

Society for Experimental Mechanics, Inc.
2024 Michael Sutton International Student Paper Competition
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EXTENDED ABSTRACT PREPARATION INSTRUCTIONS

1. File Formats Accepted:

The two page (2) extended abstract must be provided as a PDF and uploaded as a zip file by **January 9, 2024**.

2. Where to Send File:

Go to <http://sem.org/> and click Login in the upper right. Enter the username and password used to submit your initial abstract. You will be taken to your Profile. On the right, under Annual 2024, click on Abstract/Submission Portal. You will be taken to the "complete" page. You will see all your submission(s). Click on View, on the right, of the submission you are uploading files for, and then follow the steps to upload your .zip file.

3. How to Name the Files:

Files should state the paper number and corresponding author's last (family) name. For example, paper #1234 submitted by Shari Matthews would name the zip file: 1234_Matthews; and the extended abstract file: 1234_mat.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) use 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:

The two (2) page extended abstract must be provided as a PDF and uploaded as a zip file (no other files or forms are required in the zip file, only the PDF) by January 9, 2024. Submissions uploaded after January 9, 2024, will not be accepted.