

Guide to Preparation of Manuscripts for Underwater Intervention

Papers of professional journal quality presented at **Underwater Intervention** will be published in the conference proceedings, which will be distributed on CD. This CD will be available at the conference.

Once your paper is listed in the official technical program for UI, we have jointly made a commitment to attendees of the conference to make this presentation. It is important that we honor that commitment, as delegates to this conference commit considerable time and financial resources to be there.

Your goal, as an author, is to provide the technical program committee with an electronic file in the following format:

ELECTRONIC FILES

- . • Microsoft Word format is preferred.
 - . • **INCLUDE FONTS AND IMAGE FILES.**
 - . • We can accept floppy disk, or CD.
- Files of up to 5 Mb can be e-mailed to **rroberts@adc-int.org**.

- . • Please include a hard copy of the paper with your submission.

TEXT

Font:	10 pt. Helvetica or Times (or similar font) - single spaced
Format:	2 column
Column width:	3 inches
Space between columns:	1/2 inch
Side margins:	1 inch on each side
Top margin:	3/4 inch
Bottom margin:	1 inch
Title page:	(Center text in the format below)
	TITLE (12 pt. type)
	Name(s) (10 point type)
	Company
	Address
	City, State, Postal Code, Country

Use four line spaces between the last line of the author's address and the beginning of the text. Acknowledgments, if necessary, should be brief and placed at the end of the paper, preceding any references.

HEADINGS

Major headings should be shown in capital letters, centered over the column, preceded and followed by a line space.

ILLUSTRATIONS AND PHOTOGRAPHS

Captions should be included at the proper location. Illustrations and photos may extend across the two columns but they should not exceed side and bottom margins.

REFERENCES

The bibliographical citations should be listed as the last sections of the paper in a standard sequence: the number used at the appropriate place within the text, as a superscript or by a comment followed by author, title, journal or other source. Please ensure that citations are accurate.

CLEARANCE AND SUBMISSION

Your manuscript should be cleared within your own organization prior to the submission deadline. Note that acceptance for presentation does not guarantee publication of the manuscript. Papers may be omitted from the proceedings and final program if they are not properly prepared or are submitted late. The copyright form (which will be sent upon official acceptance of abstract) must be signed and sent with your manuscript. Your paper will not be published without it.

SPEAKERS' BREAKFAST

Each morning of the conference prior to the opening of the technical program, a meeting place is provided for the authors making presentations for that day. At this time, you can review your audio visual requirements and meet with your session chair. A complimentary breakfast will be provided. Check the time and location when you pick up your registration packet at the conference.