

**Guidelines for Authors Submitting a Paper to
A Century of Design in the Parks Symposium**

Papers must be original and represent the presentation abstract submitted and accepted for the conference. **Please prepare the document in Microsoft Word.** The author(s) contact, company information, abstract, and the paper submitted will be published in **A Century of Design in the Parks Symposium** Proceedings, so please ensure that the provided information is pertinent and correct. Please submit your paper to Debbie_Smith@nps.gov or to the invited dropbox folder. Any questions concerning paper preparation, submission should be directed to Debbie Smith at (318)356-7444 or Debbie_Smith@nps.gov.

DUE DATE: May 1, 2016

FORMAT PAPER AS FOLLOWS:

TITLE (CENTERED, BOLD, SMALL CAPS, 14 POINT)

Speaker Name (underlined) and Coauthor(s),

First name, Middle initial, and Last name, No salutations or educational qualifications please

Organization Name and Address

Indicated for each author by superscript numbering corresponding to their respective institution.

Numbering is not necessary for single institution submission.

Contact information for primary author

Name, E-mail and phone

Contact information for corresponding author(s)

Name, E-mail and phone

Abstract Guidelines

The abstract will be inserted between the contact information and the manuscript. The abstract will be single spaced and full justified. The abstract should be about 100 words, but no longer than 500 words.

Paper Guidelines

Margins	1" right, left, bottom, and top
Font	12 point, Calibri
Paper size	Letter, 8½" x 11"
Manuscript length	No more than 10 pages
Line spacing	Single, leave one blank line above each heading or sub-heading
Justification	Full
Indentation	½", First line of the paragraph only

Headings (Major headings)	Bold, capitalize first letter of each word, left justified, leave one blank line before starting the first paragraph text
Headings (Sub-headings)	Italics, capitalize first letter of each word, left justified, leave one blank line before starting the first paragraph text
Supporting material	Place all supporting material (tables, schemes, figures, and references) in the text as appropriate, centered, single space above and below the material
Tables	Each table should have a reference number and heading, which appears above the table. The number and title should be in bold with the first letter of each word capitalized.
Images	<p>Each Image should have a reference number and a caption, which appears directly below the figure. Figures can be full color, but should be legible in black and white. The figure number and caption should be in bold. No more than eight images per paper.</p> <p>In addition to putting images into the paper, please provide each image, clearly labeled, in separate jpg files. The size of each image should be 300 dpi resolution, 3" x 4" in size.</p> <p>Please provide a list of captions as a separate word document file.</p>
References	Use Chicago Manual of Style, Notes and Bibliography method for endnote citations. For more information, see http://www.chicagomanualofstyle.org/tools_citationguide.html

FORMATING FOR REFERENCES: (EXAMPLES)

Journal

Joshua I. Weinstein, "The Market in Plato's Republic," *Classical Philology* 104 (2009): 440.

Books without editor

Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

Books with editor

Almlof J and Gropen O, "Relativistic Effects in Chemistry" In: *Reviews in Computational Chemistry*, edited by K B Lipkowitz and D B Boyd (New York: VCH, 1996) Vol. 8, 206–210.

Series publication

Puls J and Saake B, "Industrially Isolated Hemicelluloses" In: *Hemicelluloses : Science and Technology*, Edited by P Gatenholm and M Tenkanen (Washington, DC: American Chemical Society, 2004) ACS Symposium Series 864, 24–37.

Conference Proceedings

Rachel Adelman, " 'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition" (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009).

Garrone E and Ugliengo P, "Structure and Reactivity of Surfaces" (Paper presented at the European Conference, Trieste, Italy, Sept 13–20, 1988).

Theses

Mihwa Choi, "Contesting Imaginaires in Death Rituals during the Northern Song Dynasty" (PhD diss., University of Chicago, 2008).

Mäckel H, "Capturing the Spectra of Silicon Solar Cells" (Ph.D. Thesis, The Australian National University, Dec 2004.)

Websites

ACS Publications Division Home Page, last modified Nov 7, 2004, <http://pubs.acs.org>.