

OTC Submission Template for Microsoft Word

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This file contains general information on how to use this template to prepare your paper for OTC Conference *Proceedings*. This template has been created to conform to the OTC-style guidelines.

Please take time to read over the style descriptions. These styles have specific instructions for their use: **Headers, Copyright, Nomenclature, References, Metric.**

1.0 Accessing the OTC *Proceedings* Paper Template

Click on the Manuscript Template link under the Templates headline in the author kit link. This will bring up a OTCword.zip file to open or save to your computer. Unzip the OTCword.zip file and extract the file OTCword.dot.

Find the file you extracted on your computer and double-click on it. A popup screen will come up and ask for your paper number, type it in and select OK. Next a screen will ask for your paper title, and then another screen will ask for the author names and company affiliations.

Please use a comma to separate the author names and the company names; i.e., J. Doe, ABC Company, J. Doe, DEF Company, and J. Doe, GHI Company. A copyright blurb and text specific to your meeting will show up.

After you have finished creating your paper, when you create a pdf or try to print, the template may ask to confirm your paper number, title, and author name(s). Double check that all information is correct before continuing.

TIP: If you would like to turn off the field from confirming your paper number, title, and author name(s), click on the “office button” at the top left, select the “Word Options” tab at the bottom, select “Display”, make sure the “Update fields before printing” is Unchecked, and select OK.

2.0 Headers

If you are using the OTC Template the headers will automatically be created.

(Note that there is a 256-character limit on the input fields that are used in this template. It will allow you to input more than that number but will only “insert” the 256 characters. **Please check your title and author names to be sure that those limits have not been exceeded.**)

Page numbers and headings, in 8-point Arial, should appear on Page 2 and all subsequent pages.

On **even-numbered** pages, this should include the page number flush left and your OTC paper number flush right (without the opening/closing brackets, i.e., OTC-12345-MS), with a 1/2-point rule underneath.

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OTC-[Paper Number]-MS

On **odd-numbered** pages should be your OTC paper number flush left and the page number flush right (without the opening/closing brackets, i.e., OTC-12345-MS), with a 1/2-point rule underneath.

OTC-[Paper Number]-MS

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3.0 Styles

For Word 2003: Using **Styles** reduces formatting work in documents. To turn on or apply a **Style** to text:

1. Choose **Style** from the **Format** menu.
2. Select the style you want to use, then choose **Apply**.

Note: A shortcut would be to load your “**Formatting**” toolbar. Choose Toolbars under the View menu and select Formatting. You can then select your **Style** from the pulldown menu.

For Word 2007: Using **Styles** reduces formatting work in documents. To turn on or apply a **Style** to text:

1. Click on the down arrow to the right of the Styles header, or Press Alt+Ctrl+Shift+S
2. Select the style you want to use.

OTC Submission Template for Microsoft Word *continued . . .*

This section will give you a definition of each style, followed by any information that will be useful to note when applying. We have used Arial and Times New Roman fonts for this template. They are both True Type fonts that are most commonly available within a Windows environment. If not available, match as closely as possible (i.e., Helvetica and Times).

Number

14-pt Arial, flush left. Hard return chains to **Title**. *Type the number assigned to your paper.*

*Title**

14-pt Arial, flush left, no hyphenation. Hard return chains to **Author**. *Type the title of the paper, upper and lower case.*

*Author**

10-pt Arial, flush left, no hyphenation. Hard return chains to **Copyright**. *Author names should include the name of each author, first name/middle name initials, last name, followed by his/her company affiliation:*

J.B. Brown, Consolidated Flange; P.D. Smith, Smith Consulting; and E. White, Worldwide Washers Inc.

If two or more authors have the same company affiliation, it should not be repeated after each name:

E. White, P.D. Smith, and J.B. Brown, Consolidated Flange, and S. Lane, Worldwide Washers Inc.

Copyright

Copyright text is provided with this template in the form of "AutoText." This template contains the copyright information for this conference ONLY. 7-pt Arial, justified, hyphenation on. Hard return chains to **Same Style**.

*Head1**

Insert an empty return above **Head1**. 14-pt Arial Bold, flush left, upper and lower case, no hyphenation, on line(s) by itself. Hard return chains to **Para** style. *Use for Abstract, Introduction, Conclusion, Nomenclature, Acknowledgments, References, etc.*

Head2

Insert an extra return above. 12-pt Times New Roman Bold, justified, upper and lower case, hyphenation on, end with a period. Hard return chains to **Para1** style. *Paragraph text run-in. (Keyboard shortcut: Ctrl + B will turn off bold.)*

Head3

12-pt Times New Roman Bold Italic, indented, justified, upper and lower case, hyphenation on, end with a period. Hard return chains to **Para1** style. *Paragraph text run-in. (Keyboard shortcut: Ctrl + IB will turn off bold italics.)*

* Because these styles are created to call out the next logical style, if any of these styles run two or more lines and you don't like the automatic line break, you may insert a soft return (retaining the current style parameters) by holding down the shift key and THEN hitting enter.

Head4

12-pt Times New Roman Italic, indented, justified, upper and lower case, hyphenation on, end with a period. Hard return chains to **Para1** style. *Paragraph text run-in. (Keyboard shortcut: Ctr + I will turn off italics.)*

Para

12-pt Times New Roman, justified, hyphenation on. Hard return chains to **Para1** style. *Follows Head1.*

Para1

12-pt Times New Roman, indented, justified, hyphenation on. Hard return chains to **Same Style**. *Follows Head2, Head3, Head4, and Para.*

OTC Submission Template for Microsoft Word *continued . . .*

Equation

12-pt Times New Roman, indented, flush left, line return above and below. Hard return chains to **Para1** style. For single line equations type as body text.

For a complex equation you will need to use the Equation Editor.

For Word 2003:

1. On the **Insert** menu, click **Object**, and then click the **Create New** tab.
2. Select **Microsoft Equation 3.0** under **Create New**.
3. Create equation.
4. Choose **Exit** under **File** menu to place equation in document.

For Word 2007:

1. Click on the insert tab.
2. Click on the Equation tab.
3. Create equation.

Nomenclature

12-pt Times New Roman, hanging indent, hyphenation off. Symbols italic, definition Roman. Tab set: 0.56R & 0.61L. Hard return chains to **Same Style**. Default font is italic, tab over, type symbol followed by word space, = (equal sign), tab over, **Ctrl + I** (turns off italic) followed by definition.

Note: The tabs set within this style may need to be adjusted depending on font used and length of symbol(s) copy being defined.

References

9-pt Times New Roman, justified, hyphenation on. Tab Set: 0.200R & 0.260L. Hard return chains to **Same Style**. Tab over, type reference number, tab over, type reference copy.

Note: The tabs set within this style may need to be adjusted depending on font used.

Metric

12-pt Times New Roman. Tab Set: 0.8R, 0.85L, 1.99R & 2.03L. Hard return chains to **Same Style**. Tab over, type unit, tab over, × (times sign) followed by word space, type factor, tab over, type exponent, tab over, = (equal sign) followed by word space, type unit.

Note: The tabs set within this style may need to be adjusted depending on font used.

4.0 Tables

Cite all tables in numerical order in the body of the paper. Number them with Arabic, not Roman, numerals. Table titles and column headings should be as concise as possible. Use 10-pt Arial Bold for table title and 8-pt Arial for the body copy. Align columns with either tabs or spaces, not a mixture of both. Try to avoid any arrangement that unduly increases the depth of a table.

5.0 Figures

FigCaptions

8-pt Arial Bold, justified, hyphenation on. Cite all figures in numerical order in the body of the paper. Number them with Arabic, not Roman, numerals.