



**GUIDELINES FOR THE PREPARATION AND SUBMISSION  
OF FINAL MANUSCRIPTS  
for the 2010 NHA Hydrogen Conference and Expo**

These guidelines are provided to assist all authors in the preparation of their final manuscript. **DUE DATE:** May 7, 2010.

**File Format**

To give the conference proceedings a uniform look, the following rules should be used when developing your manuscript.

- Manuscripts should be prepared using Microsoft Word for Windows versions 95 through 2003. (Vista users - please convert your files to a previous Word version before submitting!)
- Please insert within the file all the relevant tables, illustrations and photographs.

**Format of Manuscript**

- Divide the text into sections using page borders as follows: top and bottom allow 1'' (2.5 cm) with 1.25'' (3.125 cm) on the left and right sides of all pages.

**Font**

- Font required throughout: Times New Roman

**Title**

- On first page only
- Upper Case (capital letters)
- Centered on the page
- Bold
- Text point size 14

**Authors**

- On first page only, under title and separated from title by one line's space.
- Identified by initial of first name(s) followed by full surname (family name).
- Centered on the page

- Text point size 14
- Indicate your affiliation in the notes at the foot of the page, in text point size 10.

### **Body of Text**

- Divide the text into sections, each separated by one line's space.
- Each section of the manuscript must be numbered, 1,2,3, etc. and given a heading; for example, **1. Introduction**. Use bold and text point size 14 for these numbers and headings.
- Use text point size 12 for the text within all sections.
- Use single spacing for text within the body of the section.

### **Number of Pages**

- Manuscripts may be up to twenty 8 ½" x 11" pages, including figures, references, biography, etc.

### **Illustrations and Photographs**

- All illustrations (photographs) must be numbered and cited in the text. Illustrations should be inserted into the manuscript and be part of the electronic Word file. All lettering on the illustrations should be sufficiently large to remain legible after reduction. Illustrations and photographs should be positioned close to their mention within the manuscript and reduced to proper size to fit within the text.

### **Legends for Illustrations**

- Type legends using text point size 12. Use only standard symbols and abbreviations. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain these clearly in the legend.

### **Tables**

- Tables should be self-explanatory and should supplement, not duplicate the text. Cite each table in the text in consecutive order; number tables consecutively and supply a brief title for each. Place explanatory matter in the footnotes, not in the headings.

### **References**

- References should be written in text point size 10, numbered consecutively as they appear in the text within brackets (i.e. [1]) and listed at the end of the paper. Full bibliographic details should be given according to normal scientific standards, for example:

1. Derek P. Gregory: *The Hydrogen Economy*, Scientific American, January 1973.
2. Philip H. Abelson: *Applications of Fuel Cells*, (editorial), Science, June 22, 1990.

### **Questions**

- Email all questions regarding the preparation of your manuscript to Brian Schorr at [schorrb@hydrogenassociation.org](mailto:schorrb@hydrogenassociation.org).

**SAMPLE PAPER FOR THE 2010 NHA HYDROGEN  
CONFERENCE  
AND EXPO: CENTERED, BOLD, 14 POINT TIMES NEW  
ROMAN**

A. Name<sup>1</sup>, B. Name<sup>2</sup>

**1. Introduction**

This is the first section of the body of the text. Each section has a heading and each heading is numbered sequentially, bolded and typed in text point size 14. The text starts on a new line after the heading, with no indentation, using a text point size of 12.

**2. The Second Section**

This is the second section of the body of the text. Illustrations and photographs are to be positioned as closely as possible to their mention within the text. For instance, you may be discussing an Information Centre. Figure 1 provides a layout of the facility.

XXXXXXXXX xxx xxx  
XXXXXXX xxxx xx  
XXXXXXX xxx xx  
XXXXXXX xxxx xx  
XXXXXXXXXXXXXXXXX xx

Figure 1. The Layout of the Information Centre

**8. References**

This is the final section, demonstrating the form of references required in a paper, let us say, dealing with hydrogen economy [1] or with applications of fuel cells. [2]

1. Derek P. Gregory: *The Hydrogen Economy*, Scientific American, January 1973.
2. Philip H. Abelson: *Applications of Fuel Cells*, (editorial), Science, June 22, 1990.