



MTI Global Solutions Symposium: Technical Paper Guidelines

General Requirements, Document Set-up and Style Guide

General Requirements

1. Papers **must** be written in English
2. File name: LastName_FirstName_PaperTitle
3. Length: max 20 pages, including figures, tables, images, and references. Text should comprise 5-7 pages.
4. Use clear, concise language appropriate for a technical audience.
5. Support all claims with evidence and proper citations.

Document Set-up

1. Title page (required template included – do not alter)
2. Microsoft Word 8.5 × 11 (US standard letter); portrait orientation
3. Margins (in inches): Top and bottom = 0.5; left and right = 0.75.
4. Page numbering: consecutively, footer - bottom right
5. Sections: Introduction, Materials and Methods, Results, Discussion, Conclusion, References
 - Section Headings (Arial, Bold, 16 pt)
 - Subheading (Arial, bold, 14 pt)
6. Paragraph text:
 - Arial, 11 pt; do not use any other fonts; avoid italics, use bold for emphasis
 - Left alignment
 - Line Spacing for:
 - Body text: 12 pt.
 - Between paragraphs; section headings and first paragraph – one line
 - Between subsequent headings and body text – single line spacing
 - Bullet points: default 4 pt spacing after bullet.

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Style Guide

1. Acronyms and abbreviations: Define all at first use. For example: Duplex Stainless Steel (DSS).
2. Measurements: **must** be presented in both American and SI units. For example:
 - Temperature: 68°F (20°C)
 - Distance: 10 miles (16.1 kilometers)
 - Weight: 150 lbs. (68 kg)
3. Figures, Tables, Equations
 - Resolution: 300 dpi minimum
 - Citing equations/figures/tables in text: format as such, Figure 3-1 (where “3” is the section number in which Figure 1 appears). All equations, figures, and tables should be mentioned in order in the text where appropriate. (For example, do not cite Figure 3-4 before Figure 3-3).

Equations	Figures	Tables
Equation (3-1)	Figure 3-1	Table 3-1
	Figure 3-1(a)	
(Equation [3-1])	(Figure 3-1[a])	(Table 3-1)
Equations (3-1) and (3-2)	Figures 3-1 and 3-2	Tables 3-1 and 3-2
Equations (3-1), (3-2), and (3-4)	Figures 3-1(a), (b), and (d) Figures 3-2(a) and 3-3(a)	Tables 3-1, 3-2, and 3-4
Equations (3-1) through (3-3)	Figures 3-1 through 3-3	Tables 3-1 through 3-3

4. References & Citations
 - Style: Please follow The Chicago Manual of Style (https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html)
 - Ensure all in-text citations are included in the reference list and vice versa. Use author-year format (e.g., Smith, 2023) or numbered format [1].
 - Cite primary sources whenever possible

If you have any questions, please contact mtiadmin@mti-global.org.

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[Author(s): John Smith; Mary Adams]

Abstract: 100 word limit > approximate length: Lorem ipsum dolor sit amet. Vel distinctio pariat aut quia voluptates cum omnis laborum sed possimus itaque non earum aspernatur qui doloremque blanditiis. Ut quidem tempore et ratione voluptas et excepturi omnis qui Quis fugit in doloribus sunt. Est debitis internos in quidem nobis in accusamus ducimus ab rerum autem id quas similique. Lorem ipsum dolor sit amet. Vel distinctio pariat aut quia voluptates cum omnis laborum sed possimus itaque non earum aspernatur qui doloremque blanditiis. Ut quidem tempore et ratione voluptas et excepturi omnis qui Quis fugit in doloribus sunt. Est debitis internos in quidem nobis in accusamus ducimus.

Keywords: [4-6 keywords; separated by semicolons]

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