure and its caption need to appear on the same page.</p> <p>Figures can be full color but should be legible in black and white for printing purposes.</p>
Equations	Use a table with two columns and one row centered on page and insert the equation in the left cell. Insert the equation number in the right cell in bold, e.g., Equation 1 (not Eq. 1) . Then remove the table borders.
References in text	<p>References should be numbered as superscripts in order of their appearance within the text and listed at the end of the manuscript in numerical order (see examples below).</p> <p>References should be listed as ^{9,10} (single or double reference /space in between) not ⁹⁻¹⁰, or for multiple references ⁹⁻¹⁴ (multiple numbers/no space).</p> <p>DO NOT USE ENDNOTES FOR REFERENCES.</p>
References at end of paper	<p>Left justified</p> <p>Please use ACS style guide for formatting references</p> <p>http://pubs.acs.org/isbn/9780841239999.</p> <p>Please list all authors in each reference – do not use <i>et al.</i> <i>et al.</i> is acceptable only in the text.</p>

PLEASE USE THE FOLLOWING CHECKLIST FOR EDITING BEFORE SUBMITTING YOUR PAPER

MAIN HEADING

- Title: centered **bold** Calibri, 14 pt. font SMALL CAPS
- Correct speaker and co-authors – presenting author underlined and listed first
- Middle initial with period (not full middle name)
- Full company name (please provide name exactly as you want it to be published)
- Contact information for speaker and co-authors (please provide name and information exactly as you want it to be published)
- Emails should NOT be underlined (hyperlinks acceptable – no underline)
- Phone number in format (xxx) xxx-xxxx
- Spacing – check for any unusual or extra spacing in the heading



TABLES

- Each table is referenced by number in the paragraph immediately **prior** to it in the paper (not after)
- Tables are in Excel format within the Word document (editable).
- Check table numbers for sequential errors (numbers out of order or missing) or referencing errors (wrong table being referenced etc.)
- Capitalization inside tables/figures – all important words capitalized
- Make sure table header and table are on the same page
- Table and header centered on page
- Table headers: **BOLD** , First Letter of Each Important Word Capitalized , no period , header above the table (not below), space between paragraph, table and header
- All table, figures, images, logos should be rendered readable in black and white

FIGURES & SCHEMES

- Each figure is referenced by number in the paragraph immediately **prior** to it in the paper
- Data figures/graphs are in Excel format within the Word document (editable)
- Check figure numbers for sequential errors (numbers out of order or missing) or referencing errors (wrong figure being referenced etc.)
- Capitalization inside tables/figures – all important words capitalized
- Figure and figure caption are on the same page
- Figure and caption are centered on the page
- Figure headers: **BOLD** , only first letter of caption capitalized , period , caption below figure (not above), space between figure, caption, and paragraph

HEADINGS AND SUB-HEADINGS

- Major Headings:** **Bold**, Capitalize First Letter of Each Word, left justified, leave one blank line before and after heading, no periods
- Sub-Headings: Italics*, Capitalize First Letter of Each Word, left justified, leave one blank line before and after heading, no periods
- Sub-sub Headings: Underlined, Capitalize First Letter of Each Word, left justified, leave one blank line before and after heading, no periods

BASIC FORMATTING CHECKS

- Celsius spacing and placement: ex: 5 °C and 10 °C
- < 50% (space between < and number)
- ~ 35 (space between ~ and number)
- wt% (no period, no space)
- Make sure that all acronyms are spelled out at first use in paper
- Spacing for references **in document**: ^{9, 10} not ⁹⁻¹⁰, or for multiple references ⁹⁻¹⁴
- Spacing issues – especially between tables, figures, headings, etc.
- No page numbers – remove



- First line of each paragraph should be indented
- Paper should be formatted to fully justified
- Margins set to 1" on all borders, page sized to 8.5" x 11"

REFERENCES – Please check carefully that guidelines were followed

- Please diligently check the formatting of the references and that all references are complete
- Make sure references in text match references listed at end of document
- Left Justified
- Please do not use Endnotes.

Notes, Questions, Comments:

