



## INSTRUCTIONS FOR AUTHORS

These instructions are intended to guide authors in preparing papers for the 5<sup>th</sup> *International Bioaerosol Conference*. The *Proceedings* will be reproduced from the electronic originals sent by authors. The production of the *Proceedings* requires high-quality images as well as a standardized format. In preparing manuscripts, these instructions and the attached sample paper must be used as a guide. Failure to conform to the format requirements may result in rejection of the paper.

During the conference, attendees will receive a copy of the final conference program, which will contain abstracts of all published papers.

### PAPER LENGTH AND MARGINS

Papers are limited to **six pages (maximum)**, including references, figures, and tables. The maximum file size for the electronic version of the paper is 2 Mbytes. Shorter papers are welcome. **Do not include page numbers on the manuscript.**

**Margin requirements** must be followed.

Margin	ISO A4	US (8.5 x 11 inches)
Top	25 mm	0.7 inches
Bottom	25	0.6
Left	25	1.1
Right	25	1.1

### FONT AND LINE SPACING

The text of the paper must be in **12pt Arial font**. Use “single spaced” line spacing throughout. As shown in the sample paper, leave a blank line before titles, headings and captions and leave a blank line before and after equations. Also, leave a blank line between paragraphs in the text. Do not leave a blank line between references.

### SPELLING AND GRAMMAR

Please check English grammar and spelling carefully before submitting your paper.

### MATHEMATICAL SYMBOLS AND EQUATIONS

For equations that cannot be entered on a single line, use the Equation Editor in MS Word (or comparable in Word Perfect). In equations and text, *italicize* symbols that are used to represent variables or parameters, including subscript and superscripts. Only use characters and symbols that are available in the Equation Editor, in the **Symbol font**, or in **Arial**.

### UNITS OF MEASURE

The SI (metric) units should be used for papers submitted to the 5<sup>th</sup> *International Bioaerosol Conference*. In case where other units of measure would facilitate communication, they may be placed in parentheses after the SI measure. For an

introduction to SI, see <http://physics.nist.gov/cuu/Units/index.html> .

### **SUBMITTING YOUR PAPER**

All papers must be submitted electronically in MS Word or Word Perfect. A printed copy of the paper should also be sent to the postal address shown below. The printed copy will allow us to confirm that the electronic version received is formatted properly as opened on our computers.

The **deadline** for submitting electronic manuscripts is **August 1, 2003**. Authors should email the paper to [luhrman@attglobal.net](mailto:luhrman@attglobal.net). Please use a separate email message for each paper submitted.

If you are unable to use e-mail for submitting your paper, please send an electronic version of the paper(s) on a 3.5-inch diskette, zip disk, or on a CD-Rom to the postal address given below. **Electronic versions** sent by post must arrive by **August 1, 2003**.

All authors should also send a printed copy of their paper(s) to the postal address given below. For the paper copy, please number your pages in pencil on the bottom right corner. **Printed papers** should arrive by **August 7, 2003**.

Manuscripts sent by Fax will not be accepted.

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### **PRIOR PUBLICATION AND COPYRIGHT**

By submitting a paper to the *5<sup>th</sup> International Bioaerosol Conference*, authors affirm that it has not been published elsewhere. They further affirm that there will be no violation of copyright by its publication in the Conference Proceedings.

Authors must grant nonexclusive copyright permission to the *5<sup>th</sup> International Bioaerosol Conference* to produce the proceedings. The “nonexclusive” permission means that the *5<sup>th</sup> International Bioaersol Conference* would **not** restrict any future use of the material by the author for any other publication purposes.

### **COMMERCIALISM**

Commercialism will not be acceptable in the presentation materials, whether oral, poster, or printed paper.

## **SAMPLE PAPER**

*[Use Arial font throughout the paper; all text, except for the title, is 12 pt; title style: Bold 14 pt UPPERCASE]*

*[leave two blank lines following the title line]*

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*[leave two blank lines between author affiliations and “abstract”]*

### **ABSTRACT** *[major heading style: Bold 12 pt, UPPERCASE]*

Prepare an informative abstract of up to **150 words** based on the complete paper. The abstract should provide a concise synthesis of the entire paper, including the purpose of the study, method, main findings, and interpretation of their significance. The abstract should be a self-contained statement that summarizes the entire paper. *[leave one blank line between the abstract and “Index terms”]*

### **INDEX TERMS**

*[Select up to five terms or brief phrases, which describe the contents of your paper. Phrases should not contain more than three words.]*

Adverse effects, Mycotoxins, IgE, IgG, Assessment.

*[leave one blank line between the abstract and “Introduction”]*

### **INTRODUCTION**

A good introduction defines the issue that the paper addresses. It establishes the context for the current investigation by summarizing key prior work and indicating the significance of the present study. It states the objectives and indicates the approach taken.

*[leave one blank line between the abstract and “Methods”]*

### **METHODS**

This section should describe the study design and procedures. Measurement and statistical methods should be mentioned, but for routine methods a reference rather than a description of the method is recommended.

*[leave one blank line between paragraphs throughout]*

Commercialism (meaning the advocacy of a specific product or service) is not allowed and will be grounds for rejection of papers.

*[leave one blank line here and before all major headings]*

### **RESULTS**

**Display items: figures and tables** *[subheading style: Bold 12 pt; on a separate line]*

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\* Contact author email: [luhrman@attglobal.net](mailto:luhrman@attglobal.net) *[give email address of contact author in footnote]*

In general, figures and other illustrations should be used when they are shorter, clearer, or more effective than explanations in words. Avoid tables and figures that duplicate each other or present superfluous information. If you use a figure, do not include a table for the same information. If the reader needs a table, omit the figure. Substitute a few typical results for lengthy tables when practical. All tables and figures must have suitable captions. Tables and figures should be inserted in the text near the place they are first mentioned. Do not insert objects or figures linked to another program or file.

**Table 1.** Mycotoxin levels

Location	Exposed	Control
Livingroom	62.5	> 1000
Bathroom	125	500
Kitchen	32.25	500

### **Designing effective figures**

The proceedings will be printed in black and white. **Do not use color.** Avoid gray scale shading, which does not reproduce well on some photocopiers. Instead, use stripes or cross-hatching. Label legends with words rather than just symbols to improve clarity. Be careful to avoid small type. Any text in your figures should be as large as the text in the body of the paper. Photographs should only be used if they are essential to the paper and very clear. Please observe the maximum file size of 2 Mbytes per paper.

### **Equations**

Equations should be indented and numbered at the right margin. Define all symbols the first time they are used.

### **Names and units**

The metric system (SI units) should be used (for clarity of communication, other units may be used to supplement SI units, but must be placed in parentheses). Names of microorganisms should be in italic (e.g. *Stachybotrys atra*). Frequently used technical terms may be abbreviated after the first time they are mentioned: e.g., "Colony forming units (CFU) are ..."

### **DISCUSSION**

The most important findings of the paper should be put into perspective with prior knowledge. Possible sources of error that may affect the interpretation of the results should also be discussed.

### **CONCLUSION AND IMPLICATIONS**

Do not simply repeat the results or discussion, but provide some overall comments on the findings and their applicability in other settings or applications. The discussion of implications should tell the reader what the importance of the work is for others.

## ACKNOWLEDGMENTS

A short section may acknowledge assistance. **Sources of financial aid should always be noted.**

## REFERENCES

References should be cited in the text using the “author, date” format in parenthesis, e.g., (Johanning, 1999), and listed in alphabetical order in the list of references. The references should be identified in tables or figures and legends in the same manner as in the text. If a publication has three or fewer authors, all the authors are listed in the reference list. If there are more than three, list the first three authors and add “*et al.*” in the citation. List editors of books, but not editors of conference proceedings. The references shown below are examples of several common cases: 1) corporate authors, 2) conference proceedings, 3) book, and 4) paper in a journal.

Do not use blank lines between references. Instead, use a hanging indent of 0.6 cm (0.26 inches), as in the examples below (Harvard style format).

EPA. 1989, *Indoor Air Pollution - an Introduction for Health Professionals*.  
Washington, DC: EPA.

Johanning, E., Gareis, M., Nielsen, K.F., *et al.* 2002, “Airborne mycotoxin sampling and screening analysis”, *Proceedings of the Indoor Air 2002 Conference*.  
Monterey: Indoor Air 2002.

Lomax, J.D. & Johanning, E. 2001, *Occupational Medicine*, Philadelphia: Lippincott, Williams & Wilkins.

Santilli, J. 2002, “Health effects of mold exposure in public schools”, *Curr.Allergy Asthma Rep.*, vol.2, no.6, pp. 460-467.