BWCC Manuscript Checklist

- Microsoft Word document set up as 8 ½” x 11”
- Font Type: Times New Roman
- Font Size: 10 point
- Font Color: Black
- Justification: Full
- 1” margins – Top, bottom and both sides
- Title, author(s) and author(s) affiliation - Bold and centered at top of first page
- Title in ALL CAPS
- Author(s) and affiliation(s) - Title case
- List authors in consecutive order with one per line. Author’s affiliation/organization and location (city and state) will follow on the two lines below their name. If consecutive authors have the same affiliation, then list affiliation once under that group of authors
- Section headings - Bold, center, underline, title case and double-space before following paragraph
- Single space text within paragraph
- Double space between paragraphs
- Sub-Headings - Bold, left-justified, underline, title case and single-space before following paragraph
- Embed tables and graphics in the document, positioned where they belong in manuscript
- Compress images to the “Web/Screen” option in the Compress Pictures window
- Center figures in document
- Place figure captions below figures
- Page orientation of figures - Portrait preferred, landscape acceptable
- Center tables in document
- Place table captions above tables
- Page orientation of tables - Portrait preferred, landscape acceptable
- Underline or italicize scientific names
- Place disclaimers or notes, if included, just before references
- No page numbers
- No footnotes
- No keywords
- Do not number references
- References should be in alphabetical order by lead author’s last name
- Papers should not exceed 4.0 MB in size or 15 pages in length
- Run spell check
- Accept all changes, if “Track Changes” feature is on before uploading to Confex
- Make sure title and author(s) match what is in Confex. If not, then edit Confex to match the paper