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**Arrange the manuscript file or files in the following order:**

1. Text (Main Document), 2. Figures, 3. Tables, 4. Supplemental files (if any).

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### **Text (Main Document)**

Begin the text document with a cover sheet listing the manuscript title, authors/affiliations, designated corresponding author, the manuscript abstract, and keywords. The text should include (generally) the following labeled sections: Introduction, Methods, Results, Discussion, Conclusions, Recommendations (if any), Acknowledgments (if any), and References.

#### *Format*

Use Microsoft Word (.doc) for best results.

Embed fonts to preserve symbols and special characters.

Single column, double space the text. Use Times New Roman or Arial 12-point font.

If applicable, convert page size from "A4" to "Letter" (8.5" x 11").

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Number and caption all illustrations as *figures* (includes drawings, graphs, charts, photographs, and maps.)

Black and white line drawings are preferable to photographs.

### *Format - Charts, Graphs, and Drawings*

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### *Format - Image files*

Format image files in TIFF (.tif). Manuscript Central recommends TIFF images created in Photoshop or IrfanView to ensure compatibility during the conversion process (IrfanView is graphics software similar to Photoshop that can be downloaded free from the Internet).

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Upload a Word document listing the figure captions (or include this as a part of the Main Document, following the Reference section). Then upload Word file(s) or camera-ready .tif files of the figures (or include with the Main Document, following the caption list).

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## **Tables**

### *Format*

Format in Microsoft Word (.doc). Do not include vertical lines, unnecessary horizontal lines (lines under headers are acceptable), or table borders. *Important: Convert tables generated in Excel and other formats to Word. Remove vertical lines, unnecessary horizontal lines (lines under headers are acceptable), and table borders.*

Page orientation may be portrait or landscape. Size each table on its page(s) for maximum clarity and legibility.

Type the table number (use Roman numerals) and a brief title above each table (see example under "Table Titles," below).

### **Figure Captions and Table Titles**

Use Arabic numerals (1, 2, 3) to identify figures. Format figure captions as in this example:

FIGURE 3. Measured and estimated radon levels

Use Roman numerals (I, II, III) to identify tables. Follow the table number with a brief title that does not duplicate information provided in column headings. If footnotes are used with tables, each should be identified with a superscript capital letter. Format table titles as in this example:

TABLE III. Summary of Correlation Results

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