

AARST International Radon Symposium Proceedings

Writing Rubrics

Dear Oral or Poster Presenter for the AARST Conference,

First of all, thank you once again for submitting your presentation and/or poster to this year's symposium. We are very excited about the high quality of the topics and presenters.

Let me remind you that there will be a refereed conference Proceedings again this year. Selected presenters, whether making an oral presentation or a poster session, are eligible to have their paper published in this Proceedings. The final selection of the published papers will be made by an editorial board made up of outstanding scientists and practitioners in the radon profession.

If you would like to have your paper published in the proceedings, then here are a few formatting rules which you must keep in mind as you finish your paper. Failure to properly format your paper, according to the rules below, may result in having it returned and a delay in getting the paper published:

- 1) All papers shall be written using Microsoft word and using Times New Roman type.
- 2) The Title should be in Bold, underlined and all capital letters in 14 point print, centered from left to right.
- 3) The names of the authors, their titles and their affiliations shall be centered, in 12 point print, non-bold, below the title. Beneath the authors' affiliation, centered and non-bold, include the email address of the author you would like the reader to contact if the reader has any questions.
- 4) All subsequent section titles (i.e., "Abstract", "Introduction", "Methodology", etc.) shall be in 12 point print, bold but not underlined and centered from left to right. Only the first letter of each word of these titles is to be capitalized.
- 5) The abstract, as returned to you, shall be next.
- 6) All pages shall be numbered in the bottom right hand side, including the first page.
- 7) The text of the paper shall be in 12 point print, non-bold and left-justified. Paragraphs are not indented. Each line is to be single spaced. Paragraphs shall have a blank line between them.
- 8) References are to be listed on a separate, final page. For referrals within the body of the paper, use the normal system of left parenthesis, last name of lead author, comma, year of publication and right parenthesis. Example: (Smith, 1998). For the reference page, follow these examples:

Chang, J.C., Gutenmann, W.H., Reid, C.M., Lisk, D.J., 1995. Selenium content of Brazil nuts from two geographic locations in Brazil. *Chemosphere* 30, 801–802.

Agency for Toxic Substances and Disease Registry (ATSDR), 2003. Toxicological profile for selenium. Retrieved 2006-04-08: <http://www.atsdr.cdc.gov/toxprofiles/tp92.html>.

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Fergusson, J.E., 1990. *The Heavy Elements: Chemistry, Environmental Impact and Health Effects*. Pergamon Press, New York.

International Commission on Radiological Protection (ICRP), 1996. Age dependant doses to members of the public from the intake of radionuclides. Publication 72, Part 5; *Annals of the ICRP* 26(1). Pergamon Press, Oxford.

9) Footnotes other than references shall be at the bottom of each page as appropriate. Use superscript numbers, starting from the number 1 and continuing on for these references in the body of the work. Do not repeat numbers. At the bottom of the page, use the number (1), and continuing on in sequence, in parenthesis to label the footnote reference. The footnote itself should be in italics, 10 point, and using Times New Roman type. The number at the bottom of the page should align with the left border of the paragraphs above. Here is an example:

The radon results were determined by using an ABC scintillation disc¹.

(1) ABC, Inc. 1420 Austin Bluffs Parkway, Reno, NV 12345.

10) Make sure that all photos (jpeg), charts, spreadsheets, etc., fit within the margins of your paper. The easiest way to do this is to actually print out your paper and look at the printed version.

These photos, charts, spreadsheets, etc. are to be in the body of the paper and not added to the end of the paper.

11) Refer to photos, charts, diagrams and spreadsheets as Figure (1), and number sequentially after that. Label the actual figure as Figure (1), followed by a colon, and number subsequent figures sequentially. Center the label "Figure (1): blah blah blah..." (The quote marks here are not included in the actual label). Here is an example:

The radon results were determined by using an ABC scintillation disc as shown in Figure (1).

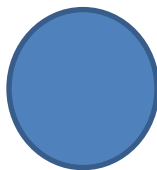


Figure (1): The scintillation disc is used in the vertical position as shown.

A special note on captioning Tables. Center the Caption/Label above the table, no space between the caption and the table, centered on the table. Here is an Example:

The radon results were determined by using an ABC scintillation disc as shown in Figure (2)

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Figure (2): Results Table

12) Any financial assistance you received for doing the research or producing the paper shall be acknowledged, as is customary in scientific journals. This is done as a footnote on the first page so that it is easily seen by the reader. Also, if your paper is looking at a commercial product in which you have an interest, this is to be disclosed in the same manner.

Examples:

(1) The author has received partial funding from the American Gas Works Society for the research leading to this publication.

(1) The authors are the developers of, and have a commercial interest in, the Radon Flue Trap discussed in this paper.

Please have papers emailed to Mike Kitto by August 15 at **proceedingseditor@aarst.org** with a copy to Symposium Manager, Nicole Chazaud, at **nicole@aarst.org**

Thank you.

Mike Kitto - Editor, 2016 AARST Proceedings

