

Instructions for Formatting and Submitting NAAFE Forum 2017 Proceedings Papers

All conference presenters who presented their work in either oral or poster format are invited to submit a paper for inclusion in the online conference proceedings. Please adhere closely to the formatting instructions below, which have been simplified and are therefore slightly different from previous years.

Note: in order for a paper to be included in the proceedings, it must have been presented, orally or in poster format, at NAAFE Forum 2017, March 20-24, 2017, in La Paz, Mexico.

If you presented a poster, you may submit your poster (in pdf format), a full paper, or both.

Length

The maximum length of your paper is 15 (fifteen) single-spaced 8.5 x 11 inch (US letter style) or A4 pages, including the body of the paper and ALL related materials: the paper title, author information, abstract, figures, tables, equations, references, footnotes or endnotes, and appendices (if any).

Title

The title of your paper should appear at the top of the first page, centered.

Authors and Affiliations

Under the title, list all authors' names, family (last) name first (e.g. Smith, Mary; Lee, John) in order of precedence or in alphabetical order, as you prefer. Under authors' names, list affiliations (e.g. Department of Economics, Louisiana State University), with a contact email for the corresponding author if desired.

Abstract

Immediately below the title and authors, include the word Abstract: followed by your 250 word (maximum) abstract. You may include either the abstract you originally submitted for scientific review, or a revised version.

After the abstract, continue with the body of your paper on the same page (do not include a separate cover page). The abstract should appear on the same page as the beginning of the body of your text. Both abstract and body of the paper should be full justified, that is, the text should extend all the way from the left to the right margin.

Margins and Fonts

Single space your paper. Use one-inch or 3 cm margins, right, left, top and bottom.

Please use Times New Roman font only. Font size should be 10 points or larger.

File Name and Format

Name the file containing your paper with your last name and abstract number. Example: Smith123.pdf – your family name is Smith and “123” is your abstract number. Your abstract number can be found in the email sent to you confirming receipt of your abstract. If you do not have an abstract number, please explain where and when your paper was presented, in your cover email.

Please provide your document as an Adobe Acrobat .PDF file. After creating your PDF file, please check it carefully to be sure it looks as you expect, especially equations.

Header and Page Numbers

The following header must appear on each page of your paper, at the top, flush right: **NAAFE Forum 2017 La Paz Proceedings**.

Pages must be numbered bottom center.

Equations

Place equations on the left, with equation numbers on the right. Please thoroughly inspect your equations (and all materials) after converting to PDF format, to ensure they look as you expect.

Sample:

$$\frac{\partial \alpha_c \rho_c}{\partial t} + \nabla \cdot (\alpha_c \rho_c \mathbf{v}_c) = \Gamma_c, \tag{Eq. 1}$$

$$\frac{\partial \alpha_d \rho_d}{\partial t} + \nabla \cdot (\alpha_d \rho_d \mathbf{v}_d) = \Gamma_d. \tag{Eq. 2}$$

Footnotes, Tables and Figures

You may use footnotes or endnotes. Center tables and figures, include them near the point where they are mentioned in the text, and ensure that each appears entirely on one page. Use any consistent reference format commonly used for journal publication.

SUBMITTING YOUR PAPER

1. Email your paper(s) to Student Assistant Stefani Evers at iifetstudentassistant@gmail.com. Papers which do not meet the formatting requirements may be returned to you for correction. Send the papers as pdf attachments to your email. You should receive acknowledgement within 5 days of receipt of your paper. We will carry out format review and contact when that is complete if there are any problems.
2. Author permission: Your submission of your paper implies that you grant permission for its inclusion in our online proceedings. NAAFE does not take copyright on items submitted for inclusion in our proceedings; we encourage you to revise and submit your paper to other media, including peer-reviewed literature, for publication. Note that NAAFE Proceedings are not peer-reviewed.
3. If you are submitting your paper for consideration by a peer-reviewed journal, please check with the journal to see whether they consider inclusion in conference proceedings to comprise “prior publication”. If they do, you may not wish to submit it for inclusion in the proceedings. **HOWEVER!** We would be pleased to receive and include a longer abstract or summary of the paper, if this is permitted by the journal, as well as a website reference to the journal where it may be found. It is our goal to act as a conduit for interested readers, to peer reviewed literature, where possible.

Even if you do not want to include a longer abstract or summary in the proceedings, we would very much like to receive information about where the items will eventually be published, to include in our proceedings.