CRCPD's Proceedings Guide

Rev. January 2026

CRCPD publishes Proceedings of the National Conference. The Proceedings is an important method for dissemination of information. It is also an opportunity to create a favorable impression regarding the Conference of Radiation Control Program Directors, Inc. (CRCPD).

The most critical aspect of the Proceedings is its completeness. The Proceedings should accurately reflect the presentations. It is very important that speakers submit their presentations for publication. **The Proceedings should include both the PowerPoint presentations with notes or manuscripts. They are to be submitted to Bruce Hirschler (bhirschler@crcpd.org) electronically by May 4, 2026.**

The Proceedings are published on an online flip book and distributed by email. This will contain PowerPoint presentations with notes, iembedded video, audio, and visual effects. **Speakers may submit their PowerPoint with notes, or a PowerPoint with a manuscript.**

For audiovisual requirements for presentations, refer to "CRCPD's Audiovisual Guide."

Manuscript guidelines:

Uniformity in the appearance of manuscripts results in a more professional document. Your manuscript needs to be in the Proceedings. Essential elements of your manuscript:

- The document should be in Microsoft Word.
- Font size of 12.
- For major headings, use all caps in a san serif font, such as Arial or Helvetica. Headings should be limited to 10 words or less.
- For body text, use a serif font, such as Times New Roman or Garamond. Do not use all caps for body text—it is difficult to read.
- Text is to be single-spaced. There should be a double space between paragraphs. Do not indent paragraphs.
- Text is to be left justified.
- The image area is to have one-inch margins (left and right, top and bottom).
- It is the responsibility of the author(s) to obtain any approvals required by their agency.Headings
- The **title of the manuscript** shall be in all capital letters, bolded, and centered, one inch from the top of the page. This should be followed by a double space.
- The **name of the author(s)** should appear next, centered, followed by a single

space. The name and address for each author is included in the Program and the Proceedings. For multiple authors, please be sure to provide CRCPD with an address for each author. The **agency/affiliation** should appear on the next line, centered. Begin the presentation three hard returns below the heading material.

- First order headings for sections of the report should be in all capital letters, bolded, and centered. Second order headings should be in all capital letters, bolded, and flush with left margin. Third order headings should be capitals and lower case (capitalize the first letter of each word) bolded, and flush with left margin. There should be a triple space above and a double space below headings. When a heading is immediately preceded by a higher-level heading, there should be a double space between headings.

Questions:
If you have questions regarding these criteria or the submission of your material, please contact Bruce Hirschler at bhirschler@crcpd.org or by phone at 502/227-4543, Ext. 2234.

Submissions:
Presentations should be sent to bhirschler@crcpd.org by **May 4, 2026.**

Conference of Radiation Control Program Directors, Inc. (CRCPD), 201 Brighton Park Blvd. Suite 1, Frankfort, KY 40601
Tele: 502/227-4543   Website: www.crcpd.org

Proceedings Guide, Page 2