

# The 45<sup>th</sup> International Pyrotechnics Society Seminar

## Presenter and Author Instructions

### 1. INTRODUCTION

The purpose of this document is to provide guidance on formatting presentations, posters, full-length papers, and extended abstracts. Only full-length papers and extended abstracts will be included in the compiled Proceedings of the 45<sup>th</sup> International Pyrotechnics Society Seminar. **Everyone who is scheduled to give an oral presentation is expected to submit a full-length paper for inclusion in the Society's Proceedings.** Poster presenters are expected to submit an extended abstract, which will also be included and published. Alternatively, poster presenters are welcome to submit a full-length paper instead.

Please note, presentation slides or scaled-down posters will not be published.

### 2. GUIDANCE FOR PREPARING PRESENTATIONS AND POSTERS

Presentation slides may be prepared in a style of your choice. However, to ensure that we are able to project your slides at the seminar without technical difficulties, you should prepare your presentation with Microsoft PowerPoint (to create a .pptx file). If you cannot prepare your slides in that format, you may use Adobe PDF formatting instead (a compatible .pdf file). **Please bring your presentation files with you on a disc (CD or DVD) or USB thumb drive.** If you plan to present videos, you should include the video files on the CD, DVD, or USB that you bring. Embedded videos do not always play properly, and this is why it is important to bring the video files themselves, in addition to your presentation file. While we will make every reasonable attempt, we cannot guarantee that we will be able to play video files if they are not in a common video format. Your presentation and video files must be delivered to the projectionist and loaded on the presentation computer at least one day before your presentation is scheduled to occur.

Posters may be prepared in a style of your choice. To ensure that your poster will fit on the poster board that will be provided, the A0 portrait format is recommended. The size of an A0 poster in the portrait orientation is 84.1 cm wide × 118.9 cm tall (which is 33.1 inches wide × 46.8 inches tall).

### 3. SUBMISSION OF FULL-LENGTH PAPERS AND EXTENDED ABSTRACTS

**These documents must be submitted no later than April 26, 2020.** Instructions for submission can be found on the IPSUSA Seminars website at <http://www.ipsusa-seminars.org/2020-ips-seminar/>

Authors should provide a corresponding author email address with each submission. Please contact the Seminar Coordinator, Linda Crouse, at [LcrouseIPSUSASeminars@gmail.com](mailto:LcrouseIPSUSASeminars@gmail.com) if you have any questions. ***Note that manuscripts received after the deadline are unlikely to be included in the proceedings.***

## 4. ORGANIZATION OF MANUSCRIPTS

### 4.1. GENERAL FORMAT

Attention! There is a new guideline regarding the length of manuscripts. **Each manuscript must not exceed 35 pages. This limitation includes the text, figures, tables, references, and any appendices.**

Please use a recent version of Microsoft Word to prepare both full-length papers and extended abstracts (as .docx files). Any figures and illustrations should be in the JPG format (as .jpg files) and should be embedded directly into the Word Document where they are intended to appear. This time, the proceedings will be distributed in an electronic format and will not be printed.

All papers must be written in English. For the purpose of standardizing page sizes, please format the manuscript layout for U.S. letter-sized paper (8.5 × 11 inches). Use portrait orientation, and include 1 inch margins on all sides. The preferred font is 11 point Calibri. If fonts other than Calibri, Arial, Times New Roman, or Symbol are used, they should be embedded in the document to ensure they will appear properly. Please do not include headers, footers, or page numbers, which will be added later in the compiled proceedings. The text should be spaced at 1.1 lines (as this document is) and the paragraphs should be justified. A blank line may be inserted between paragraphs, if desired.

### 4.2. TITLE AND AUTHOR INFORMATION

Center the title of the paper on the first line using a 14 point bold font. Calibri is the preferred font for the manuscripts. Insert a blank line, followed by author names and affiliations in 11 point font, capitalizing only the first letters. Indicate corresponding authors with a star and include a corresponding author email address. An example is shown below:

#### **Pyrotechnics Today in the Real World**

Jane A. Author,\* John B. Researcher, Joan C. Investigator  
Organization Name, City, State, Country

\*corresponding author e-mail: jane.a.author@organization.com

### 4.3. ABSTRACT

Center the word **ABSTRACT** (bold, 11 point, all capital letters) after inserting 2 blank lines below the title/author/affiliation information. Insert a single blank line, followed by the text of the abstract, justified and in 11 point font. The abstract should not exceed 18 lines in length. Insert two blank lines before starting the main text of the paper.

#### 4.4. MAIN TEXT

The recommended major section titles (**INTRODUCTION, EXPERIMENTAL SECTION, RESULTS AND DISCUSSION, CONCLUSIONS, ACKNOWLEDGMENTS, and REFERENCES**) should be shown in bold, 11 point font, in all capital letters. Insert a single blank line after each section title followed by the main text. Paragraphs should be justified and spaced at exactly 1.1 lines, with the first line indented by 0.3 inches. Sub-section titles may be used if desired; these should appear in bold but only the first letter of each word should be capitalized, as shown in the example below:

#### EXPERIMENTAL SECTION

**Measurement Equipment and Methods.** The first sentence of this sub-section appears here. The rest of the paragraph continues here.

#### 4.5. TABLES AND FIGURES

The tables and figures should be self-explanatory; that is, they should be coherent independent of the main text. The use of table footnotes and descriptive figure captions is encouraged in this context. Tables and figures should each be numbered consecutively in order of appearance and must be referred to in the main text. They should be sized to be legible on a single page, generally no more than 2 per page. A table title should appear *above* each table and a figure caption should appear *below* each figure. Table titles and figure captions should be formatted as follows:

**Table 1.** Table Title

**Figure 1.** Figure caption and description. It may be more than one sentence.

You should embed any figures or illustrations in JPG format directly into the Word Document, and position them where you would like them to appear. They should be inserted “In Line with Text.”

#### 4.6. EQUATIONS

Equations, if used, should be prepared using Microsoft Word’s built-in equation editor or alternatively, included as embedded image files (JPG format) to ensure they will appear correctly.

#### 4.7. CITATIONS AND REFERENCES

Citations in the text should appear as super-scripted numerals, *outside* the punctuation of the sentence. References must be numbered consecutively with Arabic numerals in the order of citation and styled in the ACS journal format. It is preferable to include the reference title. Examples appear below:

This sentence is about the first reference.<sup>1</sup>

- (1) Shaw, A. P.; Diviacchi, G.; Black, E. L.; Moretti, J. D.; Sadangi, R. K.; Grau, H. A., Jr.; Gilbert, R. A., Jr. Versatile Boron Carbide-Based Visual Obscurant Compositions for Smoke Munitions. *ACS Sustainable Chem. Eng.* **2015**, *3*, 1248-1254.

#### 5. FORMATTING OF EXTENDED ABSTRACTS

Poster presenters should submit an extended abstract, which will also be included in the proceedings. These extended abstracts should be 1-2 pages in length, but not any longer. They may include figures, tables, and several references if desired, but the total length must not exceed 2 pages. Extended abstracts should be formatted in a style similar to that described in the preceding sections. Alternatively, poster presenters are welcome to submit a full-length paper instead of an extended abstract.