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# Points to Consider when Preparing Your Paper (Use the Microsoft Word template style: *Heading 1*)

Well prepared papers enable rapid publication and reduce unnecessary work for your proceedings editor(s). The following points summarize the key issues you need to comply with when preparing your paper for AIP Proceedings.

* **Check your article PDF file! It is not uncommon for errors to appear in PDFs generated from Microsoft Word – corrupted math, figures reflowing, etc. It is absolutely essential to very carefully check your article PDF file before sending it to the proceedings editor(s).**
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* **Avoid large PDF files (10 MB maximum, ideally)**. For **the** benefit of your readers, we recommend keeping your article PDF file below 10 MB. This is a recommendation, not a requirement.

## How to Apply the AIP Proceedings Template Paragraph Styles (Second Level Heading)(Use the Microsoft Word template style: *Heading 2*)

Here is how todisplay a pop-up window from which to select and apply the AIP Proceedings template paragraph styles:

|  |  |
| --- | --- |
| Click here to display the Styles window – making it easy to choose and apply the AIP Proceedings template styles. To apply a style to a paragraph, click anywhere in the paragraph text then click on the appropriate style listed in the Styles window. |   |

# mathematics (first level heading)(Use the Microsoft Word template style: *Heading 1*)

Here we provide some basic advice for formatting your mathematics, but we do not attempt to define detailed styles or specifications for mathematical typesetting. You should use the standard styles, symbols, and conventions for the field/discipline you are writing about.

## A Note on Microsoft Word’s Equation Editors (Second Level Heading)(Use the Microsoft Word template style: *Heading 2*)

From Word 2007 onwards, Microsoft Word provides two “Equation Editors,” which, for ease of reference, we’ll call “Old Style Equations” and “New Style Equations.”

* **“New Style Equations”** (Word 2007 onwards): With Word 2007 Microsoft introduced a powerful new built-in Equation Editor that enables input of sophisticated mathematics typeset (usually) in the Cambria Math font. You access it from the Insert menu.
* **“Old Style Equations”** (Word 97–Word 2003): For versions of Microsoft Word between Word 97 and Word 2003, mathematical input was created by an add-in: Inserting and editing a “Microsoft Equation 3.0 object,” typically by *Insert* ⇨ *Object* and selecting “Microsoft Equation 3.0.”

## Formatting and Inserting Equations (Second Level Heading)(Use the Microsoft Word template style: *Heading 2*)

Equations should be centered with equation numbers on the right-hand side (flush right). Achieving a pleasing layout of equations can be tricky in Microsoft Word, so here are some tips. You can either:

1. Copy, paste, and edit the sample equation provided (recommended), or
2. Manually insert an equation and equation number

### Copy, Paste, and Edit a Sample Equation (Third Level Heading)(Use the Microsoft Word template style: Heading 3)

To use this “Old Style Equation” as a “template,” highlight the entire line, then use cut and paste to the new location. Note that the equation number will automatically update (increment).

 

### Manually Inserting an Equation and Equation Number (Third Level Heading)(Use the Microsoft Word template style: Heading 3)

If you prefer to manually insert and number equations, follow this step-by-step guide:

1. Make sure you can see “hidden characters” by switching on “show invisibles” from the Home menu (it looks like this: ). This allows you to see paragraph markers (¶) and tab characters (🡪), which are usually hidden from view.
2. Create a blank paragraph by pressing [ENTER].
3. Format your new blank paragraph by applying the Microsoft Word template style: *Equation.* The *Equation* paragraph style sets up the tabs so that you can center the equation and have an equation number appear at the right.
4. Place your cursor at the start of your new paragraph and press the [TAB] key twice.
5. Place your cursor between the tab characters (🡪) and insert your equation using *Insert* ⇨ *Object* ⇨ *Microsoft Equation 3.0*.
6. To add an equation number, place your cursor at the end of the paragraph (just before the paragraph markers (¶) and after the second tab character (🡪)).
7. On the *Insert* tab, in the *Text* group, click *Quick Parts* and then click *Field*:

 

1. A dialog box should appear:

 

1. From the list of *Field Names* on the left of the dialog box, select *ListNum.*
2. From the list of *Field properties* on the right, select the “Equations” *List name* and click OK. You should now see an equation number in parentheses: e.g., (3).

## Figures (Second Level Heading) (Use the Microsoft Word template style: *Heading 2*)

Figures, tables, and equations must be inserted in the text and may not be grouped at the end of the paper. Important: A miscount of figures, tables, or equations may result from revisions. Please double check the numbering of these elements before you submit your paper to your proceedings editor. If you need to arrange a number of figures, a good tip is to place them in a table, which gives you additional control of the layout. Leave a line space between your figure and any text above it, like this one:

Cite all figures in the text consecutively. The word “Figure” should be spelled out if it is the first word of the sentence and abbreviated as “Fig.” elsewhere in the text. Place the figures as close as possible to their first mention in the text at the top or bottom of the page with the figure caption positioned below, all centered. Figures must be inserted in the text and may not follow the Reference section. Set figure captions in 9 point size, Times Roman font. Type the word “**FIGURE 1**.” in bold uppercase, followed by a period.

|  |  |
| --- | --- |
|  |  |
| (a) | (b) |

**Figure 1.** To format a figure caption use the Microsoft Word template style: *Figure Caption*. The text “**FIGURE 1,**” which
labels the caption, should be bold and in upper case. If figures have more than one part, each part should be labeled (a), (b), etc. Using a table, as in the above example, helps you control the layout

## Tables (Second Level Heading)(Use the Microsoft Word template style: *Heading 2*)

Due to the wide range and complexity of tables, we simply offer an example for guidance. Please follow the style for table (and figure) captions.

|  |
| --- |
| **TABLE 1.** To format a table caption, use the Microsoft Word template style: *Table Caption*. The text “**TABLE 1,**” which labels the caption, should be bold and all letters capitalized. Center this text above the Table. Tables should have top and bottom rules, and a rule separating the column heads from the rest of the table only. |
| **Column Header Goes Here** | **Column Header Goes Here** | **Column Header Goes Here** |
| Row Name Here | x | x |
| Row Name Here | x | x |

# Acknowledgments(Use the Microsoft Word template style: *Heading 1*)

The reference section will follow the “Acknowledgment” section. References should be numbered using Arabic numerals followed by a period (.) as shown below, and should follow the format in the below examples.

# References(Use the Microsoft Word template style: *Heading 1*)

1. M. P. Brown and K. Austin, *The New Physique*(Publisher Name, Publisher City, 2005), pp. 25–30.
2. M. P. Brown and K. Austin, Appl. Phys. Letters **85**, 2503–2504 (2004).
3. R. T. Wang, “Title of Chapter,” in *Classic Physiques*, edited by R. B. Hamil (Publisher Name, Publisher City, 1999), pp. 212–213.
4. C. D. Smith and E. F. Jones, “Load-cycling in cubic press,” in *Shock Compression of Condensed Matter-2001*, AIP Conference Proceedings 620, edited by M. D. Furnish *et al*. (American Institute of Physics, Melville, NY, 2002), pp. 651–654.
5. B. R. Jackson and T. Pitman, U.S. Patent No. 6,345,224 (8 July 2004)
6. D. L. Davids, “Recovery effects in binary aluminum alloys,” Ph.D. thesis, Harvard University, 1998.
7. R. C. Mikkelson (private communication).