

Title of the Paper for Conference Presentation –

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(Font: Times New Roman, 12 pt, bold)

&

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Abstract

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This is the text of the abstract. Like the text in the paper, it must be in Times New Roman, 12-point font and fully justified, which is aligned both left and right. Single space all text and place an additional line between paragraphs. Do not indent paragraphs.

The abstract will typically be the only section on the title page and the only heading that is centered. The abstract should serve as a stand-alone summary of the paper. It must be brief and concise in order to present to the reader a general summary of the paper.

The title should use upper- and lowercase letters (**not all capitalized**), no more than ten words in length and centered on the top line of the title page. All words less than four letters will usually begin with a lowercase letter. The title, as well as all following paper headings, should be 12-point Arial or Helvetica font. The title and headings may be bold, but not underlined or numbered. Below the title, the author(s) should appear with only name, company or affiliation, and credentials. Contact information should not be included, but state or country location may be.

While the abstract serves as the attention getter, it is vital that the body of the paper is organized and coherent. The paper margins are .75-inches for the top, left and right and 1.25 inches for the bottom. Avoid commercialism and company logos. If a certain product, method or software is used, mention the name in the first reference and use general references following.

For example, “Microsoft Word 2007 is used in writing this paper. While this word processing application is simple, it is also quite popular.”

The full length of the paper should be between 8 to 10 pages; do not include page numbers on any of the pages. The official language of the conference is English. **Papers must be written in comprehensible English.** Authors are encouraged to seek editors or coauthors to assist. This template, along with other ISEE provided tutorials and guidelines, may be used by authors submitting papers to the Society.

Headings

The first heading will typically serve as an introduction to the paper and must quickly establish the purpose. Like all the subsequent headings, it will be justified left and in Arial or Helvetica, 12-point font. The heading may be bold, but not underlined or numbered; for example, “1.0 Introduction.” It is not necessary to skip a line between the heading the body text, but there must be a blank line between all paragraphs. Skip a line between the end of text in one heading section and the beginning of another. Subsequent headings have a similar format. This provides necessary white space for visual appeal. The body text is Times New Roman, 12-point font and should be of consistent voice, preferably active and not passive, and tense, present or past is acceptable.

Example for active (action on the subject) and passive (action on the target) voice:

Active voice: *The researchers programmed the seismograph.*

Passive voice: *The seismograph was programmed by the researchers.*

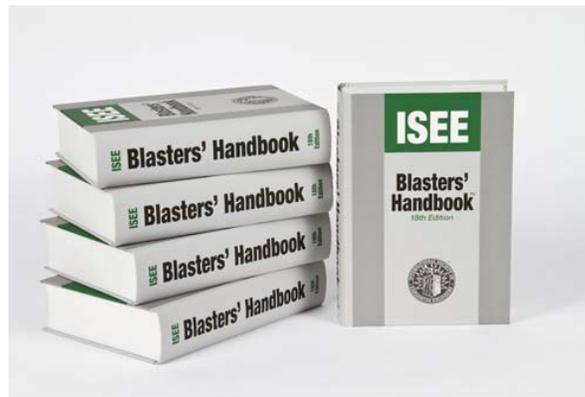
Headings Continued

The following headings must be arranged in a logical order. While the first heading serves as an introduction, subsequent headings must support the research in a reasonable manner. Papers are typically arranged chronologically with the project or research. Sections should be formatted to begin and end on page breaks as smoothly as possible; avoid hanging sentences. All text within will be Times New Roman, 12-point font. The author must use transition sentences between headings in order to allow the paper to flow. Transition sentences usually begin with words/phrases such as: *now that, while, therefore, once, after, nevertheless, however, yet, but, thus, subsequently, meanwhile, and still.*

Now that headings have been explained, this paper will outline proper use of figures and tables.

Figures

Figures are used to add illustrations, visual support and appeal to the paper. A common mistake is not having a figure that is legible or adding a figure that is too large. Authors must be careful in adding figures to support the text, and all figures must be referred to in the body of the paper. Figures should support the writing and not serve as a distraction. One method to crop and format figures is by using the “print screen” feature and opening the screenshot in a picture editing application such as Microsoft Paint. The figure can then be edited, cropped and highlighted accordingly. Use the “Insert” tab to place the figure and right click to name and caption it. Figures should be numbered and referred to by that number in the text, but should not repeat verbatim the caption. Do not place all figures at the end of the document; insert them at the point of reference. Remember to pay attention to the font of the caption as it should be 12-point, Times New Roman just like the body text with all captions’ formats consistent. This can be changed using the “Change Styles” drop arrow under the “Home” tab. Figure 1 shows the most recent handbook published by the ISEE.



(Images always centered)

Figure 1. The 18th Edition of the Blasters' Handbook

(Font: Times New Roman, centered, 12 pt, bold, below image)

Tables

Tables are used to display data and identify statistical trends. Tables can be captioned just like figures and should be numbered as well. The aforementioned suggestions for figures also apply to tables. Tables are especially helpful in visually displaying large amounts of output derived from an experimental process. Ensure both metric and imperial measurements are included. Table 1 below shows last year's Mine Safety and Health Administration (MSHA) statistics of the most prevalent violations for surface coal operations.

Table 1. Top 20 violations for surface coal in 2012
<http://www.msha.gov/stats/top20viols/top20viols.asp>

(Font: Times New Roman, 12 pt, centered above table, bold)

Rank	# of Viols.	Percent *	Standard
1	1,008	11.93%	77.1606(c)
2	837	9.90%	77.1104
3	794	9.39%	77.404(a)
4	437	5.17%	77.1605(d)
5	373	4.41%	77.1110
6	287	3.40%	77.1605(b)
7	268	3.17%	77.410(c)
8	228	2.70%	77.1000
9	218	2.58%	77.502
10	168	1.99%	77.1605(k)
11	159	1.88%	77.1606(a)
12	144	1.70%	77.400(a)
13	133	1.57%	77.1605(a)
14	123	1.46%	77.205(a)
15	116	1.37%	77.1109(c)(1)
16	92	1.09%	72.620
17	87	1.03%	77.410(a)(1)
18	81	0.96%	77.205(b)
19	71	0.84%	77.1713(a)
20	59	0.70%	71.208(a)

Tables always centered

Notice that unlike figures, the default caption appears above the table. The caption font must be reformatted to fit the guidelines of the paper, 12-point, Times New Roman. This can be done using the “Change Styles” button under the “Home” tab. Bold is acceptable. Remember that the proceedings are printed color neutral; therefore, colorful graphs and charts must be explained by relevance, quantity or percentage. Using the color to highlight findings may prove useless once the paper is published.

Equations, Units and Calculations

All calculations and measurements must use both metric and imperial (U.S.) units. An exception to this rule is explosive density, which is understood to be reported as “grams per cubic centimeter, g/cm³.” Authors are responsible for ensuring conversions are correct. Equations must be numbered in order of use, cited if necessary, and have any uncommon proofs included. They may be in bold font, but the variables should be in standard body text. Additionally, all variables must be identified. Below is an example of using an equation in a paper.

“A variation of the scaled distance formula, shown as equation 1, is used to calculate the maximum charge weight per 8 millisecond delay.”

$$W=(R/SD)^2 \qquad \text{Equation 1} \quad \text{(Font: Times New Roman, 12 pt, bold, centered)}$$

Where,

W =charge weight per 8 millisecond delay (lbs) (kg)

R =distance from the blast site to the nearest protected structure (ft) (m)

SD =scaled distance factor from U.S. Office of Surface Mining.

Note: by embedding a figure, table or equation and using the “Insert Caption” option, Word can generate automatically a list of figures, tables or equations for the author. This feature is located in the “References” tab and while not necessary for this particular submission, may certainly be of use for more lengthy compositions. When using numbers either in figures, tables, or running text; always use consistent decimal separators (commas or dots) and significant figures for appropriate precision. For instance, “5,280.12” should not be listed elsewhere as “5.280,12.” Choose a style and stick with it. Half spaces are permitted separators as long as there is consistency throughout the paper; such as “5 280.12.”

Conclusion and Future Work

All papers must have a conclusion. This will sometimes be a statement of explanation of the findings, and will generally recommend future research. The conclusion will again summarize the paper’s intent and provide for the reader a distinct close. The text will be Times New Roman, 12-point font. Authors are encouraged to adopt these simple guidelines as a means to ensure consistent paper quality.

Acknowledgements

This section is intended to acknowledge people and entities that assisted with the paper or research. It is generally written in a paragraph format. The heading must follow the guidelines for all other headings within the paper.

References

Refer to the ISEE Reference Tutorial. This guideline instructs authors on how to use Microsoft Word 2007 to build references and use in-text citation (parenthetical). The guideline uses APA Sixth Edition style. Below is an example.

“In-text citation, according to Hawkins, is essential in acknowledging the original contributor’s genuine ideas (Hawkins, 2013).”

References

Hawkins, J. (2013). How to Write a Paper for the ISEE. *The International Society of Explosives Engineers Annual Conference Proceedings* (pp. 1-3). Cleveland: ISEE.