**A SAMPLE PAPER SHOWING THE FORMAT REQUIRED
FOR YOUR CONTRIBUTION TO THE SAGEEP 2020 CONFERENCE**

**Abstract**

Thank you for your participation in SAGEEP 2021, the Environmental and Engineering Geophysical Society's Annual Meeting and the 1st Munitions Response Meeting. Organizers strongly encourage, but do not require, authors to submit extended abstracts for inclusion in the Proceedings. We also allow extended abstracts to be submitted anytime during the abstract submission period. The format must follow the requirements as mentioned below. If you choose to enter a short abstract, (approximately 300 words, 1 page in length) at initial submission, you can “upgrade” to an extended abstract (approximately 4 pages, including graphics and references in PDF format) before the final paper deadline. If you choose to submit an extended abstract (about four pages with references and graphics), your important paper will be published along with others to form a comprehensive and consistent body of knowledge.

This document serves as an example of the format required for an extended abstract and provides instructions and suggestions on how to achieve it.

**Submission Procedure**

During the submission period (see the website for the correct deadlines for all abstract submissions),

authors can submit either a short or an extended abstract online. All abstracts must be created in the

template and uploaded during the submission process through the using the online system. Initial abstracts and extended abstracts are due by the deadline (see website). All submissions will be reviewed by the technical chair and/or the session chair. Both format and appropriate content will be checked. Additional deadlines will be communicated. Be sure to visit the submission site regularly for updates. Please use this sample paper and the attached format summary to properly format your document. Specific “styles” have been implemented in the MS-Word version of this file should you choose to use them. Your assistance in following the styles and guidelines outlined here will help us publish a more consistent volume on the proceedings media in a timely and cost-effective manner. Styles include automatic line spacing that may require the use of soft returns in titles and author lists. Abstracts and extended abstracts will be reviewed for content and format. The optimal length is four pages, but slightly longer or shorter manuscripts are acceptable. Excessive commercial content or lack of geophysical applicability, for example, will be grounds for rejection. Illegible graphics, or those lacking scales or units, will be returned for revision.The resolution of graphics should be set so that text, units, and coordinates are legible at page size. All fonts must be embedded in the PDF to ensure the proper representation of special characters. This is especially important for authors who may be using special language fonts. Remember that the PDF is considered “camera ready” artwork and it is the author’s responsibility to verify that text, graphics, and page breaks are acceptable. For more information on PDF formats see the following link: <http://www.adobe.com/products/acrobat/adobepdf.html>.

***Page Setup***

Page size should be set to 8 ½ x 11 inch format with side margins at 0.75”. The top and bottom margins should be 1” to allow for page numbering.

***Title***

Your title should begin at the top margin of your extended abstract and include no more than three lines of text. Text should be “Times Roman” font, bold, 14 pt, all caps, center justified.

***Author/Byline Information***

Allow one blank line space under the last line of your title. Use one line only for each contributing author, with a maximum of six authors. Begin with first name, middle initial, last name, name of organization/institution, city and state abbreviation (or country). Do NOT include street address, zip codes, additional titles, degrees, and departments. These will be deleted for consistency. Two blank lines should follow the last author line before your first heading. Do not leave blank lines between authors. Text should be “Times Roman” font, italic, 12 pt, initial caps, center justified.

***Headings***

The first heading after the author should be “Abstract”. Other required headings are “Conclusions” and “References”. These should be the last two headings of the extended abstract. “Acknowledgements” may be placed after references if desired. One blank line should follow before and after each new heading. Consider using page breaks (<cntl><ent> in MS-Word) where necessary to keep headings and subheadings with the related text. Text should be “Times Roman” font, bold, 14 pt, initial caps, center justified.

***Subheadings***

One blank line should precede each new subheading. Begin the new paragraph directly below each subheading. Text should be “Times Roman” font, bold, italic, 12pt, initial caps, left justified.

***Body or Paragraph Text***

Indent the first line of each new paragraph 0.5”. Please do NOT use spaces for indents. Let the text wrap at each line end – no hard returns except when starting a new paragraph. Do NOT double space between paragraphs, however, remember to double space before starting a new heading or subheading. Text should be “Times Roman” font, 12 pt, full justified. There should be only one space between sentences in a paragraph.

***Tables***

Identify each table with a numeric reference placed over the table (i.e., Table 1). When possible, the table data should be centered within the page. If there is not enough space on the page to allow for your table, end your page short and continue on the next page. Table notes should be “Times Roman” font, 12 pt, left justified. The label “Table #” should be bold.

**Table 1:** Example of a Sample Table and the Table Caption

|  |  |  |  |
| --- | --- | --- | --- |
| Sample table with bogus data | **X (units)** | Y (units) | Z (units) |
| Sample Test I | 105 | 230 | 190 |
| Sample Test II | 65 | 354 | 93 |
| Numbers in stock | 70 | 241 | 78 |

***Figures***

Include a caption for each graphic placed at the bottom of the graphic (Figure 1). When creating your PDF, please maintain legibility on all units and numbers. Figure notes should be “Times Roman” font, 12 pt, initial caps, left justified. The label “Figure #” should be bold. Graphs and data plots must have scales and units within the graphic, or described in the figure caption.

|  |  |
| --- | --- |
|  | For questions on the Technical Program please contact us via**abstracts@sageep.org** |

**Figure 1**: The SAGEEP 2021 logo and the name and contact information for questions are presented as an example figure.

***Page Numbers***

No page numbers should be included.

***Footnotes***

Footnotes should be numbered and appear on the same page as the text. Text should be “Times Roman” font, 10 pt, initial caps, left justified. Do not use footnotes for references to other publications.

***Use of MS-Word Styles***

Custom Styles have been implemented in the DOC version of this file for MS-Word users. They are not a requirement for submission and are included only to facilitate formatting for those who choose to use them. They include:

* SAGEEP title
* SAGEEP authors
* SAGEEP heading
* SAGEEP subheading
* SAGEEP text
* SAGEEP figure
* SAGEEP reference

To make these styles available in your own DOC files: open this file, then open the “style organizer” window (tools > templates and add-ins > organizer). Copy the SAGEEP styles from this document to your “normal.dot”, then close the window.

***Conclusions***“Conclusions” is a mandatory part/heading of the (extended) abstract.

***References***Use "References" as the final heading name. Citations to references within the text should be made as (author, year). Listing of references should follow the general format of: Author (last name, initials), Date, Title (initial cap), Journal, Volume, page numbers. List references alphabetically, single-spaced with hanging indents. Text should be “Times Roman” font, 12pt, left justified.