

# Preparation of Electronic Manuscripts for Publication in the Tenth Symposium Volume (Revised: 14 page paper limit)

The electronic file that you supply will be used directly for printing. It is critical that the format and examples be followed to maintain consistency among all papers. The following page settings and fonts must be used in producing the document.

The document template for full paper and poster abstract submissions is available in Microsoft (MS) Word format on the IAFSS website.

## INSTRUCTIONS FOR USING THE MS WORD TEMPLATE

The MS Word template (**IAFSS10\_Template.doc**) defines the page layout and provides guidelines for formatting and styles. Use of the template will facilitate document preparation as it includes preformatted, replaceable samples of headings, text, figures, tables and equations. It may be helpful to keep a printout of both the MS Word template and the instructions to use for reference while creating new documents.

The template was created in MS Word 2000/2003 running on MS Windows 2000/XP Professional operating systems. Information provided herein is based on MS Word 2000/2003 views and settings. Differences in features between software versions within one or two revisions are generally minor and procedures for use are similar.

Obtain and save the **IAFSS10\_Template.doc** file. Retain a backup of the template to be reused for additional documents.

To use the template for creating a new document, open and immediately save the file with a new name (File, Save As).

Add text to the new document by replacing the template text with your manuscript text. The template file contains all of the required and optional elements of the IAFSS manuscripts. Apply styles as needed (instructions provided below).

It is advisable to keep certain sample components for copying and reusing, such as:

- figures,
- tables, and
- equations.

## USING AND APPLYING STYLES

Designate the text to be formatted by clicking within a paragraph, selecting text within a paragraph (or multiple paragraphs), or positioning the insertion point at the beginning of an empty paragraph where the style is to be applied to typed material. Apply the style by one of the following methods:

- Select the desired style from the Style drop-down list on the Formatting toolbar by clicking on the drop-down arrow. (If the Formatting Toolbar is not displayed, it can be turned on by selecting View>Toolbars and checking Formatting). Type the first letter of the style, and the list will jump to that style name. Once the style is highlighted, press enter, and the style will be applied; or
- From the Menu bar, select Format>Styl (select one from list)>Apply.

If a style has been applied incorrectly, undo the formatting by clicking the Undo icon (shortcut keys Ctrl+Z) or by applying another style.

The following information provides details on the content and format of the documents.

## GENERAL REQUIREMENTS

- Symposium papers are in English.
- Papers must be submitted as MS Word documents. Please submit your document in MS Word version 2003 not the latest version.
- **Metric system units** are to be used for document content. **Page setup** (below) is based on imperial measurements; metric units are also provided.
- Be sure to provide author information per template: FIRSTNAME LASTNAME. Information in the LASTNAME location will be used to create the volume author index.
- **At least** 3 keywords are to be given with all letters in lower case and not bold. Careful consideration should be given to selection of keywords as they will be used to generate the Keywords Index for the proceedings volume. A list of suggested keywords is provided at the end of this document. It is recommended that you select at least one of these words. If you already have a keyword that has the same meaning as one of the words on this list, use the word provided on the list. The editor may suggest alternative keywords to those selected by authors if there is an equivalent word already in the suggested list.
- **Graphics** (including photographs) should be black and white as the proceedings will be printed in black and white. Resolution should be at least 600 DPI.
- **Footnotes:** Do not include footnotes.

## PAGE LIMITS

- Full paper: 14 pages
- Poster abstract: 1 page

## PAGE SETUP

- **Paper size:** (custom) 7 inches (177.8 mm) wide by 10 inches (254 mm) in length.
- **Margins:** All margins (top, bottom, left and right) 0.5 inches (12.7 mm). All text, figures, tables, and equations must stay inside margins.
- **Line numbering:** Do not include line numbering. To turn off line numbering from the menu bar select File>Page Setup>Laayout. Select the Line Numbers button and uncheck the Add Line Numbering option.
- **Text:** Text area is 6 inches (153 mm) by 9 inches (229 mm).
- **Line Spacing:** All text is single spaced.
- **Page numbering:** Do not number pages.

## FONTS/STYLES

**Title: 14 Point Arial Bold, Paragraph Spacing 0 Point Before and 14 Point After, Left Aligned, Title Case (Capitalize First Letter of First Word, Last Word, and All Principle Words), [Title style]**

Author Names and Affiliations: 10 Point Arial, Paragraph Spacing 0 Point Before and After, Left Aligned, ONLY AUTHOR NAMES IN ALL CAPITALS [Author style]

**HEADING LEVEL 1: 10 POINT TIMES NEW ROMAN BOLD, PARAGRAPH SPACING 6 POINT BEFORE AND AFTER, LEFT ALIGNED, ALL CAPITALS [HEADING 1 STYLE]**

**Heading Level 2: 10 Point Times New Roman Bold, Paragraph Spacing 6 Point Before and After, Left Aligned, Title Case [Heading 2 style]**

*Heading Level 3: 10 Point Times New Roman Italic, Paragraph Spacing 6 Point Before and After, Left Aligned, Title Case [Heading 3 style]*

Body Text: 10 point Times New Roman, paragraph spacing 0 point before and 6 point after, full justification, text is not indented, use a single space between sentences [Body Text style]

Equations: 10 point Times New Roman, paragraph spacing 6 point before and 18 point after, equation left aligned and equation number in parentheses right aligned [Equation style]

Figure Captions: 10 point Times New Roman, paragraph spacing 6 point before and after, centered, sentence case (capitalize first letter of first word in caption and the rest of the words in lower case) with a period at the end [Caption style]

Table Titles: 10 point Times New Roman, paragraph spacing 0 point before and 6 point after, centered, sentence case with a period at the end [Table Title style]

References: 10 point Times New Roman, paragraph spacing 0 point before and 6 point after, full justification, numbered sequentially with numbers in brackets, 0.5 in. (13 mm) tab space and indent after first line of text [Reference style]

## **DOCUMENT COMPONENTS/ORGANIZATION**

Document components, their sequence and associated styles/format requirements are described below. Formatting for a poster is identical to that of a paper, but content is limited to one page consisting of Title, Author information, Abstract, and Keywords.

### **Sequence**

1. Title [Title style]
2. Author information (Name(s), Affiliation, Address) [Author style]
3. Abstract [Heading 1 style]
4. Keywords [Body Text style] **bold** manually applied only to heading “**KEYWORDS:**”, keywords in all lower case and not bold
5. Nomenclature Listing [Heading 1 style]
6. Introduction [Heading 1 style]
7. Body of document [Body Text style]
8. References [Heading 1 style] [Reference style]

Placed as needed:

- Equations [Equation style]
- Figures [Caption style]
- Tables [Table Title style]

### **Author Information**

FIRSTNAME LASTNAME, FIRSTNAME LASTNAME, and FIRSTNAME LASTNAME

Division/Department if applicable

Company Name if applicable

Address 1

Address 2 [All information in this area uses the Author style]

Author information should be provided in the manner shown above. The author names should be provided as FIRSTNAME LASTNAME. The order of the first and last name is important because the LASTNAME will be used for the Author Index in the proceedings.

### Keywords

The keywords should appear after the abstract in the format shown below:

**KEYWORDS:** compartment fires, burning rate, wood cribs

### Abbreviations and Acronyms

Write out abbreviations or acronyms at their first mention in the text followed by the abbreviation or acronym in parentheses.

### Symbols

Symbols in the text of the document should be italic. Symbols must be defined either in the text or in a Nomenclature Listing table. Symbol definitions should include the units of the symbol.

### Nomenclature Listing (if applicable)

If symbols are used extensively, a nomenclature listing, arranged alphabetically, must be included in the paper immediately following the Keywords listing. All *subscript* and *superscript* symbols appear separately in the listing. If units of measure are provided, place them in parentheses next to the applicable term. The listing must be in a 2-column layout format as shown below.

<i>a</i>	apparatus dimension	$T_o$	ambient temperature (K)
$c_p$	specific heat	$t$	time (s)
$H$	Half-length of the window (m)	$x$	dimension into glass (m)
$h$	Heat transfer coefficient (W/m <sup>2</sup> k)	$y$	away from edge (m)
$I$	absorbed radiant heat flux (kW/m <sup>2</sup> )	$z$	along edge (m)
$k$	thermal conductivity	<b>Greek</b>	
$L$	glass thickness (m)	$\gamma$	Emissivity
$l$	decay length (m)	$\nabla$	thermal diffusivity (m <sup>2</sup> /s)
$q$	Heat flux (kW/m <sup>2</sup> )	<b>Subscripts</b>	
$s$	shaded length (m)	$L$	ambient side of glass pane
$T$	temperature (K)	$o$	fire side of glass pane

### Equations

$$\frac{dm_1}{dt} = -\{k_1(T) + k_2(T)\}m_1, \quad \frac{dm_2}{dt} = k_2(T)m_1, \quad \frac{dT}{dt} = H \quad (1)$$

Equations are numbered consecutively in the text and referred to as Eq. 1. If the equation reference is the first word in a sentence, then the word “Equation” should be spelled out. The equation is left aligned while the equation number in parentheses is right aligned.

## Figures

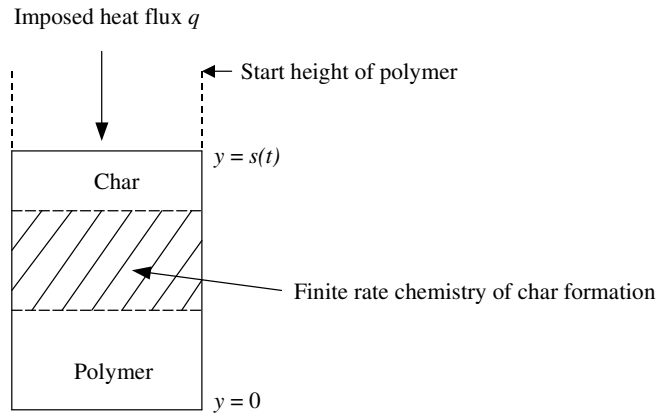


Fig. 1. Figure caption, sentence case, with period at the end. [Caption style]

- All figures must have a number and caption. A single space separates the word Fig. and the figure number, as well as the figure number and caption. Number figures consecutively with Arabic numerals.
- Figure captions should be as concise as possible—detailed information/descriptions about the figures should be given in the text.
- Figure captions are centered below the figure in sentence case with a period at the end.
- In the text, references to figures are numbered consecutively and figures are referred to as Fig. 1. If the figure reference is the first word in the sentence, then the word “Figure” should be spelled out.
- Figures are centered.
- Figures cannot extend beyond page margins.
- Insert figures “in line with text” to minimize unexpected movement of surrounding text.
- Do NOT use MS Word to create figures or to add information to figures, such as text written on top of photos.
- Figures must be black and white with a resolution of at least 600 DPI.

## Tables

Table 1. Table title, sentence caps with period at the end. [Table Title style]

<b>Column 1</b>	<b>Column 3</b>	<b>Column 2<sup>b</sup></b>
Left align text in table rows for better legibility <sup>a</sup> .	31	449.6
Sample text	30	88.8
Sample text	29	516.5
Sample text	29	6.4

<sup>a</sup>Table footnotes are referenced by superscript letters

<sup>b</sup>Decimal alignment of numbers in columns improves legibility

- All tables must have a number and title. A single space separates the word Table and the table number as well as the table number and title. Number tables consecutively with Arabic numerals.
- Table titles should be as concise as possible—detailed information/descriptions about the tables should be given in the text.
- Table titles are centered above the table in sentence case with a period at the end.

- Tables are centered.
- Tables cannot extend beyond page margins.
- Tables must be black and white.
- Indicate footnotes to tables by superscript letters beginning with “a.”

## References

- Indicate references *in the text* using full-size numbers in brackets, i.e., [1]. References are numbered consecutively *in the text*.
- Include the full title in the *references list* [Reference style]. The reference style formats the indented paragraph and applies consecutive numbers to items in the list. Sample references are provided below.
- DOI citations should be included in references where available and be given using the <http://doi.dx.org> method. DOIs can be found by inserting reference text at the following site: <http://www.crossref.org/freeTextQuery/>.
- References are fully justified.
- Website references are not permitted.

### *Journals*

- [1] McCaffrey, B.J., Quintiere, J.Q., and Harkleroad, M.F., (1981) Estimating Room Temperatures and the Likelihood of Flashover Using Fire Test Data Correlations, *Fire Technology* 17: 98-119, <http://dx.doi.org/10.1007/BF02479583>

### *Books*

- [2] Drysdale, D., *An Introduction to Fire Dynamics*, John Wiley and Sons, Chichester, 1985, p. 146.

### *Handbooks*

- [3] Heskestad, G., “Fire Plumes,” *The SFPE Handbook of Fire Protection Engineering (2<sup>nd</sup> ed)*, DiNenno P.J. (ed.), National Fire Protection Association, Quincy, MA 02269, 1995, p. 2/9.

### *Symposium Proceedings*

- [4] Hall, J.R., “On People and Chance: the ‘Hard’ Facts about the ‘Soft’ Branches of Fire Safety Science,” *Fire Safety Science -- Proceedings of the Sixth International Symposium*, International Association for Fire Safety Science, 2000, pp. 23-40.

### *Reports*

- [5] Davis, W.D. and Reneke, P., “Predicting Smoke Concentration in the Ceiling Jet,” National Institute of Standards and Technology Report NISTIR 6480, Gaithersburg, MD, 2000, 12 p.

## **Suggested Keywords**

fire chemistry  
modeling  
human behavior  
risk assessment  
performance-based design  
statistics  
structural response  
structural design  
suppression  
detection  
forensics  
smoke management  
flame spread  
fire growth  
compartment fires  
heat transfer  
fluid dynamics  
CFD  
wildfires  
explosion  
ignition  
smoke  
toxicity  
self-heating  
heat release rate  
human factors  
response patterns  
egress  
hazard evaluation  
reliability  
compartmentalization  
protection of steel  
protection of concrete  
protection of wood  
fire investigation  
transportation fires  
industrial fires