

Preparing Your Paper

PREFERRED SOFTWARE

- Word or WordPerfect (if outside the USA, please save as rich text format or rtf)

NO TRADE NAMES OR SALES PITCHES!

The NASF strictly forbids the use of trade names and "sales pitches." If you violate this standard, your paper will be returned to you for appropriate corrections.

When it is absolutely necessary to use either proprietary or trade names, generic names must be used in the body copy and marked with an asterisk (*). They must be confined to a single footnote that contains the name of the product, the name of the company that manufactures it, and the city/state location of that company.

TITLE PAGE (See sample page)

- Center the title in **14-point bold type** at the top of the page.
- Drop two return lines. In **12-point italic**, center the author's (s') name (s), company affiliation and city/state/country.
- Drop two return lines and place your abstract (as edited by NASF staff) in **12-point regular type**, left justification.
- Use **12-point regular type**; flush left, for the "For more information, contact:"

MARGINS

- Top = **1.25 inch**
- Bottom, left and right = **1.5 inch**

BODY OF THE PAPER

- Use one column
- Do not use headers or footers.

The body of your paper will actually begin at the top of page 2. Use **12-point regular type**. The order of the main sections should be:

- Body of the paper
- Summary/conclusion
- References

LENGTH:

- We suggest you limit the length of your paper to 20 pages, including illustrations.

ACCEPTABLE PHOTOS & ILLUSTRATIONS

- Color or black-&-white photos
- Line art in black or color

All photos and illustrations should be scanned and placed within the body of the paper. Do not send separate files.

FIGURES (sequentially numbered)

- Figure, graph and line drawing captions should be included in the paper as shown on the enclosed sample paper.
- Use 10-pt type for captions (see sample page).

EQUATIONS

- Equations should be sequentially numbered and centered in the line in which they appear.

TABLES (sequentially numbered)

- Table titles should appear immediately above the table.
- Tables must be readable.
- Use 10-pt type for captions.

Title page sample

14 pt. Times Bold (Title)

12 pt. Times Italic (Author)

12 pt. Times regular (Abstract)

1.25 in. (Top margin)

1.5 in. (Bottom margin)

Table 1. Chronology of measurements of solution

Electrochemical parameter	Worth bath		Ammonium chloride bath	
	0.2 M AcOH	0.175 M AcOH	0.2 M AcOH	0.175 M AcOH
Corrosion potential, E _{corr} , V	-0.20	-0.20	-0.20	-0.20
Corrosion current, I _{corr} , A/cm ²	0.00	0.00	0.00	0.00
Corrosion rate, CR, μm/yr	0.00	0.00	0.00	0.00
Surface area, S, cm ²	4.00	4.00	4.00	4.00
Surface area, S, cm ²	4.00	4.00	4.00	4.00

10 pt. Times (Caption)

10 pt. Times Italic (Text)

1.5 in. (Bottom margin)

Figure & table samples

1.25 in. (Top margin)

10 pt. Times (Caption)

10 pt. Times Italic (Text)

1.5 in. (Bottom margin)

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FOOTNOTES

Footnotes should be designated in the text, using an asterisk (*) for a single footnote or double asterisk (**) for two appearing on the same page. The actual footnote should be placed at the bottom of the page on which it appears.

METRIC FIRST

Metric units should be given first, followed immediately by the English units: 2.5 micrometers (100 microinches). This example may also be written as 2.5 μm (100 $\mu\text{in.}$).

SUBHEADS

Method of Test

(This is an example of a major subhead. It is 12-point bold type, "flush left.")

Test Results

(This is an example of a minor subhead. It is 12-point italic, "flush left.")

STYLE FOR REFERENCES

A book

F.A. Lowenheim, *Electroplating*, McGraw-Hill Book Co., New York, NY, 1978; p. 35.

A journal (magazine) article

W.H. Safranek & C.L. Faust, *Trans. Inst. Metal Finishing*, **40**, 217 (1963).
Vol. (Issue), Page (Year).

A patent

T.B. Hoover, U.S. Patent 2,881,094 (1959).

Conference proceedings

Dr. Jean Rasmussen, *Proc. AESF SUR/FIN*[®] '97, p. 197 (1997).

Literature published independently

Technical Bulletin, "High-speed Chromium Plating," The Chrome Plating Co., Wichita, KS 67201 (1974).

Specifications

Test Method 301, ASTM, Philadelphia, PA 19103.

References should be indicated in text as shown in this example:

Since 1986, there have been many published articles¹⁻¹² regarding various test method modifications. In a recent article¹³ on this subject, the author described . . .

PROOFREADING

Please make sure that you carefully proofread your paper. For extra insurance, ask someone else to proofread your paper. Correct any errors before sending to NASF Headquarters.

NAMING YOUR FILE

- Use the author's name (example: JJones.doc)

COMMONLY USED ABBREVIATIONS

centimeter.....	cm
millimeter.....	mm
micrometer.....	μm
milliliter.....	mL
liter.....	L
milligrams.....	mg
kilogram.....	kg
grams per liter.....	g/L
ounce.....	oz
gallon.....	gal
ounces per gallon.....	oz/gal
inch.....	in.
thousandths of an inch.....	mil
feet.....	ft
square feet.....	ft ²
cubic feet.....	ft ³
meter.....	m
pound.....	lb
pounds per square inch.....	lb/in ²
kilopascals.....	kPa
Amperes.....	A
amperes per square decimeter ...	A/dm ²
amperes per square foot.....	A/ft ²
ampere-hours.....	A-hr
volts.....	V
second.....	sec
minute.....	min
degrees Centigrade.....	°C
degrees Fahrenheit.....	°F

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name to identify it.

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