

12th INTERNATIONAL SYMPOSIUM ON FIREWORKS

Porto/Gaia, Portugal

October 11-15, 2010

INSTRUCTIONS TO AUTHORS

Papers accepted for presentation will be printed in the Proceedings of the 12th International Symposium on Fireworks, which will be distributed to the attendees at the Symposium as part of the registration package.

The following instructions will enable you, the author(s), to prepare your manuscript. For the Symposium Proceedings to have a professional appearance, we, the editors, require uniformity in the style and format of the manuscripts submitted by the authors. Attention to detail is a must. If there are any questions regarding preparation of your manuscript, please contact the Symposium Chairman. Papers containing blatant advertising will be returned.

Document Submission

Submit the complete paper as a Microsoft Word document by August 15, 2010 to one of the following as an **e-mail** attachment. Include in the e-mail your contact information, the speaker's name, and the total number of pages of the document. Upon receipt, the paper will be inspected for completeness and compliance with the required format. If the paper is incomplete or non-compliant, you will be contacted.

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All other locations and for technical information:

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Manuscript Preparation

Language

Papers must be in English. The official language of the 12th International Symposium on Fireworks is English but simultaneous translation between English and Portuguese is being considered.

When writing your paper, please keep in mind that the Symposium is **international**. Attendees and many others who will read your paper may not have English as their first language. The paper should be technically accurate and concise. Use short words and simple sentences wherever possible and avoid unfamiliar abbreviations and jargon.

Format

Compose your manuscript in Microsoft Word

Page set-up: All margins – 1” (2.54 cm)
Paper – A4 (210 mm x 297 mm)

Use the Times New Roman (12) font, which is used in these instructions. Do not indent paragraphs. Paragraphs should be single-spaced.

The length of the paper should not exceed 20 pages, including text, figures, tables, and references. Please contact the Chairman if there is a problem with this constraint.

Major headings are to be CAPITALIZED, **boldface** and centred, not underlined. Major headings include: **TITLE, ABSTRACT, INTRODUCTION, APPROACH/METHOD, RESULTS, DISCUSSION, CONCLUSIONS, ACKNOWLEDGEMENTS, REFERENCES, APPENDIX.**

Subheadings, in **Boldface**, but not underlined, are to be positioned on the left margin with the first letters capitalized. Additional subheadings can be boldfaced *italic* or regular italic with the first letters capitalized.

Leave one space above and below each heading.

Use SI units or acceptable metric equivalents. Other units may be given in brackets following the metric unit.

Do not number the pages. If a printed copy is requested for submission, number each page lightly near the bottom with a blue pencil or on the backside with a regular pencil.

The Title/Abstract Page

The **TITLE** is a major heading and should be centred immediately below the top margin. The **TITLE** is followed by the names of the author(s), the complete mailing address with the author's affiliation (name, address, state/province/region, country, and postal code). If you wish, your email address can also be included.

Below this block is the **ABSTRACT**. The **ABSTRACT** should be approximately 200 words in length. It states the purpose(s) or reason(s) for conducting the research or addressing the topic, the objective(s), the approach used in achieving the objective(s) (e.g., experimental technique or method), and a brief statement of the results. Only the **TITLE** and the **ABSTRACT** are to appear on this single Title/Abstract page.

Introduction

All papers must have an **INTRODUCTION**, which discusses in broader detail the reason(s) for and objective(s) of the work. The author should indicate previous work and relevance to presented work.

References

The responsibility for the accuracy of **REFERENCES** rests with the authors. **REFERENCES** in the body of the paper should appear as numbers in parenthesis, e.g. (1), (2), (17), and listed consecutively and correspondingly in the reference section in the order in which they are cited in the text. Both sets of numbers are to be typed on the base line, not raised above the line. The author must ensure that all references cited in the text are listed, and vice versa. The list of **REFERENCES** is located at the end of the document and before any Figures, Tables, and Appendices.

Figures

Graphs, drawings, photographs and illustrations are to be labelled as Figures. Every Figure must be addressed in the text, numbered consecutively, and titled. Captions are optional, but encouraged. Figures must be imbedded in the text as close as possible to where they are referenced.

Tables

Every Table must be addressed in the text, numbered consecutively and titled. Tables must be imbedded in the text as close as possible to where they are referenced.

Copyright

Copyright lies with the International Symposium on Fireworks Society. A completed and signed Copyright Form must accompany the submission of the completed paper.

Paper Submission

Please submit your completed paper to your regional contact:

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