

WM2024 PAPER PREPARATION INSTRUCTIONS

Papers are required for presentations in both Oral and Poster Sessions except for the Non-Paper Poster and Student/ Intern Poster Sessions. ***Papers are discretionary for Panel (R) Sessions***, as determined by the Session Lead Organizer and the Program Advisory Committee (PAC) Chair. All WMS Papers will be reviewed and approved by a Paper Reviewer to ensure professional quality and format consistency prior to acceptance for presentation and publication in the Conference Proceedings.

Detailed instructions and the schedule for Paper preparation and submittal are provided for Author use. The primary objectives of these instructions are to ensure that Draft and Final Papers are received and reviewed in a timely manner and are in a consistent format. Complete instructions for formatting the Paper begin on Page 2 of these instructions. An example Paper format template and Paper Preparation Compliance checklist are provided on pages 5-7. In addition, a Paper Template can be found on our website www.wmsym.org under the Technical Program>Resources & Forms tab and can be used to aid the Author in preparation and formatting.

PROCESS AND SCHEDULE

Draft and Final Papers should be submitted to the WMS website www.wmsym.org. Please login using your email and password. If you have forgotten your password, you can enter your email address associated with WMS in the section labeled ***“Reset Password”*** and the WMS website will send you your registered login information. Once you have logged in, please select the button that reads ***“Submit/Manage Abstract for /WM2024”*** and click on the button that reads Draft Paper and follow the subsequent instructions. Please note that the WMS website only accepts one file per Abstract number. If you make changes to your file and upload an updated version, the old version is automatically replaced.

The Paper submittal schedule for WM2024 is as follows:

- ***Draft Papers*** are due on or before ***November 10, 2023***
- ***Final Papers and Copyrights*** from all co-authors are due on or before ***January 12, 2024***.

Important Notes:

1. Final Papers and Copyright Forms not received by WMS by the due date may prevent the Paper from being presented, and/or included in the Final Program and Conference Proceedings, unless special dispensation is granted by the PAC Chair.
2. ***Please note that all listed Authors and Co-Authors must submit a signed Copyright form, preferably with the submittal of the Draft Paper.*** Additional Copyright Forms are located on the [resources and forms](#) page of our website.
3. The Primary Contact is responsible for ensuring that all copyrights are sent and received.

For Authors whose first language is not English, it is helpful for the Reviewers if you could get your Paper checked by a good English writer before submission.

DETAILED FORMATTING INSTRUCTIONS

WMS strives to maintain a consistent format for Papers to be included in the Conference Proceedings and recognizes that 100 percent consistency is not attainable for all Papers. When there are differences between the Written Instructions and the Format Template, *the Written Instructions take precedence*.

Whenever possible, the Paper should be structured as follows:

ABSTRACT

INTRODUCTION

DESCRIPTION, e.g., of Method(s) and Results.

DISCUSSION, e.g., of Method(s) and Results

CONCLUSIONS

REFERENCES

ACKNOWLEDGEMENTS

The **ABSTRACT**, **INTRODUCTION**, and **CONCLUSIONS** sections are mandatory components of the Paper, whereas the **DESCRIPTION** and **DISCUSSION** of Methods, Results, etc. sections may be combined under one heading or named differently at the discretion of the Author(s). A **REFERENCE** section is mandatory if you want to be considered for WMS Best of Conference Oral Presentation/Paper. References for other papers are required only if references are used in the text. More detailed information on the required format of the Paper is provided below.

PAPER FORMAT

General Instructions

1. Paper Length
 - No less than four (4) and, preferably, no more than 15 single-spaced pages, including figures and tables.
 - Papers greater than 15 pages or 30 megabytes in size must have the PAC Chairs approval
2. Title
 - Shall match title submitted during abstract submission
 - Shall be less than 100 characters
3. Preferred Software - Microsoft (MS) Office Word™ 2010 or later is required
4. Point size and font – 11-point Times New Roman
5. Margins
 - Top and bottom set to 2.54-cm (1-inch)
 - Left and right sides set to 2.54-cm (1-inch)
6. System of Units - International Standards (SI) units shall be used in the Paper.
 - For guidance, please see <http://physics.nist.gov/cuu/Units/units.html>.
 - Imperial units may be inserted within parenthesis after the SI units as an alternative, *at the discretion of the Author*.
7. Acronyms
 - Shall be spelled out at their first use and then used consistently in the remaining text
 - Shall not be used if only used once
 - Do not need to be spelled out if included in the conference [Comprehensive List of Acronyms](#), but still encouraged
8. Isotope formatting should be formatted as ¹³⁷Cs or Cs-137
9. Paper Size

- US Letter paper size, i.e., 21.6 cm wide and 27.94 cm high (8 1/2 inches wide and 11 inches high) shall be used for all WMS Papers.
 - Please ***Do NOT use A4 paper size.***
10. When naming the Paper file, please use your assigned Abstract number and the correct file extension in order to alert WMS to the version of your Paper and the type of software being used as illustrated in the following example:
- 24xxx.a.doc where “24xxx” is the assigned Abstract number, “a” is the revision number, and “doc” denotes a MS Word™ 2010 or later version file or the Macintosh or Linux equivalent.
11. Header -The page header shall read as follows and shall appear on each page:
- WM2024 Conference, March 10 – 14, 2024, Phoenix, Arizona, USA
 - Header shall be left justified
 - *Note: The file name or title should NOT be included in the page header.*
12. Page Numbering - Each page shall be numbered in the lower right corner starting on the first page using Arabic numbers.
13. Paper Title
- Shall only be shown on the first page.
 - Titles should be written in title case (meaning to only use capital letters for the principal words. articles, conjunctions, and prepositions do not get capitalized unless they start the title. (e.g. Remediation of TRU Contaminated Soils).
 - Titles must be centered immediately below the top margin
 - Titles shall be followed by the Abstract number. The Title and Abstract Number shall be separated by a hyphen, as shown in the example.
14. Authors and Institutions Naming:
- Name(s) of the Author(s) and the related Organizational/Institutional Affiliation(s) shall only be shown on the first page.
 - Author’s name(s) shall both be centered, as shown in the example, on two separate lines, respectively, beginning with the author name(s)
 - Names shall be located ***two*** spaces/lines below the Paper Title, i.e., leaving one open/empty vertical space between the Title and the Author name(s) and the subsequent Abstract number but leaving no open line/space between the Author(s) and the Affiliation(s).
 - Institutions of the authors:
 - i. shall be indicated with a superscript number (e.g, John Smith¹, Jane Smith²)
 - ii. Authors from the same institution shall use the same superscript number
 - Primary author shall be listed first
15. Required sections:
- Abstract:
 - i. shall follow the Authors and Affiliations and summarizes the content of the Paper.
Note: this does not need to match the abstract submitted from the abstract call word-for-word but shall match the topic submitted from the original abstract call
 - ii. Abstract may be a minimum of 200 words and may not exceed the word count required of submitted abstracts (800 words)
 - iii. Abstracts shall briefly discuss the need for the work, the work executed, and results
 - Introduction: shall briefly introduce the work presented
 - Conclusion: Shall briefly summarize the work presented and the conclusion reached from the work
 - Sections shall have two vertical two spaces below the section title, i.e., leaving one open/empty vertical space between the section title and the body text
16. Figures and tables:
- Each Table and Figure shall be referenced in the text
 - Each shall be placed as close as possible after they are first cited in the text

- Each Shall have captions that explain the information presented
 - Each shall be numbered in the order in which they are presented
 - Figures
 - i. Figure captions shall be located below the image and center justified
 - ii. Figure labels shall be formatted as – “Figure #. Caption text.”
 - iii. Figures shall be no larger than 17 cm wide and 23 cm high (6-1/2 inches wide and 9 inches high).
 - iv. Figures shall be captioned and numbered using Arabic numerals, e.g., Figure 1.
 - v. Terms in figure legends must be consistent with those used in the text and in other figures, and the lettering shall be of the same as that used in the figure.
 - vi. Figure captions should
 - vii. Whenever possible, figures shall be embedded in the text.
 - viii. **When not included in the uploaded text**, figures shall be saved in Graphics Interchange Format (GIF) and pictures shall be saved in Joint Photographic Experts Group (JPEG) format.
 - ix. Digitized figures in JPEG or GIF format shall not exceed 1MB in size.
 - Tables
 - i. Table captions shall be located above the table and center justified.
 - ii. Table labels shall be formatted as – Table #. Description text.
 - iii. Figures and Tables shall be numbered in the order in which they are presented within the text.
 - iv. Tables shall be captioned and numbered using Arabic numerals, e.g., Table. 1.
 - v. Tables shall be no larger than 17 cm wide and 23 cm high (6-1/2 inches wide and 9 inches high)
 - vi. Table font shall be 11-point Times New Roman.
 - vii. Table column headers shall be bold font.
 - viii. Table footnotes shall use lower-case superscripts (e.g., ^a when referenced in the table.), and footnote descriptions shall be located below the table with no line break
 - ix. Font for table footnotes shall be 9-point Times New Roman.
17. First, Second, and Third-Order Headings:
- **FIRST-ORDER HEADINGS** shall be flush with the left margin and in **bold CAPITAL** letters.
 - **Second-Order Headings**, if used, shall also be flush with the left margin and in **bold letters** and use title case.
 - **Third-Order Heading**, if used, shall be flush with the left margin and in **bold** and *italics* and use title case
18. Consistent with the format above and the example, **all** subsequent headings, sub-headings, text, and Table and Figure titles/captions should also have only one open vertical space between it and any text, Table of Figure. The text shall utilize only one font style and size.
19. Trademarks - Terms, images, logos, software, services, or any other articles or items that are trademarked, registered trademarks, or copyrighted shall be appropriately identified as such whenever mentioned (e.g. TM, SM, ®, or ©). A footnote should also be included per the Footnotes guidelines provided below to indicate the marked item is a trademark, registered trademark, or copyright protected by a specific country or individual.
20. Refer to isotopes in the format of C-14, H-3, Co-60, Pu-239, etc.
21. Acronyms
- Acronyms not listed on the official Acronym list for Presentations and Papers shall be defined when first used in the title and in the body of the paper and then used in the title and in the body of the paper and then used consistently thereafter.

- The current list of approved acronyms can be found on the last page of the Topic Listing on the WMS website www.wmsym.org under Technical Program> Resources & Forms> Authors/Presenters>WM2024 Topic Listing.

22. The Paper shall **NOT** include a cover page.

23. Equations

- Equations shall be center justified
- Equations labels shall be numbered consecutively in the order in which they are presented
- The equation label should be abbreviated, Eq.
- Equation numbers shall use Arabic numerals, e.g., Eq. 4
- Equation numbers shall be bracketed (Eq. 1)
- Equation numbers shall be located to the right of the equation and aligned with the right margin (demonstration: [Centering Equations with a Right-Justified Number in MS Word](#))
- Equations shall be referenced in the text unless multiple equations are used in conjunction with each other, however, the primary equation shall be referenced in the body
- Example:

The following text is used as an example to demonstrate equations without having to the second equation. Equation 1 is the complete formula for energy provided by the theory of relativity. However, this equation can be simplified for bodies at rest and is presented in Eq. 3.

$$E^2 = (mc^2)^2 + (pc)^2 \quad (\text{Eq. 1})$$

$$pc = 0 \quad (\text{Eq. 2})$$

$$E = mc^2 \quad (\text{Eq. 3})$$

24. Foot notes

- Footnotes in the text must be lettered sequentially in the order of their appearance
- Footnotes shall be superscript
- Footnotes shall be explained at the bottom of the page in which it is referenced
- Footnotes shall be of font size 9
- Footnotes specific to a table shall follow the formatting details in the table requirements section

25. References

- Reference section shall be located at the end of the paper
- Each reference should be enclosed in square brackets on the same line of the text, e.g., this is a reference [1]
- References should be listed in the reference section in the order in which they are used.
- References should be used at the end of a sentence before the period, e.g., This is an example of using a reference [1].
- Referenced brackets shall be used within the text when discussing a specific reference, e.g., The work described in [1] does not address the problem discussed.
- When using a list of references in the text, the references shall be formatted as [1,8,9,13] and in order from lowest reference number to the highest reference number. This formatting does deviate from the IEEE citation style.
- When using a range of references in the text, the references shall be formatted with the lowest numbered reference first then a dash followed by the highest reference, e.g., Example of a range of reference [1-3].

- References section formatting for individual references shall follow the Institute of Electrical Engineers (IEEE) citation style ([IEEE Citation Style](#)). A full list of examples are provided in the link. Here are a few examples
 - i. Books
 1. Format:
J. K. Author, "Title of chapter in the book," in Title of His Published Book, xth ed. City of Publisher, (only U.S. State), Country: Abbrev. Of Publisher, year, ch. X, sec. x, pp. xxx–xxx.
 2. Example:
L. Stein, "Random patterns," in Computers and You, J. S. Brake, Ed. New York, NY, USA: Wiley, 1994, pp. 55–70.
 - ii. Book with Chapter Title
 1. Format:
J. K. Author, "Title of chapter in the book," in Title of Published Book, X. Editor, Ed., City of Publisher, State (only U.S.), Country: Abbrev. Of Publisher, year, ch. X, sec. x, pp. xxx–xxx.
 2. Example:
J. K. Author, "Title of chapter in the book," in Title of Published Book, X. Editor, Ed., City of Publisher, State (only U.S.), Country: Abbrev. Of Publisher, year, ch. X, sec. x, pp. xxx–xxx.
 - iii. Conference Proceedings
 1. Format:
J. K. Author, "Title of paper," presented at the Abbreviated Name of Conf., City of Conf., Abbrev. State, Country, Month and day(s), year, Paper number.
 2. Example:
J. G. Kreifeldt, "An analysis of surface-detected EMG as an amplitude-modulated noise," presented at the 1989 Int. Conf. Medicine and Biological Engineering, Chicago, IL, USA, Nov. 9–12, 1989.
 - iv. Periodicals
 1. Formatting:
J. K. Author, "Name of paper," Abbrev. Title of Periodical, vol. x, no. x, pp. xxx-xxx, Abbrev. Month, year.

With DOI if applicable
J. K. Author, "Name of paper," Abbrev. Title of Periodical, vol. x, no. x, pp. xxx-xxx, Abbrev. Month, year, doi: xxx.
 2. Example:
M. M. Chiampi and L. L. Zilberti, "Induction of electric field in human bodies moving near MRI: An efficient BEM computational procedure," IEEE Trans. Biomed. Eng., vol. 58, pp. 2787–2793, Oct. 2011, doi: 10.1109/TBME.2011.2158315.
 - v. Standards
 1. Formatting:
Title of Standard, Standard number, Corporate author, location, date.

Example:
IEEE Criteria for Class IE Electric Systems, IEEE Standard 308, 1969.

Special Notes

1. A Reader should be able to determine and understand the general content(s) and purpose(s) of the Paper (i.e., what the Paper is about) based on the Paper's Title and the content of the abstract.
2. Please refrain from acknowledgements (to people or funding sources) unless necessary. If required, an **ACKNOWLEDGEMENTS** heading should be created and located at the end of the Paper, i.e., after the **REFERENCE** section, if there is a **REFERENCE** section.

Public Viewing of the Abstract on WMS Web's On-Line Technical Program

With the Author submission of the initial abstract to the WMS website www.wmsym.org, a condensed summary was requested. The Condensed Summary will be linked to the Abstract number for public viewing. It can later be updated after abstract acceptance. **Please add a summary if not found. Please note that WMS will not use the initial Abstract submitted before September for review and acceptance. The initial Abstract was only used for Presentation evaluation and Session placement.**

We strongly recommend that you ensure your Condensed Summary satisfies these points.

1. Does the Summary engage the Reader by telling him or her what the Presentation is about and why they should attend the Presentation?
2. Does the Paper Title describe the subject being presented?
3. Is the Summary well written in terms of language, grammar, etc.?
4. Does the Summary have between 5 and 10 keywords or phrases that closely reflect the content of the Presentation for the web search features?
5. Does the Summary conform to the limit of 100 words?
6. Does the Summary include some key search words?

EXAMPLE PAPER FORMAT ON NEXT PAGE

Title Text using capital letters for the principal words – **24xxx** (*the assigned Abstract number*)

John Smith¹, Jane Smith², and Albert Flemming³ (etc.)

¹Affiliation Author 1 (Corporate Affiliation)

²Affiliation Author 2 (only if different from Author 1)

³Affiliation Author 3 (only if different from Authors 1 and 2)

(Please DO NOT include address, phone number, or email address)

ABSTRACT

The Abstract text goes here (no reference citations should be provided in the Abstract and all acronyms need to be spelled out unless listed in the WMS Approved Acronym list located at the end of the Topic Listing available on the [resources and forms](#) page of our website

Font is 11-pt Times New Roman and text is justified between the 2.54-cm (1-inch) left and right margins. Page top and bottom margins are 2.54-cm (1-inch).

FIRST-ORDER HEADINGS (no numbering of headings)

The first-level headings text goes here. First level headings are used for the ABSTRACT, the INTRODUCTION and all subsequent main topic headings throughout the Paper, including the REFERENCES heading.

Second-Order Headings (no numbering of headings)

The second-level headings text goes here. Second-level headings are used under first-level headings only.

Below is an example equation created with Microsoft Word's™ Equation Editor [1].

$$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k} \quad (\text{Eq. 1})$$

Figures and Tables

The following are examples of figures and tables. - The preference is to place the figure or table number and title centered. Tables and figure illustrations must be numbered and explained and referenced in the text of the Paper.



Figure 1. Radioactive Image.

Table 1. Table Name Goes Here.

Column Header 1 ^A	Column Header 2	Column Header 3
Row name goes here	x	x
Row name goes here	x	X

^A Example of table footnote

Footnotes:

^aMicrosoft Word™ is a trademark of the Microsoft Corporation in the United States and/or other countries.

REFERENCES

References [2], [3], and [4] are not illustrated in the preceding text of these instructions but are provided below as examples of the formats for books, journal papers, and proceedings papers, respectively.

1. Microsoft Word's Equation Editor, Microsoft Word™.
2. M. P. BROWN and K. AUSTIN, *Title of Book*, pp. 25–30, J. SMITH, Ed., Publisher Name, Publisher City, Publisher State (2004).
3. M. P. BROWN and K. AUSTIN, "With or Without Title of Paper," *Title of Journal*, 36, 102 (2004).
4. R. T. WANG, "Title of Paper," *Proc. Title*, Location of Meeting, Date of Meeting, Vol. No., p. No., Publisher of Proceedings (2004).

ACKNOWLEDGMENTS

All acknowledgments from the Author should appear in this final section of the Paper.

SUMMARY CHECK-LIST OF PAPER PREPARATION REQUIREMENTS (COMPLIANCE)

Summarized below are the Primary Paper requirements. Requirements that do not apply to your Paper will be “NA.” This check list is intended to aid Authors and Reviewers.

REQUIREMENT				REQUIREMENT				
#		YES /NA	NO	#		YES/ NA	NO	
1	File and extension correctly named			19	Correct use of Acronyms			
2	Page Header on all pages			20	Correct CONCLUSION section placement			
3	Correct Title placement			21	Correct REFERENCE section format			
4	Correct Title format			22	Correct REFERENCE section placement			
5	Correct Author(s) listing			23	Correct text spacing throughout the Paper			
6	Correct Author name(s) placement			24	Correct referencing of Isotopes			
7	Has an ABSTRACT section			25	Correct Figure placement(s)			
8	Correct ABSTRACT placement			26	Correct Figure size(s)			
9	Has an INTRODUCTION section followed by "descriptive" section(s)			27	< 7 figures per page are used			
10	Correct INTRODUCTION placement			28	Correct Figure/Picture file(s) provided (if not included in text)			
11	Paper > 4 pages total			29	Correct numbering of Figure caption(s)			
12	If > 15 pages, has PAC Chair approval			30	Correct placement of Figure caption(s)			
13	All pages correctly numbered			31	Correct placement of Table(s)			
14	Pages in US letter size			32	Correct numbering of Table(s)			
15	All margins 2.54 cm (1 inch)			33	Correct Table format			
16	All units are in SI units			34	Correct Table footnote placement			
17	All text is in one font size (11)			35	Correct Equation format			
18	All terms, images, logos, software, services, or any other articles or items that are trademarked, registered trademarks, or copyrighted are identified							
#	COMMENT(S)							
1								
2								
3								
4								
Abstract #:				Prepared by:				
Reviewed by:				On:				