Publication Style Sheet

- Use MS Word and refer to the sample paper/template on the Symposium website, http://www.woodsymposium.wsu.edu/

- Avoid writing in first person.

- Submit PAPER in an ELECTRONIC format either via email, disk, or Dropbox.

- Format accordingly:
  - 1-in. margins
  - 12pt. and *Times New Roman* font
  - Headings: **Bold**, Title Case, and center align
  - Single-space text, double-space between paragraphs and after headings
  - Number pages bottom right.

- Papers written for publication in the Symposium Proceedings should include the following sections: *Abstract, Introduction, Summary and Conclusions*, and *References Cited*.

- **Unit measurements**: provide conversions, either metric or US, in parentheses. Use the Conversion Factors and Measurement Reference tables posted under “Speaker Guidelines” on the Symposium website, http://www.woodsymposium.wsu.edu/

- Provide a numbered list of graphics with captions. Maintain numerical order in your paper for each figure, table, or photo mentioned.

- **References** used in the text should be cited at the end of the sentence in parentheses.

  Examples:  
  (Bender et al. 1997)  
  (Hill 1991; Scott 1994)  
  (Wolcott and Rials 1999)

- **References** cited should be listed at the end of the paper in alphabetical order by author.

  Examples:


Here is what your paper should look like:

**Title**

**Author Name**  
Affiliation  
City, State/Province, Country (if other than USA)

**Co-Author Name**  
Affiliation  
City, State/Province, Country

**Abstract**

An abstract summarizes the work to be presented in one 250-word paragraph. Authors providing less than 200 words will be asked for a rewrite as the abstracts are to be printed in a booklet for the benefit of attendees. An abstract is a good place to begin writing a paper because it explains why the work was done and how, the results and conclusions, and concludes with the significance of the research.

**Introduction**

Indent paragraphs. Use MS Word in 12pt., Times New Roman font. Use 1-inch margins. **Bold** and center-align headings, which should be in Title Case. Single-space text and double-space between paragraphs and after headings. Number pages bottom right. There is a five-page minimum for papers published in the Proceedings. For unit measurement conversions, refer to the Conversion Factors and Measurement Reference tables available on the Symposium website.

**Experimental Procedure**

**First Subheading** is left aligned and in **bold**.  
*Second Subheading* is indented and in **Italics**.

**Conclusion**

Send your paper to Vikram Yadama in an email attachment or use Dropbox. Address information is listed on the Speaker Information Form. Any questions, please contact Vikram Yadama at 509-335-2262 or Suzanne Hamada at 509-335-4683.

**References Cited**

See page 1 for examples.