

Society for Experimental Mechanics, Inc.

2018 SEM INTERNATIONAL STUDENT PAPER COMPETITION EXTENDED ABSTRACT PREPARATION INSTRUCTIONS

Information about the Electronic Files and Process:

1. File Formats Accepted:

Preferred format is PDF, generated by Adobe Acrobat software program for the PC. PDF file must be uploaded by January 3, 2018. If you are unable to supply a PDF file, you may supply a PC-based Microsoft® Word document. Files submitted as Microsoft Word documents must be received no later than two working days **before** the deadline for receipt of papers. That is, Word files must be received by December 27, 2017. This file will be converted to a PDF file and returned to the submitting author for approval prior to submission for review.

2. Where to Send File:

This Information will be updated by December 15th on where to upload.

3. How to Name the File:

Files should state the corresponding author's last (family) name. For example, a paper submitted by Dr. Proulx would use the following file name: proulx.pdf.

4. Comments on the Preparation of PDF Files:

Please pay attention to the following details when preparing your PDF files.

- a. Select "Print Optimized" (NOT "screen" or "press").
- b. DO NOT "downsample" or print to "screen image."
- c. Security should be set to "None" with no password protection.
- d. All fonts should be embedded.
- e. Graphics should be in the final printing resolution, i.e. photos at least 300 dpi, line drawings should be 600 dpi.
- f. Graphics should be placed in the word processing application at their final size and resolution. Do not place the graphic in the word processing application and then reduce. Reduce the size of the image in its original file and then place it. This will minimize the file size of the final paper.

Information about the Paper:

1. Style, Margins and Fonts:

- a. The paper should be formatted to use the full width of the page.
- b. The paper size should be 8 1/2" x 11".
- c. Margins should be: top, left, and right = 3/4", bottom 1".
- d. The preferred font is Arial or Helvetica. The Title should be in 14-point type, author information should be in 12-point type and the remainder of the document should be in 10-point type, single-spaced with double-spacing between paragraphs and no indentation.
- e. **Do not** include page numbers or any other information in the header or footer areas.

2. Length:

Your paper must be limited to two (2) pages, including text, illustrations and references.

3. Title:

Maximum of ten (10) Words. Type this information in **bold** 2 lines down from top margin in **14 point type, upper and lower case and center**. You may use the full width of the page.

4. Author:

Type this information **centered** on the 4th line down from the title in **12 point type, upper and lower case**. Include the author(s)'s name, university affiliation, and university complete address. The first

author listed should be the person that would present at the competition. You may use the full width of the page.

5. Abstract & Text:

Begin abstract in one column format, 3 lines down from the author information. A short abstract may be included at the beginning of the paper consisting of a one-paragraph summary of the highlights of the paper. Use the word **ABSTRACT** as a heading for this portion. The abstract is optional if more space is needed for the paper. If the abstract is omitted, start your paper with the INTRODUCTION. All text should be in 10-point type, single-spaced with double-spacing between paragraphs and no indentation. **Abstracts should not contain figures or equations.**

6. Photos and Drawings:

- a. Photos and line drawings, clearly marked by figure numbers, should be reduced and positioned at the appropriate location within the two pages of text. They must also fit within the outer margin lines. Figures may occupy the full width of the page, if necessary.
- b. Color photos and drawings are permitted where necessary. Be sure the images in the document are placed in their final size.

7. Metric Units:

Metric units should be used in the proceedings. SI Units (International Systems of Units) is the acceptable system. Authors are directed to refer to "Standard Number E 380" of the American Society for Testing and Materials. The author has two options for the use of metric units: (1) us metric units; (b) use metric units followed by the English units in parentheses: *for example*, 7.3×10^6 MPA (10.6×10^6 psi).

8. Equations:

Equations must be allowed sufficient space to ensure clarity. Equations must be numbered consecutively, with the numbers parenthesized at the end of the corresponding line (1), (2), etc.

9. Footnotes:

Footnotes within the text must be shown with a superior number. They should appear at the foot of the same page, separated from the text by a short line.

10. Acknowledgments:

Acknowledgments, if any, should be typed at the end of the text before the references.

11. References:

- a. References may be listed by number at the end of the paper, but do not have to be specifically labeled or referred to within the text.
- b. References should be prepared in the following general format: author (last name first), title of article, title of publication, volume and issue number, page numbers, year of publication.

12. Deadline:

Two page (2) extended abstract must be uploaded by **January 3, 2018** in PDF format ~~–or–~~ Microsoft® Word format must be uploaded by **December 27, 2017**. Microsoft® Word file will be converted to a PDF file and returned to the submitting author for approval prior to submission for review.