Introduction:

NERR has a long tradition of publishing conference proceedings. This will continue, but no longer as a hard copy publication. Only paper presentations that were presented (including all posters) by paid conference registrants are eligible to be included in the proceedings. This year proceedings manuscripts do not need to be pre-reviewed prior to submission.

Date Due:

All manuscripts intended for the proceedings must be submitted by June 16, 2014. Please make every effort to comply with this date. Early submission of papers is appreciated and encouraged.

General Information:

Authors are encouraged to minimize background/literature review portions of papers – and to concentrate using their ‘space and words’ on findings, results, conclusions, and implications. Please use figures and tables to enhance explanation of findings, and consider omitting tables or figures that are superfluous.

Tables and citations must be formatted according to APA style guide (6th edition, 2nd printing). Levels of headings must be indicated using a number system (e.g., 1.0, 1.1, 1.1.1, 1.2, 2.0, 2.1, 2.1.1). See attached page for an explanation of the proper format for headings and citations AND see the two example papers posted on the NERR website (links accessible via http://www.esf.edu/nerr/past/). Please submit your manuscript typed in 9-point Times New Roman font with single-spacing and one-inch margins. DO NOT submit in two columns.

Paper Length:

The total length of your paper, including graphs, charts, tables, references, or other graphics, is restricted to seven (7) pages (again, single-spaced in 9-point Times New Roman font). Even though figures and tables are submitted on individual pages, consider the space they will take in the final formatted paper when calculating a maximum of 7 pages for paper length. The paper must adhere to this length restriction or it will not be included in the proceedings.

Format:

Please submit your paper as a Microsoft Word document. If necessary, anything that can be opened in a MS Word-IBM platform is acceptable. Please identify your file using the last name of the primary author and the year, for example: “graefe-2014.doc” or “vaske-2014.doc.” Papers must follow the required format as given in the “Instructions and samples of proper formatting for the NERR 2014 Proceedings” (next page).

Graphs, Charts, Tables, Images:

All graphics, including tables and figures (e.g., charts, graphs, models, photos, other images) should be submitted digitally, both clean and camera ready. Avoid pixelated images (in favor of vector-based images). Note that images (e.g., maps, models, images) taken from the web often are pixelated and do not print clearly. A print version of the camera-ready copy will be scanned, if necessary, to create high-resolution images.

Place tables and figures, created in the word processing program, at the end of the document. Each table or figure should be placed on a separate page and labeled with the appropriate table title or figure caption. Use corresponding notations in the text indicating approximate placement. DO NOT EMBED TABLES AND FIGURES IN THE TEXT. Use the table-making utility in your word processing software instead of creating tables with tabs and spaces.

Images should be included as separate files, created in the native program, with a file title identification corresponding to the primary author’s name (e.g., todd-2014-fig1.jpeg or todd-2014-fig1.bmp). Use corresponding notations in the text indicating approximate placement. DO NOT EMBED IMAGES IN THE MANUSCRIPT FILE or in a separate MS Word file if it was not created in Word. The proceedings will be in color, so color graphics and photos are OK. Target resolution for images is 300 dpi for a standard 4” by 6” photo. Anything less will result in poor quality images.

Submission:

Submit your manuscript and any associated files as e-mail attachments to hyu@stcloudstate.edu no later than June 16, 2014. A submission confirmation will be sent to you via return email. Please contact me, Alvin Yu hyu@stcloudstate.edu, if you have any question regarding Proceedings manuscript submission.
Instructions for and Sample of Proper Formatting for NERR 2014 Proceedings Manuscripts

Also examine the two sample papers that have been posted on the NERR website and accessible via links on http://www.esf.edu/nerr/past/. Authors should NOT worry about 2-column format, lines, bold-face headings, etc. Those formatting changes will be applied to the digital version as the paper is prepared for publication.

TITLE SHOULD BE IN ALL CAPS, TIMES NEW ROMAN, 9-POINT FONT
<3 single spaces>

Primary Author
Provide full contact information
for only the primary author
<1 single space>
Second author
Provide affiliation only for second author
<1 single space>
Additional authors
Provide affiliation only for additional authors
<1 single space>
Abstract
Abstract should be in 9-point Times New Roman font. The abstract should be no longer than 150 words. The title for the abstract should be flush left and in 9-point font, as shown.
<1 single space>
1.0 Introduction: Headings
Section headings should be in 9-point Times New Roman font, using upper and lower case lettering. The body of the paper should be written in 9-point Times New Roman font and single-spaced.

1.1 Sub Headings
Sub-sections within larger sections should be designated using a consecutive numbering system such as 1.0, 1.1, and 1.2. The editor will be reformatting the documents for consistency. If you use a heading system other than this, it is easy for the editor to misinterpret the heading level.

2.0 Tables and Figures (e.g., Charts, Graphs, Models, Images)
Use the simple notation below to indicate the approximate location of graphics in the text. Do not embed the graphics directly in the text. Remember that the final location of the graphics might be different from your desired location due to space restrictions and layout considerations. Please include tables and figures created in a word processing program at the end of the document, with appropriate Figure/Table numbers and titles. Do not fear! The editor will do everything possible to place your graphics in the preferred locations.

<insert table 1 about here> OR <insert figure 1 about here>

3.0 Paragraph Breaks
Do not indent paragraphs. Indicate paragraph breaks using a single space.

4.0 Citations

