



STYLE AND GRADING GUIDE FOR THE PREPARATION OF PAPERS ON TECHNICAL AND MANAGEMENT TOPICS RELATED TO THE FIELD OF PACKAGING

GENERAL INFORMATION

Authored papers on technical and management topics related to the field of packaging and submitted to the Institute are generally prepared with one or more of the following objectives:

1. Establish credentials for the author(s);
2. Contribute more broadly to advancing the state of the art of packaging worldwide;
3. Satisfy in part the Certified Packaging Professional program requirements;
4. Present at a technical conference or seminars;
5. Publish in print or electronic form through one or more media provided by the Institute;
6. Meet more than one of the above rationales.

Because the Institute is a professional organization, not a research institute or academic institution, its style guidelines for such papers are not as strictly drawn as publication guidelines for more formal research and academic publications might be. The style, therefore, may resemble that of a business report.

Indeed, the emphasis on the Institute, its members, and, therefore, its publishing program is on the commercial relevance of such contributions. For that reason, subjects of the papers will be widely varied, but relevant to packaging professionals' concerns. Subjects may be written from a management or technical perspective and may include management issues, organizational structure, or accomplishment; case studies, market strategies or trends; package structural or aesthetic design; package production or distribution; packaging machinery, systems or line engineering; packaging relevant technology or technical development or application; procurement strategy; instructional method; research project or report of results thereof; or describe and document a U.S. patent related to packaging applications and granted within the time period of the certification application requirements.

Papers submitted must be the original and **previously unpublished** work of the author and properly credit other works where information and research data contained in the papers may have been obtained.

Each paper may be critically reviewed by one or more of the author's peers who may ask questions or otherwise make recommendations intended to strengthen or clarify one or more parts of the paper in question. It may also be edited with the author's approval to conform to the requirements of a publication.

IOPP PROFESSIONAL CERTIFICATION

Submitting an authored work is one path to fulfilling in part the requirements of the Institute's professional certification program.

All papers submitted for such purpose will be read anonymously by a panel of at least two peers and given a "pass" or "fail" grade. **The reviewers will be looking for information above and beyond that which is written in The Fundamentals of Packaging Technology.**

If given a "fail" by two or more of the reviewers, the author will be asked to make revisions (or defend his work) and resubmit the work within 90 days for reconsideration. (If revisions take longer, the candidate may be asked to pay additional registration fees, but consideration will be given, for example, if management approval or a legal review requires more time.)

Unless otherwise restricted, papers accepted as part of the candidate's Certification procedure will automatically be considered for IoPP's publishing program.

WRITING STYLE

Style of writing is a highly individual affair, and authors are encouraged to be creative and interesting in their writing.

Writing should be clear and straightforward, that is, avoid the use of stilted or complex sentence structure, use the active voice wherever possible, use simple sentence structure and so forth.

When using technical terms, remember that packaging professionals come from a variety of backgrounds, so terms may have to be defined and explained.

Only papers submitted in English will be considered. Authors for whom English is not a first language should have the paper reviewed before submission to assure accurate translation and proper use of English.

MECHANICAL FORM

Mechanical considerations are of great importance to the success of a professional paper. Papers submitted should be free of misspellings, grammatical mistakes and punctuation errors. Use a dictionary or computer spell checker and have your paper read carefully by others.

Submissions should be typed or word processed in at least near letter quality mode, double spaced on 8 1/2 x 11-inch plain white paper, and printed on only one side. The author may retain the original artwork of diagrams, charts and so forth, provided that a good quality photocopy is

submitted. **An electronic submission by email attachment is also required.** All papers are to be submitted to **bdykes@iopp.org**. Please specify which word processing software was used in its preparation.

Generally, the paper should be organized and presented along the following format:

1. **Cover Sheet** (title page). Title of paper, name and IoPP member number of author if applicable, title, company affiliation, address, key contact information including phone, fax and email, and a brief (50-100 words) bio which will be used if the paper is published.
2. **Second Sheet** (abstract). Approximately 100 words summarizing the paper.
3. **Third Sheet**. This must be a signed statement that the paper is your original work, your company has agreed to its release, and that permission is granted to IoPP for its possible publication. In cases where your employer forbids publication, it must also be noted on this sheet in large, bold lettering along with a statement as to why it can't be published.
4. **Body of the Paper**. All pages flush left, with headings on separate lines, also flush left. Maintain a one-inch margin all around. Indent new paragraphs. All pages starting with the cover page must be numbered consecutively, and each page should have the author's last name next to the page number. The minimum length is 1,000 words (about 4 pages, exclusive of illustrations), double spaced. Maximum desired length is 3,000 words, about 12 pages. On occasion, longer papers may be considered, but the author should consult with the appropriate staff manager in advance.
5. **Tables and Figures**. Tables and figures should each be presented on a separate page and be clearly labeled, including units in column headings and axis labels in charts and graphs. Number these pages consecutively. Avoid the use of "above," "below" and "following," since the exact placement of figures and tables is decided at typesetting time, but note in the body of the paper the approximate location. For example:

(Table 1 about here)

If photographs are used, they should be clear, high contrast, glossy color or black-and-white at least 5 x 7-inches for effective reproduction.
6. **References**. List any references, suggested reading and so forth at the end of the paper. See reference style, below.
7. **Technical appendices** (if applicable). Detailed mathematical proofs, chemical formulas and so forth are generally not necessary, but may be submitted as appendices. They are required if they support your thesis or solution to a problem.

REFERENCE STYLE

Authors are required to document and reference whenever another person's words or thoughts are used. To do otherwise constitutes plagiarism.

IoPP encourages the use of attribution and quotations in a more journalistic style in the body of the paper: "According to Joe Smith of ABC, "This test proves x, y and z."

Those familiar with more formal reference styles such as those used in research and academic work may employ this style in their paper.

In assembling a bibliography, authors should include the author's name, name of the book or article, and publication information. For example:

Hazard, John L. "Transportation: Management, Economics, Policy." Cambridge, Maryland: Cornell Maritime Press, 1977.

Smith, Wendell R. "Product Differentiation and Market Segmentation as Alternative Marketing Strategies" *Journal of Marketing*, vol. 20, no. 3, (July 1956), pp. 3-8.

Questions?

Should there be any questions on any of the above, please contact the appropriate IoPP staff personnel. For Certification call Barbara Dykes at 571-485-8739, or e-mail bdykes@iopp.org.