

Guidelines for Paper Preparation

INTRODUCTION

These guidelines are intended to assist you with preparation of your electronic paper.

MANUSCRIPT FORMAT

Length

It is intended that the submitted document be a technical document usable by the safety community. As such, the minimum length is one full page, and maximum length is nominally 5 pages, but can be longer upon approval from the technical session chair. These limits include all text, references, tables, and figures. It is recommended that the title be limited to no more than 10 words and the number of authors be limited to three.

Font Specifications

All type and illustrations must appear within designated margins – margins should be set at 1-inch from the top, bottom, and both sides. Twelve-point Cambria typeface with single spacing should be used. Do use insert page numbers on your paper. The Los Alamos National Laboratory's Safety Basis Technical Services will be making all submitted papers available through its public website.

Title of Paper

The title of the paper should be on the center of the title line, and should be initial capital letters (i.e., capitalize the first letter of each significant word) and in boldfaced font style. Skip one line; then begin author information.

Author(s) and Affiliation

The name(s) of author(s) should be initial capital letters. Skip one line; then begin affiliation information. Use initial capital letters. Using italic type, center the affiliation and e-mail address. Authors from the same organization should be grouped.

Example:

The Safety Basis Issue with Respect to the XYZ Facility

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Content of Paper

The content of the paper should be a logical presentation of technical work performed. As such, the minimum may include:

- Introduction
- Methodology
- Results
- Conclusion
- Appendi(ces)
- Endnotes
- References

It is not intended that otherwise professional papers be revised to include any of these content recommendations.