

# SVC Manuscript Preparation Guidelines

## 1. Preparing Manuscript Text

- Use Microsoft Word.
- **Do not embed or import artwork (photos, graphics, figures, equations) into the text file. Artwork is NOT text.**
- Manuscripts should be approximately 3,400 words including up to six photos, graphics, or figures (about 6 pages – page size 8½” x 11”).
- Manuscripts exceeding 6 pages are subject to a \$100 fee for each additional page.
- It is not necessary to provide keywords.
- Save manuscript in both Word and PDF Formats. SVC uses both documents you provide to ensure that symbols appear accurately in the formatted Proceedings.

## 2. Styles and Content

- Do not use personal pronouns such as "I" and "we".

### Font

- Use Times font.

### Acronyms

- When introducing an acronym in your manuscript, use the full text with the acronym in parentheses: e.g., auger electron spectroscopy (AES).

### Chemical Notations

- Use common notations such as O<sub>2</sub> for oxygen. If the material is not commonly known, spell it out.

### Tables

- Tables should be created in Word and included in the manuscript as text. If this is not possible, treat table as artwork and submit accordingly.

### Captions

- Write captions as “Figure 1. Diagram of a Vacuum Coater” or “Table 2. Comparison of Sputtering Methods”, etc.
- Indicate the placement of artwork in your manuscript text by typing the figure number and caption in the place you suggest the figure should go.

### Symbols

- Use the "Insert Symbols" feature of MS Word for most common symbols.

### Equations

- Equations should be treated as artwork and submitted accordingly.
- If you are using MathType®, save equation as an EPS or .GIF file.

### References

- **Include the complete title of the manuscript referenced.**
- References should be cited in the text using brackets on the same line as the sentence, for example: "...as found previously [29]."
- Cite each reference in order of appearance in the text, and list them single-spaced and in numerical order at the end of the manuscript (not as footnotes).
- Use the following formats for references:

- **Periodical Format:** (*two examples are provided – including one for a reference from the SVC Technical Conference Proceedings*)
  1. D.M. Doe, J.G. Buck, and I.M. Trout, "Design Considerations," *J Vac. Sci. Technol.*, A6 (6), 2195, 1988
  2. B.W. Webb and G.M. Wityak, "New Technology for Rotary Target Tubes," *47th Annual Technical Conference Proceedings of the Society of Vacuum Coaters*, pp. 62-66, 2004
- **Book Format:**  
*50 Years of Vacuum Coating Technology and the Growth of the Society of Vacuum Coaters*, edited by Donald M. Mattox and Vivienne Harwood Mattox, p.86, Society of Vacuum Coaters, 2007
- **Magazine Format:**  
 A. Macleod, "Short-Pulse Effects in Optical Coatings," *Bulletin*, p. 20, Society of Vacuum Coaters, Fall, 2005
- **Patent Format:**  
 D.L. Jones, U.S. Patent #3,000,000, "Thingamajig with XYZ Properties," March 15, 1986
- **Miscellaneous Publications:**  
 J.R. Mullaly, "A Crossed-Field Discharge Device for High Rate Sputtering," *RFP-1310*, Dow Chemical Company (November 13, 1969)

### 3. Preparing Artwork Files

This section provides guidelines for producing artwork and photographs that will reproduce well in the published Proceedings. Authors assume responsibility for the quality of their artwork and photographs.

#### Tips for Creating Artwork that Reproduces Well

- Create art in black and white. A clean background (no pattern or shading) is best.
- Avoid using thin lines, small open symbols, or narrow cross-hatchings that fill in upon reproduction.
- If type appears in your artwork, it should be sized so that it is readable if reduced.
- Use Times font.

#### Tips for Using PowerPoint Slides as Artwork

- **Individual PowerPoint slides may be used as artwork by following these procedures:**
- Follow the "Tips for Creating Artwork the Reproduces Well" (above)
- Use the "Save As" option to save your slide in TIFF or JPEG format. Saving a PowerPoint slide in PDF format is also acceptable.
- **Contact SVC for special instructions if you wish to submit your slide in PPT format.**

#### Tips for Providing High-Resolution Artwork from Excel

Export each graph individually by following these steps:

- 1) Click the graphic you want to export.
- 2) Hold down CONTROL and click the graph selected.
- 3) On the contextual menu, click **Save a Picture**.
- 4) In the **Save** dialog box, enter a name for the graphic, select the Portable Network Graphics (PNG) format, and select where you want to save the exported graphic file.
- 5) Click **Save**.

(For additional information, click on *Excel Help > export graphics.*)

- If artwork is line art only (i.e. no screens, shading or photos), save as line art (not gray scale image) in TIFF or JPEG format.
- If artwork is gray scale (i.e. contains screens, shading or photos) save as a gray scale image in TIFF or JPEG format at 300 dpi.
- **Do not use compression programs on individual artwork files.**

#### **4. Saving and Naming Manuscript and Artwork Files**

Upload all the files associated with the submission of your manuscript to SVC via the SVC Web Site. The correct naming of the files is CRITICAL to the success of your upload.

#### **Use the following guidelines when naming your files:**

**ONLY use a dash (and no spaces) when you name your files**

**No spaces or commas are allowed – in order to avoid upload problems.**

**Manuscript Files:** Paper#-Author Last Name-“Manuscript”

*For Example:* A5-Smith-Manuscript

*Remember both a **WORD** and **PDF** version of the manuscript must be submitted!*

**Artwork Files:** Paper#-Author Last Name-“Art” Sequential #

*For Example:* A5-Smith-Art1

A5-Smith-Art2 (etc.)

**Manuscript Preparation Checksheet:** Paper#-Author Last Name-“Checksheet”

*For Example:* A5-Smith-Checksheet

**Copyright Agreement:** Paper#-Author Last Name-“Copyright”

*For Example:* A5-Smith-Copyright

- **All files must be “zipped” together before submission through the SVC Web Site.**
- Any file submitted as anything other than a ZIP file will not upload successfully.
- Free ZIP software is available for download on the SVC Web Site.
- **Upload your manuscript package via the SVC Web Site**
- Please contact SVC if you are unable to zip your files.
- Do not e-mail your manuscript or artwork files to SVC unless instructed to do so by the SVC staff.

**If an author is presenting more than one talk, each presentation must be named and uploaded separately.**

**DEADLINE FOR MANUSCRIPT RECEIPT IS MARCH 1, 2010**

**Having Trouble Uploading Your Files? First check that you have named them correctly and zipped them. If you still have problems, please contact SVC:**

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