# Preparation Checklist for Conference Proceedings

Contact RTI Press to discuss conference proceedings well in advance of submission.

| Section | | Description |
|---|---|---|
| **Title** | ☐ | Short, informative title; subtitles (following a colon) are acceptable. |
| | ☐ | Include reference to the conference title or subject. |
| **Running head** | ☐ | Abbreviated version of the whole title (around 50 characters). |
| **Keywords/phrases** | ☐ | Provide 5–10 keywords or phrases for indexing and for search optimization. |
| **Authors' information** | ☐ | Provide the names, academic degrees, affiliations, and titles/positions of all authors. |
| | ☐ | Authors include only those who have made contributions to written material. Other contributors should be identified in the acknowledgments. For further information, see our Authorship Policy. |
| **Abstract** | ☐ | Limited to 200 words. |
| | ☐ | Should be unstructured but describe purpose, methods, and results of publication. |
| **Structure** | | As appropriate, include: |
| | ☐ | Overview or summary of conference |
| | ☐ | Abstracts or papers, organized according to theme |
| | ☐ | List of participants |
| **References** | ☐ | Should be formatted consistently in a standard reference style. Uniform Requirements (numbered) and APA (author, date) styles are preferred. Everything cited must appear in the reference list. |
| **Tables and figures (if applicable)** | ☐ | Embed tables and figures in the Word file at their initial callouts. (If your manuscript is accepted, you will need to furnish original application files.) |
| | ☐ | Tables/figures must contain enough information to be interpreted independent of text. |
| | ☐ | Provide full information on the source of the data. |
| **Acknowledgments** | ☐ | Can include people who contributed but were not authors. Consult our Authorship Policy for guidance. |
| | ☐ | If appropriate and required by contract, acknowledge funder support. Please also include relevant funding information such as grant numbers and funding agencies. Authors are responsible for determining whether recognition of funder (or other specific text) is contractually required. |