



# **Author's Guide**

## Technical Paper Submission Procedures

## **Technical Papers Submission Requirements**

All papers **must** adhere to the following requirements and use the *AFS Paper Template*, available at: [www.metalcastingcongress.org](http://www.metalcastingcongress.org). For assistance contact: [castingcongress@afsinc.org](mailto:castingcongress@afsinc.org)

**DEADLINE**—Deadlines will be strictly enforced. The entire manuscript must be received by **SEPTEMBER 15**.

### **Paper Submission Deadlines**

<b>Technical Paper Abstracts Due</b>	<b>August 15</b>
<b>Complete Technical Paper Due</b>	<b>September 15</b>
<b>Panel Presentations Due</b>	<b>October 15</b>

### ***ITEMS TO BE SUBMITTED***

**COPYRIGHT FORM** - a completed copyright form, is required from each author. This form must be completed and submitted for a paper to be considered. AFS requires the author(s) permission to publish a paper.

#### **PAPER**

**Electronic Copy**— the electronic copy must include a text file of the paper with all artwork (tables, figures and photos) embedded within the text at the point of reference. Submit by uploading through the AFS Metalcasting Congress website, Submit in the latest version of Microsoft Word only.

**REMINDER:** Papers will be published from your original submission with minimal editing and/or reformatting. If English is not your native language, you should have your manuscript edited by a native English speaker prior to submission. A clear and concise submission will ensure a smooth peer review process. Failure to comply with the submission guidelines may prohibit your manuscript from being published.

# FORMATTING

## TEXT FORMAT

Note: See the “Technical Paper Style Palette,” “Paper Template,” and/or the sample paper for additional information on proper formatting.

- **Title**—the title of the paper should be in upper and lowercase, centered at the top of the first page of your paper.
- **Author Information**—the author(s) names(s) and affiliation/City & State should be in upper and lower case. Do not include author’s title, position or degrees. Use author’s first, middle initial and last name.
- **Abstract**—minimum 75 words, not to exceed 150 words
- **Keywords** —Keywords should be added after the abstract. Limit the number of words to 10.
- **Text**—the manuscript and abstract must be single-spaced, double column, printed one side only, on 8-1/2 x 11-inch white paper, with 3/4-inch margins all around. Use Times New Roman 10-pt font for body text except in Title, Headings and Captions. Use the **AFS Paper Template** where the acceptable manuscript style has been formatted within the template. Use an extra line space between paragraphs; do not indent paragraphs or justify columns. Use the tab key to align data; do not use the space bar. **Do not use headers, footers, page numbers, or linked references and footnotes.**

**Important! Text must flow from top-to-bottom, left-to-right. Do not wrap text above and below an image or table. If the image or table exceeds three-quarters of the page, set the image or table either on the top or bottom of the page.**

- **Columns** - do not have to be right-justified.
- **Graphics**—all artwork, graphs and charts should be embedded in the text close to the citation. Do not wrap text around artwork.
- **Length**—total number of pages, including all artwork, should not exceed 20 pages.
- **References**—listed at the end of the paper; see the *AFS Paper Template*.
- **Equations**—create equations in Equation Editor (found under the Insert tab in Microsoft Word) and number equations consecutively. Left align the equation and right align the equation number as follows:

$$a + b = c$$

**Eqn. 1**

## ARTWORK/GRAPHICS (Including halftones, photographs, line art, graphs, charts and tables)

All artwork must be embedded in the text file within close proximity to where it is cited. Artwork should look clear and sharp; tables and graphs should be legible; photos should be clear. Do not increase very small or decrease very large files to fit the page. For information on sizing files, contact AFS for more information.

### **NOTE ON ARTWORK**

**All artwork that is not property of the author must be acknowledged (e.g., Photo courtesy of ABC Co., Inc.). It is the author’s responsibility to obtain permission to use any artwork, video clip, table, figure, photo, etc. that is not the his/her property. Proof that the author has obtained permission to use this artwork must be included with your manuscript.**

- **Tables**—create a table by going to the Insert tab in Microsoft Word, pulling down the Table Menu and Choosing Insert Table. (To show the gridlines, pull down the Table Menu and select Show Gridlines). Do

not use complex formatting, borders or shading. If the table width spans two columns, see example in **Paper Template** for information on inserting within paper.

- **Figure Captions**—figure captions should be a complete sentence and be located below each figure in figure caption format. The figure should be located in the text after it is cited. Do not use a list of figures at the end of the paper. Captions should be flush left, not centered. See example in **Paper Template**.
- **Table Captions**—table captions should be in phrase format and be located above each table (centered). Table captions should be upper and lower case Arial 9 point. Do not use a list of Tables at the end of the paper.

## **MEASUREMENT UNITS AND METRIC SYSTEM**

Use metric SI units as published in ASTM E380-72, “Metric Practice Guide.” The paper should be consistent in either English or SI units. Conversions should be made when:

- Temperatures are to be given both in Fahrenheit (F) and Celsius (C) units. If a temperature is given in F follow it with the C equivalent in parentheses, and vice versa. A degree symbol should be used only when referring to a temperature differential.
- For Ksi, generally used to report mechanical properties, the megapascal (MPa) has gained acceptance; therefore, mechanical properties should be reported in MPa. (1 MPa = 0.1450377 Ksi)
- For measurements in the text, if using metric units of measure, include English units in parentheses and vice versa.
- Inches and feet — use abbreviations (ft.; in.), not symbols.

## **REFERENCES**

All statements and figures obtained from other literature must be cited within the text. The reference should be noted within the text as a superscripted number, with references listed numerically at the end of the paper in the Reference section. End references with a period.

### *Example Reference—magazine article or paper presentation*

1. Wetzel, S., “Fulfilling Da Vinci’s Dream,” *Modern Casting* (April 2013, pp. 25-26).

### *Example Reference —book*

2. Scholz, R.C., PE, CIH, “Managing the Foundry Indoor Air Environment,” American Foundry Society, Des Plaines, IL (2003).

### *Example Reference—patent (include patentee, country, patent number and issue date)*

3. Pasz, A., U.S. Patent No. 11,387,900 (Aug. 12, 1991).

### *Example Reference—e-book, article, reference or review*

4. Ronald Gustafson, “Prototyping Process Produces Sand Molds, Cores for Production Castings,” *Modern Casting*, August 2002, [http://www.moderncasting.com/archive/TechIn/TechIn\\_069\\_01.asp](http://www.moderncasting.com/archive/TechIn/TechIn_069_01.asp) (14 January, 2003).

## **COMMERCIALISM**

Papers containing commercialism will **not** be accepted for publication without prior editing. Your paper will be reviewed for commercialism as part of the peer review process.

Examples of commercialism that will **not** be permitted:

- Trade name or company name in title
- More than one reference to your own trade name or company name in the body of the paper, including all artwork and video clips. The single reference should appear as a footnote, and should be used for clarification of generic terms.
- More than one reference to other companies or other company trade names
- Unsubstantiated, subjective evaluations or claims
- Logos appearing in artwork other than photographs of equipment with nameplates

## **BASIS FOR REJECTION OF PAPERS**

Papers will be reviewed for technical and scientific merit and can be rejected due to insufficient data and/or experimentation. In addition, papers that do not adhere to the guidelines will not be accepted for publication.

- Subject matter does not fall within the field of AFS activities
- Contents are of a commercial nature
- Subject matter is essentially of a speculative nature
- Treatment is seriously defective in literary form, continuity of thought and clarity of expression
- Material is trivial or over expanded

The respective Program and Papers Committee reserves the right, however, to reject papers on grounds other than those listed; for example, a paper in which sweeping generalizations are premised on unsubstantiated or inadequate data.

**Authors, please review your papers carefully and thoroughly!  
Those that do not follow the guidelines may be rejected.**