



Guidelines for Authors for Preparing the Manuscript

For questions regarding manuscript preparation and
submission please contact
HPS Special Publications Editor

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Guidelines for Preparing the Manuscript: HPS 2007 Midyear Proceedings *Decontamination, Decommissioning, and Environmental Cleanup*

Manuscript Submission Deadline

All articles must be e-mailed so they are received **no later than November 1, 2006**. Manuscripts will not be peer-reviewed; it is the author's responsibility to ensure the technical accuracy of the text. All authors of accepted abstracts are encouraged to submit full-length articles for the proceedings.

The compiled proceedings will be available in CD-ROM format at the midyear meeting. PowerPoint presentations from the meeting will also be included on the CD; when you submit your PowerPoint presentations via the HPS Website you will be given the opportunity to indicate whether you wish to have your presentations included on the CD.

Manuscript Submission:

Electronic files should be e-mailed directly to the director of special publications, John Edwards (john.edwards@hps.org), rather than to the HPS Secretariat. Figures should be included in the manuscript file unless they are too large, in which case they can be sent as separate attachments, clearly labeled. **Only submit manuscripts that are in final form and ready for editing.**

Manuscript Format

You must submit your manuscript in Microsoft Word for Windows version 6.0 or higher. Manuscripts created in Word for Macintosh must be saved in IBM-compatible format; authors are cautioned that converting from Mac to Windows versions of Word can result in loss of table formatting and incorrect presentation of special characters.

Length Limits

Articles should not exceed 10 double-spaced pages. Abstracts should not exceed 2,000 characters.

Fonts

The **only** fonts (typefaces) used should be Times New Roman and Symbol. These Submission Guidelines were composed using Times New Roman. The font size for all text, tables, and figure legends should be 11 point; headings should be in 12 point. The manuscript title should be 14 point bold and should be typed with initial caps.

Format

The manuscript should be double-spaced, left justification only. Do not insert an extra return between paragraphs except to set off a list or displayed equation. Indent each paragraph five spaces. Titles and subtitles (section headings/subheadings) should adhere to the following format:

Title	14 pt. bold font, Initial Caps
Authors/affiliations	12 pt. bold font
Heading Level 1	12 pt. bold font, Initial Caps, centered
Heading Level 2	12 pt. bold font, Initial Caps, left justified
Heading Level 3	11 pt. italic bold font, Initial Caps, period follows, paragraph begins immediately following

Authors and affiliations

Authors and their institutional affiliations should appear immediately below the title. Names of multiple authors from the same institution should be grouped. Do not give street or mailing addresses for institutions. Following is an example of an article with four authors from two institutions:

James R. Smith, K. Ramsey Jones, and Albert Biggs Denver Institute of Radiation Safety Denver, Colorado

Hans Dieter National Center for Radiation Safety Huntington Beach, California

Abstracts and Key Words

Each article **must** be preceded by an abstract of no more than 2,000 characters, positioned directly below the list of authors. On a separate line below the abstract, **up to four key words should be given**, preceded by the phrase “Key Words:.” These will be used to compile an index for the proceedings.

Page Numbers

Include page numbers in the lower right corner.

Margins and Line Spacing

Prepare your article with a 1-inch margin on all sides. Text should be double-spaced.

Displayed Equations

- Displayed equations and matrices should be centered and separated from preceding and following text by extra space.
- Normal punctuation should be included in each equation.
- Symbols for physical quantities are italicized; e.g., the symbols for the physical quantities length, mass, and time are *l*, *m*, and *t*. Vectors should be bold.
- Subscripts or superscripts that are symbols for physical quantities should be italicized.
- Abbreviations for units should be roman type (e.g., cm, kg, s, d, yr).
- Equations may be consecutively numbered if they are referenced in the text. Equation numbers are in parentheses and flush with the right margin.
- Use Word’s equation editor function to create complex displayed equations. Simpler displayed equations, and whenever possible in-line equations, can be created using Times New Roman and Symbol fonts.

Units, Abbreviations, Footnotes

- The International System of Units (SI) must be used in all submissions. It is acceptable to give SI units first, followed by traditional units in parentheses.

Use the following to assist in converting between conventional radiation units and SI units:

1 Ci	$3.7 \times 10^{10} \text{ Bq} = 37 \text{ GBq}$
27 μCi	$1 \times 10^6 \text{ Bq} = 1 \text{ MBq}$
1 rad	$0.01 \text{ Gy} = 10 \text{ mGy}$
1 rem	$0.01 \text{ Sv} = 10 \text{ mSv}$

Abbreviations for units of time

second	s
minute	min
year	yr
day	d
month	mo

Footnotes

A shorter set of footnotes will be used to comply with the symbol footnote system in Microsoft Word 7.0. Use only the following footnote symbols: *, †, ‡, §, **, ††, ‡‡, §§. The use of footnotes has been eliminated for manufacturer information. Instead, at the first mention of a product, manufacturer, city, and state (country) should be listed in parentheses. This will help eliminate some typesetting difficulties with moving footnotes.

NOTE: In the past decade the term $H^*(10)$ for dose equivalent has been changed to $H'(10)$ to avoid confusion with footnotes. This policy is being eliminated and we will resume the use of the original term.

- Nuclide mass numbers must appear at the upper left of the element symbol in all cases, e.g., ⁹⁰Sr.
- The full name of elements should be spelled out (strontium, iodine, etc.) except when nuclide mass numbers are used.
- Use negative exponents rather than slashes (1 Gy y^{-1} vs. 1 Gy/y) in expressions made up of more than one unit of measure.
- Capitalize and spell out Table in the text when its number follows. Abbreviate "Figure" as Fig. in all cases when its number follows. Table captions should appear above the table, with the word "Table" and its number in boldface.
- List the day before the month and year when referring to specific dates (14 December 1994 vs. December 14, 1994).

Figures

- Figures are numbered consecutively with Arabic numerals. “Fig.” and the number are boldface in the caption. Always abbreviate “Fig.” throughout the text when the number follows.
- Typeface within the figure should be legible and any units should be specified in parentheses.
- Numbers should be placed along each axis of a Cartesian coordinate figure or graph at appropriate tick marks. Tick marks must be outside the figure. Numbering on the axes should be very clear so that quick calculations can be made easily.
- Breaks in the numbering of the axes can be used if absolutely necessary.
- Every figure must have a caption which is complete and intelligible in itself without reference to the text.
- **Permission to reprint illustrations taken from other sources should be secured in writing and retained by the author.** A separate permissions request form for your use accompanies these instructions. It is imperative that the copyright holder give permission for authors to reprint illustrations. Acknowledgment of the original source should be given in the figure legend.

Illustrations/Line Drawings/Graphs

Figures should be submitted at the very end of the manuscript. Do not insert figures into the text itself. Figure legends should immediately precede the figures and can be grouped together on one page. Figures (drawings, line art, computer-generated graphics, and photographs) should be of a quality that will easily reproduce and be free of stray marks and illegible or broken type. Figures will be reduced in size whenever possible to save space and enhance page layout, so scaling of type and symbols should be appropriate (e.g., avoid using small type on a large, simple graph that could easily be reduced if the type were legible at a smaller size).

Digitized graphics files for the manuscript’s illustrations should be submitted and should be of sufficient resolution to yield legible printouts. Each graphic should be saved as a separate file, preferably in *.tif format, although *.jpg is acceptable. Illustrations should be at least 3.5 inches wide. Authors who fail to supply adequate figure files will be asked to resubmit usable figures.

Tables

Tables should not be inserted into the text itself, but rather should appear on separate pages at the end of the manuscript, immediately preceding the figure legends (if any). **Tables should be prepared using Word’s table editor feature.** The table title should not be part of the table itself. Tables must consist of at least two columns or otherwise should be recast as a list or text paragraph. Tables should be prepared in a format that is compatible with the text material and numbered separately from the illustrations. To ensure clarity and uniformity, follow these rules in constructing tables:

- Tables are numbered sequentially using Arabic numerals.
- Table captions are printed in roman. Initial cap the first word of each sentence only.
- Every table caption should be complete and intelligible in itself without reference to the text of the chapter.
- **Do not** enclose tables in boxes. Use only horizontal lines to separate components of tables.
- Identify each column and row.
- Give units in parentheses using negative exponents, not slashes, for multiple units (1 Gy y⁻¹ vs. 1 Gy/y). Units for each column are placed in parentheses as the last item in the column heading.

- Use superscript notation for powers of 10 (i.e., 10^3) vs. E-notation (i.e., E3).
- Data should be single-spaced and aligned on the decimal point. Do not leave open decimal points; i.e., write 0.23 vs. .23.
- Use normal capitalization in headings and footnotes. That is, use capitals only in the first word of a heading or with a proper noun.
- Use letters, not numbers or symbols, as table footnote indicators. That is, use a, b, c, vs. 1, 2, 3, or *, †, ‡ (footnotes should be superscripted 10 point font).
- Except for original tables developed expressly for the chapter, tables must be referenced as to their source. If the table is an exact copy, the source is given in the footnote. **Be sure to receive permission from the copyright holder if the table is an exact replicate and retain written proof of permission in your files.**

References

- The accuracy of the reference list and information from other sources cited in the text is the responsibility of the author, not the copy editor.
- Use the author's (authors') last name and year of publication when citing references in the text (e.g., Smith 1988; Todd and Warren 1990; Brown et al. 1991).
- The reference list is alphabetized on a letter-by-letter basis (e.g., de Gaulle is listed before Delmont). References cited in the text should be listed in chronological order (e.g., Smith 1988, 1990; Jones et al. 1992).
- Acceptable publications for the reference list include journal articles, books, technical reports, cataloged theses and dissertations, proceedings, letters to the editor, Web sites, patents, maps, recordings, etc. Articles accepted for publication, but not yet published, may be included in the reference list as "in press."
- Footnote unpublished materials, which include personal letters and internal memoranda, private tape recordings, user's manuals, data to be published, etc.

The following are examples of *Health Physics* reference list items:

Standard journal articles

Inkret WC, Efurud DW, Miller G, Rokop DJ, Benjamin TM. Applications of thermal ionization mass spectrometry to the detection of ^{239}Pu and ^{240}Pu intakes. *Int J Mass Spectros* 178:113–120; 1998.
 Kralick SC, Watson JE Jr, Croslin SW. Neutron dosimetry in the containment of a pressurized water reactor using a neutron-sensitive dosimetry system. *Health Phys* 50:761–768; 1986.

Books

Council of Biology Editors. *Scientific style and format: The CBE manual for authors, editors, and publishers*. 6th ed. New York: Cambridge University Press; 1994. Turner JE. *Atoms, radiation and radiation protection*. Washington, DC: U.S. Government Printing Office; 10 CRF Part 20; 1992.

Chapters in books/proceedings with editors (name all editors/authors; do not use et al.)

Dritschilo A. Cancer and carcinogenesis. In: Mossman KL, Mills WA, eds. *The biological basis of radiation protection practices*. Baltimore, MD: Williams & Wilkins; 1992: 77–88.

Proceedings

Miller CW, Hoffman FO. An analysis of reported values of the environmental half-time for radionuclides deposited on the surfaces of vegetation. In: Environmental migration of long-lived radionuclides. Proceedings of an International Atomic Energy Agency conference. Vienna: International Atomic Energy Agency; IAEASM-257/63; 1982: 97–111.

Technical reports

International Commission on Radiological Protection. Limits for intakes of radionuclides by workers. Oxford: Pergamon Press; ICRP Publication 23, Part 1; Ann ICRP 2(3/4); 1979.

Web sites

LaPorte RE, Marler E, Akazawa S. The death of biomedical journals. BMJ [serial online]. 310:1387– 1390; 1995. Available at: <http://www.bmj.com/bmj/archive/6991ed2.htm>. Accessed 26 June 1997. Health on the Net Foundation. Health on the Net Foundation code of conduct (HONcode) for medical and health web sites [online]. Available at: <http://www.hom.ch/Conduct.html>. Accessed 26 June 1997.

Databases

CANCERNET-PDQ [database online]. Bethesda, MD: National Cancer Institute; 1996. Updated 29 March 1996.

Submission Checklist

Use the following checklist to be sure you have met all requirements for submission to the 2006 Midyear Proceedings:

- Manuscript submitted in electronic form in Microsoft Word, PC format. Abstract and key words are included.
- All graphics are legible on-screen and when printed and are saved as separate *.tif or *.jpg files at a minimum width of 3.5 inches. All figures are clearly numbered.
- The transfer of copyright form(s) is signed and will be mailed or faxed to Lori Strong at the HPS Secretariat.
- The form for permission to reproduce tables or figures from other published sources has been signed by the copyright holder and is on file with the author.
- Your name, street address, telephone, fax, and e-mail address are included within your e-mail so that we can contact you with questions.

Contact information for e-mailing your completed manuscript and for questions:

John Edwards, Director of Special Publications
e-mail: john.edwards@hps.org

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