

SNAME Symposia Author Template*

*Journal authors need not adhere to formatting guidelines but may use this document as a guide for style.

Author name(s): First Name Middle Initial (if desired). Last Name¹ (Membership: M; AM; V: FL)

1. Work Affiliation of author(s), to include name of company or institution and department, etc. as appropriate

If you wish to include a frontispiece (photo or line drawing) to enhance the appearance of your paper, position it here with the frontispiece starting 0.25" from the last line of author information. The space allotted is for demonstration only. You may use any reasonable size artwork but the width should be limited to 7" wide. Allow 0.25" between text and photo at both the top and bottom of the photo. If you do not include a frontispiece, proceed to abstract instructions below. Note: Printed materials are in grayscale while digital and online versions are in color.

A short explanatory abstract in a single paragraph should be included here (this paragraph, for example, is less than 100 words). In this document, we describe and provide the formatting guidelines for submissions to the Proceedings of the SNAME Maritime Convention. Please read these instructions carefully, as answers to many frequently-asked questions are found here. We recommend downloading this template and inserting your information where applicable. The text of the abstract should be in Times New Roman 10-point italics, full justification, with 0.5" left and right margins.

KEY WORDS: For library indexing and on-line searching, list up to seven key words. Please separate the keywords with semicolons. Example: Wire; cable; rope; tension. A list of useful keywords is available on the SNAME website under [Content / Author Opportunities](#) from the SNAME homepage. Scroll to the bottom of the page for the list.

NOMENCLATURE

Optional, but do not use unless it is necessary. If used, place in alphabetical order, followed by any Greek symbols.

INTRODUCTION

The body of the paper begins with the Introduction. In the Introduction, state the purpose of the paper, or author's aim, so that the reader will have a clear concept of the objective(s). Following the Introduction, organize text into logical parts or sections that describe the problem, the means of solution, technical data or substantiation, and other information necessary to qualify properly the results presented and conclusions drawn. Do not designate sections by number. Acknowledgments (where applicable), References, and Appendices (where applicable) follow the Conclusions.

FORMATTING

Page Size

The page size must be set to Letter (8-1/2"x11") on "Page Setup" or "Page Layout" on your Word screen homepage. This places all material in a rectangle of 19.19 x 24.00 cm (7.55" x 9.45"), beginning 1.30 cm (0.51") from the top of the page. The left and right margins are set as 1.20 cm (0.47"). The text should be in two 9.15 cm (3.60") columns (Newspaper style) with a .89 cm (.35"-) center gutter.

A typical paper should not exceed 25 pages.

Text

Text must be single-spaced using Times Roman or Times New Roman 10-point font throughout the paper, except for titles and headings. Read below for specific formatting instructions for titles, section headings, subsection headings, author names, etc.

Text in columns must be full-justified.

Title of Paper

Center the paper title in 18-point, **bold-faced** Times Roman or Times New Roman font, in at the location shown above. Limit to a maximum of ten upper and lower case words. Two lines may be used.

Author Name(s)

Author names should consist of first name and middle initial followed by the complete last name. Present the names under the title in left-justified upper and lowercase, 12-point **bold** font.

SNAME Membership Status

Membership status should be indicated with caps in parentheses that represent the first letter of the member's status, i.e. (M) for Member, (AM) for Associate Member, (SM) for Student Member; (FL) for Fellow; and (V) for Visitor. Use upper 10-point normal font following each author name.

Section and Subsections

Use unnumbered headings, subheadings, and sub-subheadings throughout the text to divide the subject matter into logical parts and to emphasize major elements and considerations.

Section Headings

Locate section heads flush left in all UPPERCASE (capital) letters, as shown in normal 12-point font.

Subsection Headings

Use **bold** 12-point font, flush left in upper and lowercase, as shown. As in usual title format, words like *the* or *a* are not capitalized unless they are the first words of the header.

Sub-Subsection Headings

Subsections can be further broken down by starting each Sub-Subsection with a left-justified title in italicized 10-point **bold** font.

Tables

It is often advantageous to place information in a table format as shown below. Number tables consecutively, and cite table numbers when referring to a table in the text (As shown in Table 1 ..., See Tables 2 and 3...).

Table 1. Table captions should be placed **above** the table and be left-justified

Margins	Left Column*	Right Column*
Top	1.3 cm (0.51")	1.3 cm (0.51")
Left	1.2 cm (0.47")	11.24 cm (4.42")
Right	10.35 cm (4.07")	20.39 cm (8.02")
Bottom	25.3 cm (9.96")	25.3 cm (9.96")

* Present weights and measures in SI Units. Show equivalent units in parentheses as shown above.

Equations

Number equations consecutively beginning with Eq. 1 at the beginning of the paper. Each appendix should have individual equation numbers. For example, APPENDIX A equations should start Eq. A1, Eq. A2, etc. Cite the equation number when referring to equations in the text (Eq. 1, Eqs. 5-7).

It is the responsibility of the author(s) to check equations. Please take care to type accurately and check equation numbers thoroughly. Check the equations again after conversion of the document PDF or posting online.

Equations should be left-justified. Enclose equation numbers in parentheses and place flush right with the right-hand margin of the column, as in the following example:

$$F(x, y, z; t) = (A_x x^2 + B_y y^3 + Cz) \cdot \exp(k_x x + \omega t) \quad (1)$$

It is not necessary to force lengthier equations into two-column format. Insert a section break and center the equation on the page, with the equation number tabbed to the right for clarity.

Figures and Illustrations

NOTE: Generally graphics in the printed version of the Transactions and symposia proceedings will be depicted in black and white. In digital and online versions color will be used wherever possible. Please be aware of the quality of your

figures, illustrations, and photos, and take into account the difference between color and grayscale images.

Number figures consecutively and use the figure number when referring to a figure (Fig. 1) or figures (Figs. 2-3) in the text. Figures must have a left-justified caption placed **below** the figure consisting of an abbreviated number, for example Fig. 1, with a brief title. Each appendix should have individual equation numbers, for example, APPENDIX A equations should start at A1, A2, etc.

Lines, letters and symbols must be of sufficient weight (or darkness), size and thickness for good legibility. Avoid using shades or colors so that patterns will read more clearly. Figures should be included electronically where possible in .jpg or .gif formats (.tif if necessary).

Place figures/images in the text as close to where they are cited as possible. Figures may extend across both columns to a maximum width of 7.5". It is preferable that figures fit within columns, but legibility and clarity must also be a consideration.

Please scan photos at 300 dpi, use the grayscale or color setting on your scanner, and place the photo into position on your electronic document.

Scan figures composed of line-art at 600 dpi with 300 dpi acceptable for screened figures in grayscale.

Citation of References

Within the text of an article, references are to be cited by the last name of author(s) and year of publication. Each reference should include last names of all authors. For example:

It was discovered that . . . (Longuet-Higgins and Fox, 1977)
Ueda and Rashed (1990) proposed . . .
Sparrow (1980a) discovered . . .
It was also noted (Sparrow, 1980b; Kheisin, 1992) that . . .

Last Page

The two columns on the last page should be as close to equal length as possible.

Length

A typical paper should not exceed 25 template pages (including illustrations).

CONCLUSIONS

A brief summary of your research results should be included in this section toward the end of the paper.

ACKNOWLEDGEMENTS

Acknowledgements may be made to those individuals or institutions not mentioned elsewhere in the paper who made an important contribution.

REFERENCES

In general, follow guidelines as set out in *The Chicago Manual of Style*.

References to original (not secondary) sources for cited material should be listed together at the end of the paper. References should be materials published or online (excluding computer program manuals) accessible to the public. Internal technical reports may be cited only if they are easily accessible to the public or any reader. Private communications should be acknowledged within the text, not referenced, e.g., (Coyle, personal communication).

Within the text, in parentheses, identify references by principal author's last name and year; e.g.: (Jones, 1989). The short citations are amplified in a list of references, where full bibliographic information is provided.

In the REFERENCES section, list references alphabetically by primary author's name, as in the following examples. Use the author's full name, where available, left justified:

- Abbott, J. "1988 Computer-Aided Wheelhouse Systems." *Journal of Maritime Engineering*, 12:3 (1988): 64-72.
- Fash, Barbara W. and William L. Fash. "Saving the Maya Past for the Future: Copan's New Sculpture Museum." *Peabody Museum of Archaeology*, 1996, www.peabody.harvard.edu/profiles/default.html (17 September 1999).
- Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.
- Tobin, S. and M. Darman. *Elementary Naval Architecture*. New York: McGraw-Hill, 1957.
- Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941-1945*. New York: Knopf, 2007.

Please note that contemporary punctuation style places commas and periods **inside** quotation marks, and other punctuation marks—e.g. question marks and exclamation points—outside quotation marks.

APPENDIXES

Appendixes may be used to provide descriptions (or more detailing) of apparatus, complex illustrations, and other related material that is not essential to the general presentation of the subject. In a highly mathematical paper, it is advisable to detail the development of equations and formulas in an appendix.

MANUSCRIPT FOR REVIEW

Authors should read the general instructions for submitting papers on our website under [Content / Author Opportunities](#). Please note that different symposia have different specific requirements for submitting abstracts and reviewing papers for acceptance. For the SNAME Maritime Convention (SMC) papers, follow instructions from the SNAME home page under [SMC Call for Content](#).

FINAL MANUSCRIPT PUBLICATION

We recommend converting your paper to PDF before submitting it to any journal or symposium. Check your equations carefully along with the text after converting to PDF and maintain a copy of the Word file for the technical editor to edit and format as necessary.

Each symposium will have its own specifics regarding publication. All require copyright transfer agreements from the authors as these are needed by organizations to be able to publish. Most publish the papers as a *Proceedings* prior to the event available to attendees in electronic form with some also publishing these in a paper format. The *Proceedings* and or Individual papers are available afterwards through SNAME for a fee.

In recent years the best SNAME papers presented during the year have been published in the annual volume of SNAME *Transactions*. If your paper is selected for reprinting in SNAME's yearly volume of *Transactions*, you will be notified in advance. Check with each event for details on publication plans.

COPYRIGHT TRANSFER AGREEMENTS

A blank copyright transfer agreement is available at [the Author Opportunities: Information for Authors](#) site. Papers without copyright transfer agreements **signed by all authors** cannot be presented at any SNAME symposia, published in a SNAME journal, uploaded to the SNAME website, or reproduced in the *Proceedings* of a conference or the SNAME *Transactions*.

Completed and signed copyright forms should be uploaded or otherwise provided where abstracts and draft manuscripts are collected. Unless these signed forms are submitted SNAME reserves the right not to review or publish the paper.