

Ethylene Producers' Committee Format Guidelines for EPC Papers

- All papers will be written in Microsoft Word
- Text preferred in black. Graphics may be in color.
- Papers must not contain hyperlinks associated with email addresses
- Papers must not contain wording indicating "Confidential", "Proprietary", "Private", etc.
- Copyright statements and legal disclaimers can be included

Initial setup (for 8 1/2 x 11-in paper) Please set up your word processor to these initial settings. Your paper should follow these formatting styles:

Base font: 12 pt. Tahoma

Line Height: Auto

Line Spacing: Single

Margins:

Bottom: 1.2 in. (Do not page number)

All others: 0.75in

Tab settings: Every 0.5 in. (Additional tabs/indents may be set for tables or other items)

Justification: Full

FIRST PAGE: Title and Author Page

See Example Below

AIChE Paper Number: The first line is the AIChE Paper number (this will be provided by your session chair). It will be a 1-3 digit number followed by a letter (e.g. 37b).

Font size: 14 pt.

Attribute: Bold and All caps

Justification: Center

Position: Top Line

Spacing: One blank line after number line

Paper Title: Maximum of three lines for title

Font size: 14 pt.

Attribute: Bold and All caps

Justification: Center

Position: Top Margin

Spacing: One blank line after last line of title

Author/Byline information: Please type author's full name, Title and affiliation. Do not include street addresses, departments, etc.

Font size: 12 pt. Italics

Attribute: Italics and initial caps

Justification: Center

Spacing: Two blank lines after last author line

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Statements:

Prepared for Presentation at the Year (YYYY) Spring National Meeting
City, State (SS) (i.e. Houston, TX.), Date of Meeting (i.e. April 1 – 4, 2012)

Font size: 12 pt.

Attribute: Normal

Justification: Center

Spacing: Two blank lines after City, State, Date line

AIChE and the EPC shall not be responsible for statements or opinions contained in papers or printed in its publications.

Font size: 12 pt.

Attribute: Normal

Justification: Center

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ABSTRACT PAGE:

See Example Below

The second page must be the abstract page.

Repeat Title and authors as above with no spacing between title and authors.

Spacing: Two blank lines after last author

Abstract:

Font size: 12 pt.

Attribute: Normal

Justification: Left

MAIN BODY

Page 3 starts the main body of the paper.

Headings:

Font size: 12 pt.

Attribute: Bold and initial caps

Justification: Center

Spacing: One blank line after heading

Subheadings:

Font size: 12 point (same as base font)

Attributes: Bold, italic, initial caps

Justification: Left

Spacing: One line before all new subheads. Begin paragraph directly below each new subhead.

Body or paragraphs:

Indent the first line of each new paragraph. Please do not use spaces or hanging indents. Use the Tab key to indent (0.5 in.) each new paragraph. Use full justification, letting the text wrap – no hard returns except when starting a new paragraph. Use the base font already indicated (12 pt.). Do not insert blank line between paragraphs. However, insert a single blank line before starting a new heading or subhead.

Page numbering:

Author's discretion to include. Since AIChE moved to electronic proceedings, eliminating page numbers is not necessary.

Tables:

Identify each table with a bold numeric reference and center it at the top of your table. (i.e., Table 1.)

Figures: (graphics, charts, photos, etc.)

Identify each with a bold numeric reference and center it at the bottom of your figure (i.e., Figure 1.)

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References:

Use references as a heading name, with your listing that follows in the base font size (12 pt.). Number each reference consecutively (1,2,3... etc.) and single space between each reference. Indent after each reference number. Do not use endnotes. Refer to the example below:

1. Smith, Robert J. and Nancy A. Jones (1991), "Writing a Better Paper," *Association News*, June, pp. 67-75.
2. Zales, David L. (1998) "Presenting a Technical Paper," in *The Association Conference*, Arthur Jones and T.A. Johnson, ed. New York, N.Y., Knowledge Press

**Ethylene Producers' Committee
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AICHe PAPER NUMBER: (insert paper number)

TITLE LINE 1
TITLE LINE 2

Author 1 Name

Title

Company

Author 2 Name

Title

Company

Author 3 Name

Title

Company

Prepared for Presentation at the 20XX Spring National Meeting
City, State, Date (Month Written, DD, YYYY format)

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printed in its publications

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TITLE LINE 1

TITLE LINE 2

Author 1 Name

Title

Company

Author 2 Name

Title

Company

Author 3 Name

Title

Company

Abstract:

Recent advancements in the design of.....

*(Please note that this page – pg 2 – should consist of the title, author(s) and the abstract.
The body of the paper should start on page 3)*