

## GUIDELINES FOR MANUSCRIPT PREPARATION

These guidelines have been prepared to assist you in the preparation of your manuscript. They will answer many of your questions on format and organization. However, we do not insist that you follow this format if another is more convenient for you. Please try to have a complete Literature Cited section. We have found that is the area that most often contains incomplete information.

### FORMAT

Try to have your manuscript contain the major elements in the order listed:

Title  
Author(s)  
Author(s) Affiliation  
Abstract  
Body of the Text  
    Introduction  
    Literature Survey  
    Experimental or Methods and Materials or Theory  
    Results and Discussion  
    Conclusions or Summary

Acknowledgments

Literature Cited

Each reference should be cited by number in order of first appearance in the text. In the literature cited section, try to provide the following:

For articles, provide author(s), title, journal, volume, number, pages, month, date, year.

For books and dissertations, provide the author(s), title, edition, editors, publisher's name, city and state, year, specific page numbers containing referenced materials.

For patents, provide inventor(s), country, patent number, patent title, month, date, year.

Appendix(es)

(Keywords may be assigned using the Thesaurus of Pulp & Paper Terms but this is not necessary. If you assign keywords, they should be placed after the abstract.)

### ORGANIZATION

The organization of your manuscript should be as follows :

|              |   |
|--------------|---|
| FIRST LEVEL  | FLUSH LEFT AND ALL UPPER CASE   |
| Second Level | Flush Left and First Letter of Each Major Word Capitalized                                    |
| Third level  | Flush left and only first letter of first word capitalized with a period after the last word. |

### TABLES

Tables should be numbered consecutively and given a title.

### ILLUSTRATIONS

Illustrations may be either photographs or line drawings. Glossy black and white prints are preferred but color prints may also be submitted. Line drawings must be made with black ink. We prefer that you do not submit slides but, rather, prints made from them.

### SI UNITS

SI units should be used in all manuscripts. U. S. units are permissible but they must follow the SI units in parentheses.

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