

9TH CCPS
LATIN AMERICAN
CONFERENCE
ON PROCESS SAFETY



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Keywords: enter a few keywords here to aid searching

Abstract

Abstract here. Say what the paper says, but say it very briefly.

1 Main section 1 heading (Introduction)

2.1 sub-section title

2.1.1 sub-sub section title

Including an example table. Note that the Table Caption is above the Table.

Table 1. Title of Table

Column Title	Column Title	Column Title

Use a 'justified' paragraph format so that each side of paragraphs are to the margin. Do not use very narrow margins. 1" around is good. (Ultimately, the paper is in a back-to-back format in a manual. Narrow margins cause the text to be too close to the spine of the book.)

Most of the time it is advantageous to stick to one type of font. Times New Roman is good. And it is good not to over-use emphasized text (underlined, italicized, semi-quoted text. Used sparingly, the right things get emphasized. Used widely so that everything is emphasized and nothing ends up really getting emphasized.) Text size: suggest 12 for basic paragraph text, table and figure titles, 10 for the actual data within tables and a slow progression upward in size (from 12) for subheadings, headings, all the way up to the paper title. Be consistent and do not over-do changing text size. Your paper may eventually be published in a periodical.

Continued text: When including a figure such as Figure 2 below, generally it is best to use color figures but print it out in black and white and make sure that the figure colors and styles make sense in B&W. For potential publication in Process Safety Progress, Figures should be of a Tiff, PNG, high resolutions JPEG, or related graphics format when cut and pasted into a Word Document. Use of Figures with various colored (dark only) lines that have data points with x's and triangles and circles, etc. on the various lines of different style will make them readable in B&W. Place Figure Captions below the figures. Place Table Captions above Tables.

A numbered list:

- 1. Text 1**
- 2. Text 2**

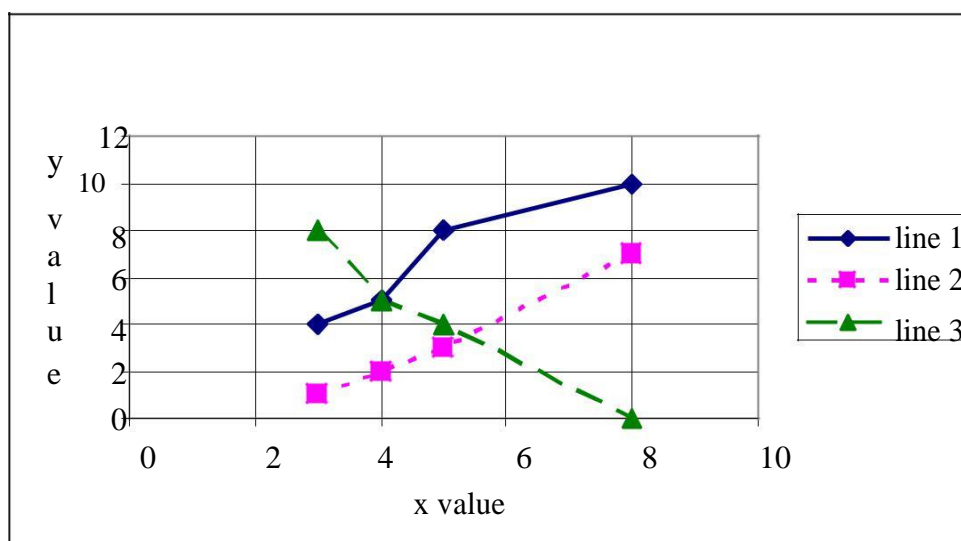


Figure 2. x vs. y as a function of line #

Burger dot example

- Main word/phrase - Text.
- Main word/phrase - Text.
- Main word/phrase - Text.

Continued text. When you are at the 50%, 80%, and 99% completed levels, have a good friend read it. With a 'good friend' defined as one who will be brutally honest with you and make constructive comments and criticisms that, when acted by you, will improve your paper both technically and readability-wise. There is only one thing worse than not sharing your information with others that could benefit from it. That one thing is sharing information in a way that emphasizes not what you have to say but emphasizes mostly your lack of writing skills.

You have several months to write this paper. It will likely take you 2 hours per page overall, on average, from start to finish. If you start now on a 10-page paper it will take you a total of 20 hours of your time to write it. If you start much later on a 10-page paper it will take you a total of 20 hours of your time to write it. But if this 20 hours is spread over a several month time period and not a several week or several day time period just prior to the date it absolutely, positively, has to be done by, you will gain think time and time for it to be proofed by a 'friend' several times and time to re-write it applying the suggestions and correcting errors. The quality of the paper that your name will be attached to will be far greater if you leave time for think time, review time, reorganization time, correction time. Start now with a goal to have a 1st draft in 2 to 3 weeks.

2 Conclusion

The conclusion: Tie in that which was mentioned in the introduction. Use similar and familiar terms. If a reader reads the abstract, the introduction and the conclusion ... does he/she know, while not the details, the important aspects of what you want to convey?

3 References (examples given to show format).

- [1] J.A. Klein and B.K. Vaughen. "Implement an Operational Discipline Program to Improve Process Plant Safety," Chemical Engineering Progress, pp. 49-52, June 2011.

Reference in order of first citation

Web resources:

General format:

- [#] Author(s) as First Initial, Second Initial, Last Name with "and" added before the last author, Title, Available at web link with http, Accessed on Date.

Example

- [1] U.S. Food and Drug Administration Protecting and Promoting Your Health, Available at <http://www.fda.gov/default.htm> Accessed on December 8, 2014.

- [#] Author(s) as First Initial, Second Initial, Last Name with "and" added before the last author, Title, Journal Abbreviation, Volume number, (Year), beginning page - ending page.

Example

- [2] L.G. Britton and B.K. Harrison, Using CHETAH to estimate lower flammable limits, minimum ignition energy, and other flammability parameters, Process Saf Prog 33 (2014), 314-328.

Book resources:

General format:

- [#] Author(s) as First Initial, Second Initial, Last Name with "and" added before the last author, Title, Publisher, City, Year.

Example

- [3] CCPS. *Guidelines for Evaluating Process Plant Buildings for External Explosions and Fires*. Center for Chemical Process Safety, American Institute of Chemical Engineers,

- [3] "Guidance for Industry Q7A Good Mfg Practice Guidance for Active Pharmaceutical Ingredients (FDA)," Aug 2001, www.fda.gov/cder/guidance/4286fnl.htm (accessed Oct. 26, 2004)

[4] “Compliance Program Guidance Manual Program (FDA),” 7356.002, Form FDA 2438, 30 June 2001, www.fda.gov/ora/cpgm/default.htm#drugs (accessed Oct. 26, 2004)


[5] “GMPs for the New Millennium: A Risk Based Approach,” www.fda.gov/oc/guidance/gmp (accessed Oct. 16, 2003)

4 OTHER SUGGESTIONS

5 Layout

- Paper Size 8.5” x 11”, letter
- Do not format for A4 paper
- Left and right margins: 1.25 inches
- Top and bottom margins: 1.0 inch
- Gutter: 0
- Header and footer from edge: 0.5 inches

6 Graphics, pictures, and equations

- Equations: Use MS Word equation editor if possible. If not possible, insert the equation into the document by Copy – Paste Special – As Picture
- Graphs: Do not insert the Excel data that goes with the graph. Instead, insert the graph by selecting the graph and Copy – Paste Special – As Picture
- Photos and illustrations: when inserting pictures preferably start with files in JPG format and 300 dpi resolution. Reduce the native photo size to that more in line with the size required in your paper using an outside program. Just shrinking the file to fit the available space in Word does not reduce the file size. Native size might be 8 x 10 in but that shown is about 2 x 2. 

- The graphics that you insert should have a minimum resolution of 300 dpi for grayscale files 600 dpi to 1200 dpi for bitmap files.

- If you wish to have graphics wrap around your graphics as overlain here, you may do so by right clicking the picture and clicking Format Picture –

Layout – Square. Otherwise, right click the picture and click Format Picture – Layout – In line with text.



and

Checklist before submitting your paper:

- Check to be sure that all editing and redline changes have been accepted.
- Be sure your documents are saved as Word (preferred) or RTF files.
- Be sure all graphics have been inserted into the document as pictures
- Send to another machine as a test to see if the document opens up in good order.
- Convert Mac format papers to PC format
- Remove all page numbering