



Format Guidelines for Conference Proceedings

Introduction

Most conference proceedings published by CTAHR are submitted camera-ready to the Publications and Information Office (PIO). To ensure uniform and professional appearance of proceedings documents, the following format guidelines are provided. For illustration, the guidelines are presented in the desired format.

Page layout

Text and headers are within a printed area with $\frac{3}{4}$ –1-inch margins at top and bottom and $\frac{3}{4}$ -inch margins left and right. Body text (justified) is in two columns with a center margin of around 0.3 inch. Paragraph indent tabs should be $\frac{1}{4}$ inch. (Word processor default— $\frac{1}{2}$ inch—for paragraph indents and center margins is *too wide*.) Figures and tables should be sized to fit within a column or, if necessary, across the full two columns (7 inches).

Title and authors

Titles and authors' names should span the two-column width. Use caps and lower case, bold, centered. Do not include authors' titles or positions (e.g., Dr., Associate Researcher, etc.), except in the case of honorifics for government officials, but do include authors' affiliations. For more than one affiliation, use superscript notes (e.g., Joe¹ and Tom²; ¹Joe's Agency, ²Tom's Farm). Do not use abbreviations (Dept.) or ampersands (&). For CTAHR departments and units, always include the name of the college, written out, and the full name of the university (. . . of Hawaii at Manoa).

Type fonts

Use a font in the Times family (e.g., Times, Times Roman, CG-Times) for body text. A Helvetica-style font (sans serif) is optional for headings, text of tables, and figure labels and captions, but body text set in Helvetica does not "read" easily. Table 1 gives some suggested type sizes. Times body text can be set in 12 point type, but 11 point is preferable; 10 point is generally considered too small—try 10½ point first. Use leading (line spacing) 2 points greater than the font size.

Do not set titles and headings in all upper-case letters ("all caps"). Instead, for emphasis use bold or italic fonts and different font sizes. Set super- or sub-scripted elements in a font size smaller than the text size. Do not use underlining for italics or emphasis.

These guidelines were created in PageMaker using PostScript Times. The text font is 11 point on 13.2 point leading; the title font is 18 point Helvetica bold.

Tables and figures

Tables. Tables can be set in a font smaller than the body text if necessary to make the table matter fit, but below 9 point some type fonts become difficult to read. Keep lines in tables to a minimum, and use line weights that are not too heavy; do not use the boxed cell border option available in most word processors. Table 1 is an example of a clear table layout.

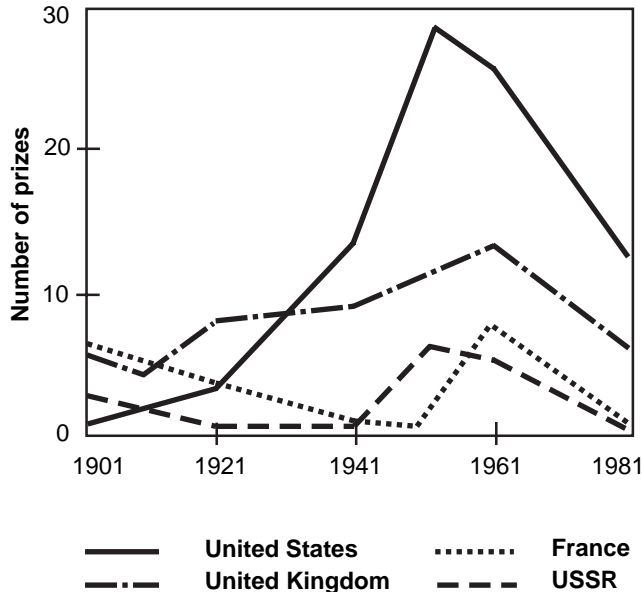
Figures. Graphics. Use only black output for camera-ready copy. Keep border line weights similar in weight to the type font (i.e., not too heavy or too light). Avoid shaded fills and weakly dotted lines; these often drop out or reproduce poorly. Avoid background grid lines, excess axis ticks, and other distracting elements. Figure 1 provides an example of a graph that is clear and reproducible.

Photos. Photos add to production costs. For black-and-white reproduction of documents on conventional presses, photos must be converted to halftones. Color photos add dramatically to printing costs. Consult PIO staff regarding current reproduction technology options and costs.

Table 1. Suggested fonts for proceedings.

Element	Style	Size (points)
Main title	Bold	18
Body text	Times regular	11
Figure, table captions	Helvetica bold	9
Table text	Helvetica regular	9
Headings	Helvetica bold	11
Sub-subheadings	Times bold	11

Figure 1. Nobel Prizes awarded in science (1901–1981).



Desktop-scanned images may be reproducible, particularly if a high-resolution scanner is used. If your scanned grayscale image reproduces adequately in a photocopy machine, that is a fairly good indication that it will do so with offset printing.

Photos should be sharp, have strong contrast, and be free of distracting elements. Be sure that the intentions of the photo will not be lost if it is reduced in size.

Output

Provide camera-ready copy in the form of laser printer output, not photocopy. Figures may be pasted in.

Literature cited

Refer to literature in text in the author-date style (Little et al. 1940, Itchy 1990) and give the references in the following style:

Little, C., C. Webb, and F. Brown. 1940. The sky is falling. *Annals of Meteorology* 16:240–246.

Itchy, R. 1990. Dynamics of flea infestations. In: M. Scratchy (ed), *World infestation handbook*. Puka Press, Honolulu, Hawaii. p. 33–44.

Many styles of literature citation exist. The one preferred in PIO is based on styles common to many American agricultural science journals. PIO style minimizes the use of abbreviation, capitalization, and italics. An

en dash (–) is preferred to a hyphen (-) to separate numbers in a page range. Unless space is limited, it is helpful to many readers to write out journal titles in full, or confine abbreviation to only the most obvious elements.

Miscellaneous hints

Use only one spacebar space after the period at the end of a sentence. Don't use & for "and" unless it is part of a proper name. These are the 1990s, not the 1990's. "U.S." can be used as an adjective; when referring to the country, spell it out ("United States," for short) or, to be more accurate, use "USA." End-sentence punctuation goes inside quotation marks. "Mainland" may be capitalized when used as a noun or adjective referring to the North American part of the USA. Use "Hawaiian" carefully as an adjective, preferably only when Hawaiian ethnicity is implied and not when the meaning is generally "of Hawaii." Avoid negative exponents to mean "per" when writing for nonscientific audiences; use kg/ha rather than kg ha⁻¹. Use a comma before "and" or "or" preceding the final element of a series numbering three or more. Spell out "percent" when it occurs in text; the symbol % can be used in tables or parenthetically. The word "usage" applies to language and is not appropriate as a noun to mean "use." Spaces are not needed with a degree symbol: 30°C. Spell out the words "one" to "nine" in text unless they are numeral units of measure or percentage. Don't use a comma with numerals between 1000 and 9999. Use your word processor's spelling checker, but don't let it substitute for careful proofreading.

Useful references

ASHS publications style manual. 1997. American Soc. for Horticultural Sci. 78 p. (from ASHS, 600 Cameron St., Alexandria, VA 22314-2562.

Council of Biology Editors style manual. Council of Biology Editors, Inc. (CBE), Bethesda, MD.

University Relations—Media Relations and Publications, style guide. UH Office of the Vice President for University Relations.

Summary

Uniform, professional-looking format contributes to publication quality. If you need advice on using your word-processing software to prepare your proceedings document, PIO can provide assistance.