

JANNAF Policy on Papers and Presentations

For virtual JANNAF meetings, papers are not required but are welcome and encouraged, and will be published in the JANNAF Digital Online Collection (JDOC) if submitted. If a paper is not submitted, the presentation will be published in JDOC. A Publication Clearance Form should be submitted with the presentation.

If a paper is submitted either before, during or after the meeting, it will replace the presentation in JDOC. If the Distribution Statement for the Paper is different from the Presentation, a NEW Publication Clearance Form should be submitted with the paper.

For authors writing papers, a minimum of one (1) business day is needed for ERG staff to upload your paper to the Virtual Reading Room, which will be accessible to registered attendees throughout the meeting (only papers with distribution statements A or C will be included). Please plan accordingly and time your submission so that attendees will have the maximum amount of time to read your paper during the meeting. Author must have active Portal account to upload.

Please refer to the Publication Clearance Form for additional information and instructions for completing the form correctly. A distribution statement generator is available on the Author Information page of the current meeting web site. Use of the Distribution Statement Generator will assure an adequate distribution statement that can simply be inserted in your paper and /or presentation.

Paper Preparation and Style Format

Submit papers in either PDF (Adobe Acrobat version X or later) or Microsoft Word (version 2010 or later) format. JHU WSE ERG reserves the right to add the distribution statement and the required export control warning to limited-distribution papers if these items are not included in your paper. For your convenience, a **paper template** is available on the Author Information page of the current meeting Web site.

- Proofread and review papers before submission.
- Do not apply security features (i.e. , password protection) to your document.
- Page size: 8.5 x 11, 1 inch margins on all sides.
- Format the document in a single column.
- Use 10 pt. Arial or Helvetica font.
- Use the footer or leave a 2 inch space at the bottom of the first page to accommodate the distribution statement and, if applicable, the export control warning and destruction statement.
- Indent first line of each paragraph; left justify remainder of paragraph. The right margin should be ragged edge to enhance readability of text.
- Double space between paragraphs.
- Double space before and after all headings.
- Center the title of the paper and all other major headings; use all caps, bold font for these headings.
- Include authors and affiliation after the title.
- Format subsection headings flush left and use underscore, all caps, and regular font.
- Embed all figures, tables, and other images in the document.
- There is no minimum or maximum number of pages.
- Use of page numbers is optional and entirely up to the author.