

INTERNATIONAL SYMPOSIUM ON FIRE INVESTIGATION  
SCIENCE & TECHNOLOGY

857 TALLEVAST ROAD, SARASOTA, FL 34243 USA

PHONE: 941-359-2800, FAX: 941-351-5849

**FORMAT INSTRUCTIONS  
FOR PAPER PRODUCTION**



# FORMAT INSTRUCTIONS FOR PAPERS TO BE PRESENTED AT ISFI 2008

*[centered title in BOLD CAPITAL letters in 18 point size]*

*[3 lines between title and author's name, Presenting author underlined]*

Patrick M. Kennedy, CFEI, CFPS, MIFireE  
National Association of Fire Investigators, USA

and

Ronald L. Hopkins, CFEI, CFPS  
Eastern Kentucky University, USA

*[centered name, organization or affiliation, and country]*

*[3 lines between name and abstract]*

## ABSTRACT

The abstract should be no more than 750 words in length. The abstract text should Use a Times New Roman font (like this one) in **10 point type**. This is to differentiate the abstract from the actual main body of your paper. The abstract should appear on the first page of your paper and be immediately followed on the same page with the main body of your text.

## HEADINGS AND FORMAT

Your paper should be structured with major headings in **BOLD CAPITAL 11 POINT TYPE**. Sub-headings should be **Bold Type WITH EACH WORD CAPITALIZED**. Paragraphs and those following sub-headings should start on the left-hand margin with 2 lines between paragraphs. No line space between headings and text first paragraph. First lines of first paragraphs after headings and sub-headings should be indented. Subsequent paragraphs within the heading should not. Text should be justified. Use these instructions as a template.

## Font, Spacing and Printing (sub-headings in upper/lower case **bold** type)

All text alignment should be justified. Use a Times New Roman font (like this one) in **11 point type**. The text should be single-spaced in black. The ISFI Proceedings will be printed in black and white. Color illustrations, photographs, and tables will be shown as black and white or greyscale.

Use only embedded fonts in your paper otherwise special or non-English characters may not be reproduced properly. This also applies to PDF files. A font file must be included with your submission, if you use any special mathematical or scientific font. Details on copying fonts are located at the end of these instructions.

## PAPER SIZE, MARGINS AND PAGE LIMITS

Please format to 8 ½" x 11" (Letter size as used in the US), with 1.25 inch (3.175 cm) margins for the left and right and 1 inch (2.5 cm) margins at the top and bottom. (as used in these instructions). The ISFI Proceedings will be bound in a soft cover. Please do not number your pages or use headers/footers.

## Length of manuscript

Your paper should be a **maximum 12 pages** (single sided) in length. This includes all tables, illustrations, photographs, references, etc... Insert manual page breaks to prevent dissociating **Headings** from their subsequent text as was done below.

## TABLES AND EQUATIONS

Tables should appear in the body of the text and be numbered consecutively using Arabic numbers.

**Table 1 – “t-squared” Fire Growth Rates**

Classification of Growth Rate	Time to Reach 1050 kW (1000 Btu/sec) (Seconds)
Ultra Fast	75
Fast	150
Medium (Moderate)	300
Slow	600

Column headings should be explanatory and carry units. The **SI system** should be used for all scientific and laboratory data. English units or other equivalents should appear (in parentheses).

Equations should be separated from the text by a space above and below the equation and should be centered.

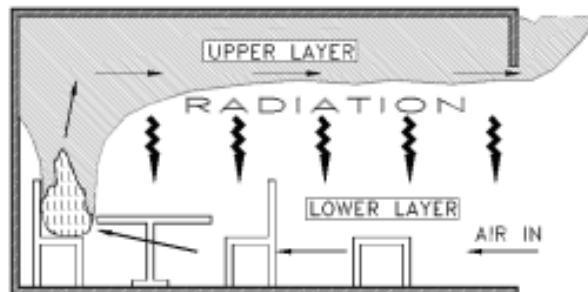
$$\dot{Q}_{fo} = (750 A_{vent}) (H_{vent})^{1/2}$$

**ILLUSTRATIONS, COMPUTER DRAWINGS AND PHOTOGRAPHS**

Computer diagrams and graphs, bar charts, etc., should be of high quality black and white images which are sharp in contrast. You should use hatching styles, not color to differentiate between items and keep patterns or density of shading bold, as fine shading becomes patchy. Do not use yellow or blue if formatting a diagram as these colors may disappear altogether in the reproduction process. Illustrations, computer drawings, and photographs should be incorporated directly in the paper.

**Image Quality**

Please ensure that all images are of **print quality** for reproduction, **300 dpi is standard**. Images used from the web are only 72 dpi; please do not use these in your manuscript. JPEG files lose definition each time they are re-saved.



**Figure 1 – Room Fire Dynamics**

## **ABOUT THE AUTHOR(S)**

Please include a short author's biography of no more than 100 words for each author, at the end of the paper and before the **ENDNOTES**. This biography should be in the same format and 10 point type as the Abstract. Each biography should start with the author's name.

If there is more than one author, each should have a separate biography comprising a separate paragraph.

## **REFERENCES**

References and endnotes should be numbered sequentially through the text by a superscript number.<sup>1</sup> The reference list should appear at the end of the paper in the form of Endnotes, using the standard Harvard System, as in this example.<sup>2</sup>

## **DEADLINE**

Remember that the **deadline for submission** of manuscripts, PowerPoint presentations on disks, and biographies, is **February 25, 2008**. Word files are preferred. These files must be open to editing, however no editorial changes will be made. Please send these items to:

Ms. Kathryn Kennedy  
ISFI 2008  
c/o National Association of Fire Investigators  
857 Tallevast Road  
Sarasota, Florida 34243  
USA  
E-mail: [isifconference@hotmail.com](mailto:isifconference@hotmail.com)

## **ENDNOTES** *[example]*

<sup>1</sup> Kennedy, John, Fire and Arson Investigation, Investigations Institute, Chicago, (1961).

<sup>2</sup> Kennedy, John, (1961).

### Copying Fonts

PC users: go to the Start Menu, then Control Panel, then Fonts. Once in the Font folder, select the font you wish to copy by single clicking, click on the Edit menu and choose "Copy". Note: right clicking onto a font does not work, you must use the Edit menu. Paste the copied font file in a convenient location. Attach the contents of your copied font file to your paper submission email.

Mac Users: Consult your IT department.

If you have any questions please feel free to contact Christine @ 1-877-506-NAFI.