

AFS Final Report Format Guidelines

May, 2022

TEXT

1. Electronic Format: Microsoft Word docx
* Single-space the document with one-inch margins on all four sides.
* Use a Times New Roman 12pt font (*same as this document contains).*
* Use only a single space between sentences.
* Use double space between paragraphs; do not intent paragraphs; full justification.
* Single column
* **HEADINGS-SHOULD BE BOLD FACE AND UPPER CASE**
* **Sub-Headings-Should Be Bold Face And Title Case (Upper and Lower Case)**
* Header on all pages includes left aligned Project Contract Number
* Footer on all pages includes centered pagination
1. Index of Key Words:
* The final index with page numbers cannot be created until the final report layout is completed.

### UNITS

#### All measurements should be in SI units with English equivalent in parenthesis

*Example:* 0C (32F)

NUMERATION

1. All figures and tables within any given chapter should be numbered accordingly, *Examples*:
* Figure 1.1, 1.2, etc., and Table 1.1, 1.2, etc. (for Chapter 1)
* Figures 2.1, 2.2, etc., and Table 2.1, 2.2, etc. (for Chapter 2)
1. Style for the word, “figure"
* If the word figure starts the beginning of a sentence, spell out the whole word. *Example:* Figure 1.1 shows…
* If the word figure is contained within the sentence and is part of that sentence use the abbreviation. *Example:* ...as seen in Fig. 1.
* If figure is not part of the sentence but you want the reader to refer to it, put the abbreviation in parentheses. *Example:* (Fig. 1.1).
1. Equations:
* Use the equation editor in creating them
* Left align the equation and right align the equation number.

*Example:*

a + b = c Equation 1.1

* Number equations, same as tables and figures

*Examples*:

* Equation 1.1, 1.2 for Chapter 1
* Equation 2.1, 2.2 for Chapter 2

MANDATORY SECTIONS

Items 1-7 start on separate pages. The Keywords can begin on the line below the end of the abstract.

1. **Title page**. Use format given in Appendix A.
2. **Table of Contents**. Use no more than two levels of headings from the text. Connect end of heading with dotted line to page number that is right justified.
3. **List of Tables**. Connect end of description with dotted line to page number that is right justified. Table captions use a phrase, with key words capitalized
4. **List of Figures**. Connect end of caption with dotted line to page number that is right justified. Figure captions use complete sentences.
5. **Acknowledgements and Industry Partners**. Give the contract number and the names of the steering committee members as a minimum.
6. **Significance to Metalcasting Industry**. The Principal Investigator is only limited by their imagination on how to enhance their reputation in delivering their work product to the industry. They are urged to develop this section with input from the Steering Committee. For longer-range programs, a clear vision how the completed project is a stepping stone that will ultimately provide long term benefits to the industry must be articulated. For shorter-range programs, explain how the project results will be transmitted to the industry. For example, discuss how the project results will pro-actively embedded in AFS Institute courses. Other forms of delivering the technology such as electronic databases that can be embedded in commercial software and best practice guidelines will reach a much broader audience than a single presentation at a Casting Congress or limited distribution of final reports.
7. **Abstract**. Less than 200 words.
8. **Key words**. No more than eight words.
9. **Glossary of Terms**. If necessary, the terms and definitions should be listed in a centered two-column table with a row per term.
10. **Glossary of Symbols**. If necessary, the symbols and definitions should be listed in a centered two-column table with a row per symbol.

ARTWORK:

1. Charts that are prepared in color must have symbols and curves distinguishable in a black and white format. This means colored background in the plotting area is discouraged and utilize:
* *Symbols*: open and closed symbols with different shapes
* *Lines*: thick and thin lines with solid and broken line segments of varying lengths
* *Bar shading*: patterns rather than solid colors.
1. All artwork must be submitted as separate electronic files, in addition to being contained within the text.
2. The submission of all artwork in electronic format is the preference.
* All artwork from “other” sources must be acknowledged (i.e. Photo courtesy of ABC Co., Inc.)
* Artwork will be accepted in two electronic formats – JPEG and/or TIFF.
* JPEG: 300 dpi resolution for image quality; actual size of the image should be minimum of 4 in. wide
* TIFF: 300 dpi resolution for image quality; actual size of the image should be minimum of 4 in. wide
* Compression: if any of these images are compressed, maintain a high image quality by doing a low compression. We cannot accept an image in a high compression.
* Digital Cameras: submitted photos generated from digital cameras must be taken in the high-resolution mode. (Please Note: AFS cannot be responsible for the reproduction quality of digital artwork.)
1. If non-electronic artwork is submitted, only black and white\* glossy photos or original line-art are best. (C*olor photos will be accepted, but will be scanned as black and white.)* Artwork includes halftones (photographs), line art, graphs, charts, and tables. Number each piece of artwork (e.g. Fig. 1.2, Fig. 4.2, etc.) on the backside of each piece.

### REFERENCES

1. All statements and figures obtained from other literature must be cited within the text the reference should be in parentheses with the last name of the author followed by the date of publication of his/her work (i.e., Johnson, 1989). Do not use superscripts or footnotes.
2. At the end of the report list all references in alphabetical order, using the last name of the author.

## *Examples of Reference Listing*

* *Reference – magazine article or paper presentation:*

Norris, J. D., Woods, C., “Fluidity of Silicon-Free Iron,” AFS Transactions, vol 20, pp 210-270 (1931)

* *Reference- book:*

Brown, J.E., Heat Treatment of Aluminum Alloys, 2nd ed., p 256, John Fellows Publishing Co., New York, NY (1940)

* *Reference- patent (should include patentee, country, patent number and date of issue)*

Pasz, A., U. S. Patent No. 11,387,900 (Aug. 12, 1991)

AN AFS RESEARCH REPORT

Project Title

18 Points Boldface

1.5 Spaced

Sub-Title 14 Point Regular Single Spaced

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