

PAPER PREPARATION INSTRUCTIONS

Papers are required for presentations in both Oral and Poster Sessions except for the Non-Paper Poster and Student/Intern Poster Sessions. ***Papers are optional for Panel (R) Sessions***, as determined by the Session Lead Organizer and the Program Advisory Committee (PAC) Chair. All WM Papers will be reviewed and approved by a Paper Reviewer to ensure professional quality and format consistency prior to acceptance for presentation and publication in the Conference Proceedings.

Detailed instructions and the schedule for paper preparation and submittal are provided for the authors' use. The primary objectives of these instructions are to ensure that draft and final papers are received and reviewed in a timely manner and are in a consistent format. A template and paper preparation compliance checklist are provided at the end of this document.

PROCESS AND SCHEDULE

Draft and final papers should be submitted to the WM website www.wmsym.org. Once you have logged in to your profile, please click ***“Submit/Manage Abstract/Paper”*** and click on the button that reads Draft Paper and follow the subsequent instructions. Please note that the WM website only accepts one file per abstract number. If you make changes to your file and upload an updated version, the old version is automatically replaced.

The Paper submittal schedule for is as follows:

- **Draft Papers** are due on or before **30 November**. **Please note that extensions may not be granted as we have extended the deadline.**
- **Final Papers and Copyrights** from all co-authors are due on or before **22 January**.

Important Notes:

1. All Authors and Co-Authors listed on your draft paper must have a profile in our system and added to your abstract submission in order to be included and also submit a signed Copyright form. Authors should be listed at the time of draft paper submission.
2. The Primary Contact is responsible for ensuring that all copyrights are sent and received.
3. Final papers and copyright forms not received by WM by the due date may prevent the paper from being presented, and/or included in the Final Program and Conference Proceedings.

For Authors whose first language is not English, it is helpful for the Reviewers if you could get your paper checked by a good English writer before submission.

DETAILED FORMATTING INSTRUCTIONS

WM strives to maintain a consistent format for Papers to be included in the Conference Proceedings and recognizes that 100 percent consistency is not attainable for all Papers. Whenever possible, the Paper should be structured as follows:

ABSTRACT

INTRODUCTION

DESCRIPTION, e.g., of Method(s) and Results.

DISCUSSION, e.g., of Method(s) and Results

CONCLUSIONS

REFERENCES

ACKNOWLEDGEMENTS

The **ABSTRACT**, **INTRODUCTION**, and **CONCLUSIONS** sections are mandatory components of the Paper, whereas the **DESCRIPTION** and **DISCUSSION** of Methods, Results, etc. sections may be combined under one heading or named differently at the discretion of the Author(s). A **REFERENCE** section is mandatory if you want to be considered for WM Best of Conference Oral Presentation/Paper. References for other papers are required only if references are used in the text. More detailed information on the required format of the Paper is provided below.

PAPER FORMAT

General Instructions

1. Paper Length
 - No less than four (4) and, preferably, no more than 15 single-spaced pages, including figures and tables.
 - Papers greater than 15 pages must have the PAC Chairs approval
 - The paper should not have a cover sheet
2. Title should be less than 125-characters and match the title submitted during abstract submission
3. Preferred Software - Microsoft (MS) Office Word™ 2010 or later is required
4. Point size and font – 11-point Times New Roman
5. Page numbers – bottom right corner in 11-point Times New Roman
6. Margins
 - Top and bottom set to 2.54-cm (1-inch)
 - Left and right sides set to 2.54-cm (1-inch)
7. System of Units - International Standards (SI) units are to be used in the Paper.
 - For guidance, please see <http://physics.nist.gov/cuu/Units/units.html>.
 - Imperial units may be inserted within parenthesis after the SI units as an alternative, at the Author's discretion.
8. Acronyms
 - Should be spelled out at their first use and then used consistently in the remaining text
 - Do not need to be used if only used once
 - Do not need to be spelled out if included and listed within Form 89 of the conference Comprehensive List of Acronyms, but still encouraged
9. Isotope formatting should be formatted as ¹³⁷Cs or Cs-137
10. Paper Size
 - US size 8.5x11 paper, Please **Do NOT use A4 paper size**.
11. When naming the Paper file, please use your assigned Abstract number and the correct file extension in order to alert WM to the version of your Paper and the type of software being used as illustrated in the following example:
 - 27xxxa.doc where “27xxx” is the assigned Abstract number, “a” is the revision number, and “doc” denotes a MS Word™ 2010 or later version file or the Macintosh equivalent.
12. Header -The page header should read as follows and be placed left justified on each page.
 - **WM2027 Conference, 7-11 March, 2027, Phoenix, Arizona, USA**
 - *Note: The file name or title should NOT be included in the page header.*
13. Page Numbering - Each page should be numbered in the lower right corner starting on the first page using in Times new Roman 11 as shown in this document.
14. Paper Title
 - It will only be shown on the first page.
 - Titles should be written in title case (meaning to only use capital letters for the principal words. articles, conjunctions, and prepositions do not get capitalized unless they start the title. (e.g. **Remediation of TRU Contaminated Soils-27XXX**).
 - Titles must be centered immediately below the top margin
 - The title must also include the abstract(paper) number separated by a hyphen, as shown above.

15. Authors and Institutions Naming:

- List the Name(s) of the Author(s) and the related Organizational/Institutional Affiliation(s) on the first page only.
- Center author(s) names, as shown in the linked example, on two separate lines, respectively, beginning with the author's name(s), then organization(s) below.
- List authors(s) names 2 spaces below paper title, then organization(s) below that.
- Institutions of the authors:
 - i. Indicate with a superscript number (e.g., John Smith¹, Jane Smith²)
 - ii. Authors from the same institution can use the same superscript number

16. Required sections:

- Abstract:
 - i. Should follow the Authors and Affiliations and summarize the content of the Paper.
Note: this does not need to match the abstract submitted but should match the topic
 - ii. Abstract may be a minimum of 400 words and may not exceed the word count required of submitted abstracts (800 words)
 - iii. Briefly discuss the need for the work, the work executed, and results
- Introduction: Briefly introduce the work presented
- Conclusion: Summarize the work presented and the conclusion reached from the work
- Leave one open/empty vertical space between the section title and the body text

17. Figures and tables:

- Reference each Table and Figure in the text
- Place as close as possible after they are first cited in the text
- Captions that explain the information presented are required under each
- Number each in the order in which they are presented
- Figures should be:
 - i. Formatted as – “Figure #. Caption text” placed below image and center justified
 - ii. To be no larger than 17 cm wide and 23 cm high (6-1/2 inches wide and 9 inches high).
 - iii. Captioned and numbered using Arabic numerals, e.g., Figure 1.
 - iv. Terms in figure legends must be consistent with those used in the text and in other figures, and the lettering shall be the same as that used in the figure.
 - v. Whenever possible, figures shall be embedded in the text.
 - vi. When not included in the uploaded text, figures/pictures need to be saved in JPEG or GIF format not to exceed 1MB in size.
- Tables
 - i. Captions shall be located above the table and center justified in the same Times New Roman font. Any headers should be "**bold**"
 - ii. Formatted as – Table #. Description text.
 - iii. Figures and Tables must be numbered in the order they are presented in the text using Arabic numerals, e.g., Table. 1.
 - iv. Tables are to be no larger than 17 cm wide and 23 cm high (6-1/2 inches wide and 9 inches high)
 - v. Footnotes are to be in 9-point Times New Roman font. Use lower-case superscripts (e.g., ^a when referenced in the table.), and footnote descriptions should be located below the table with no line break

18. First, Second, and Third-Order Headings:

- **FIRST-ORDER HEADINGS** need to be flush with the left margin and in **bold CAPITAL** letters.
- **Second-Order Headings**, if used, should also be flush with the left margin and in **bold letters** and use title case.

- **Third-Order Heading**, if used, will be flush with the left margin and in **bold** and *italics* and use title case
19. Consistent with the format above and the example, **all** subsequent headings, sub-headings, text, and Table and Figure titles/captions should also have only one open vertical space between it and any text, Table of Figure.
 20. Trademarks - Terms, images, logos, software, services, or any other articles or items that are trademarked, registered trademarks, or copyrighted need to be appropriately identified as such whenever mentioned (e.g. TM, SM, ®, or ©). A footnote should also be included per the Footnotes guidelines provided below to indicate the marked item is a trademark, registered trademark, or copyright protected by a specific country or individual.
 21. Refer to isotopes in the format of C-14, H-3, Co-60, Pu-239, etc.
 22. Acronyms
 - Acronyms not listed on the official Acronym list for Presentations and Papers shall be defined when first used in the title and in the body of the paper and then used in the title and in the body of the paper and then used consistently thereafter.
 - The current list of approved acronyms can be found online.

23. Equations need to be:

- Center justified
- Numbered consecutively in the order in which they are presented
- Label should be abbreviated, using Arabic numerals and bracketed (Eq. 1)
- Located to the right of the equation and aligned with the right margin (demonstration: [Centering Equations with a Right-Justified Number in MS Word](#))
- Equations need to be referenced in the text unless multiple equations are used in conjunction with each other, however, the primary equation shall be referenced in the body
- Example:

The following text is used as an example to demonstrate equations without having to the second equation. Equation 1 is the complete formula for energy provided by the theory of relativity. However, this equation can be simplified for bodies at rest and is presented in Eq. 3.

$$E^2 = (mc^2)^2 + (pc)^2 \quad (\text{Eq. 1})$$

$$pc = 0 \quad (\text{Eq. 2})$$

$$E = mc^2 \quad (\text{Eq. 3})$$

24. Footnotes shall be:

- lettered sequentially in the order of their appearance
- superscript
- explained at the bottom of the page in which it is referenced
- be of font size 9
- following the formatting details in the table requirements section

25. References

- Reference section needs to be at the end of the paper
- Each reference should be enclosed in square brackets on the same line of the text, e.g., this is a reference [1]
- References in the order they are used within the Paper.
- References should be used at the end of a sentence before the period, e.g., This is an example of using a reference [1].

- Referenced brackets should be used within the text when discussing a specific reference, e.g., The work described in [1] does not address the problem discussed.
- When using a list of references in the text, the references should be formatted as [1,8,9,13] and in order from lowest reference number to the highest reference number. This formatting does deviate from the WM citation style.
- When using a range of references in the text, the references should be formatted with the lowest numbered reference first then a dash followed by the highest reference, e.g., Example of a range of reference [1-3].
- References section formatting for individual references should follow WM citation style. Here are a few examples

i. Books

1. Format:

J. K. Author, "Title of chapter in the book," in Title of His Published Book, xth ed. City of Publisher, (only U.S. State), Country: Abbrev. Of Publisher, year, ch. X, sec. x, pp. xxx-xxx.

2. Example:

L. Stein, "Random patterns," in Computers and You, J. S. Brake, Ed. New York, NY, USA: Wiley, 1994, pp. 55-70.

ii. Book with Chapter Title

1. Format:

J. K. Author, "Title of chapter in the book," in Title of Published Book, X. Editor, Ed., City of Publisher, State (only U.S.), Country: Abbrev. Of Publisher, year, Ch. X, sec. x, pp. x-xx.

2. Example:

J. K. Author, "Title of chapter in the book," in Title of Published Book, X. Editor, Ed., City of Publisher, State (only U.S.), Country: Abbrev. Of Publisher, year, Ch. X, sec. x, pp. xxx-xxx.

iii. Conference Proceedings

1. Format:

J. K. Author, "Title of paper," presented at the Abbreviated Name of Conf., City of Conf., Abbrev. State, Country, Month and day(s), year, Paper number.

2. Example:

J. G. Kreifeldt, "An analysis of surface-detected EMG as an amplitude-modulated noise," presented at the 1989 Int. Conf. Medicine and Biological Engineering, Chicago, IL, USA, Nov. 9-12, 1989.

iv. Periodicals

1. Format, with DOI if applicable

J. K. Author, "Name of paper," Abbrev. Title of Periodical, vol. x, no. x, pp. xxx-xxx, Abbrev. Month, Year, DOI: xxx.

2. Example:

M. M. Chiampi and L. L. Zilberti, "Induction of electric field in human bodies moving near MRI: An efficient BEM computational procedure," IEEE Trans. Biomed. Eng., vol. 58, pp. 2787-2793, Oct. 2011, doi: 10.1109/TBME.2011.2158315.

Special Notes

1. A Reader should be able to determine and understand the general content(s) and purpose(s) of the Paper (i.e., what the Paper is about) based on the Paper's Title and the content of the abstract.
2. Please refrain from acknowledgements (to people or funding sources) unless necessary. If required, an **ACKNOWLEDGEMENTS** heading should be created and located at the end of the Paper, i.e., after the **REFERENCE** section, if there is a **REFERENCE** section.

Public Viewing of the Abstract on WM Web's On-Line Technical Program

With the Author submission of the initial abstract to the WM website, a condensed summary was requested. The Condensed Summary will be linked to the Abstract number for public viewing. It can later be updated after abstract acceptance.

Please note that WM will use the initial Abstract submitted before September for the PDM for review and if accepted, Session placement.

We strongly recommend that you ensure your Condensed Summary satisfies these points.

1. Does the Summary engage the Reader by telling him or her what the Presentation is about and why they should attend the Presentation?
2. Does the Paper Title describe the subject being presented?
3. Is the Summary well written in terms of language, grammar, etc.?
4. Does the Summary have between 5 and 10 keywords or phrases that closely reflect the content of the Presentation for the web search features?
5. Does the Summary conform to the limit of 100 words?

[CLICK FOR PAPER TEMPLATE/SAMPLE](#)

SUMMARY CHECK-LIST OF PAPER PREPARATION REQUIREMENTS (COMPLIANCE)

Summarized below are the Primary Paper requirements. This check list is intended to aid Authors and Reviewers.

	Page Header on all pages	Correct text spacing throughout the Paper	
	Title matches the abstract title and is in the correct case/format (Title Case, Bold, Paper number following title)	Correct text spacing throughout the Paper	
	Correct Author names(s) & placement	Correct referencing of Isotopes	
	Has correct ABSTRACT placement	Correct Figure placement and size(s)	
	Has correct INTRODUCTION placement followed by "descriptive" section(s)	Correct Figure/Picture file(s) provided (if not included in text)	
	Paper is a minimum of 4 pages. More than 15 pages needs approval	Correct numbering & placement of Figure caption(s)	
	Pages are in US letter size with page numbers in bottom righthand corner	Correct placement & numbering of Table(s)	
	All margins 2.54 cm (1 inch)	Correct Table format	
	All units are in SI units	Correct Table footnote placement	
	All text is in one font size (Times New Roman 11)	Correct Equation format	
	Any items that are registered trademarks or copyrighted	Correct use of Acronyms	
	Correct REFERENCE section format and placement	Correct CONCLUSION section placement	