

Society for Experimental Mechanics, Inc.

**PROCEEDINGS PAPER/EXTENDED ABSTRACT UPLOAD INSTRUCTIONS**

ALL PAPERS TO BE INCLUDED IN THE CONFERENCE PROCEEDINGS MUST BE SUPPLIED IN ELECTRONIC FORMAT

**All documents MUST arrive by OCTOBER 23, 2017**

**All manuscripts must include 5 keywords**

**Effective Immediately:** You will need to email your zip files directly to Shari Matthews at [shari@sem.org](mailto:shari@sem.org). Your file **MUST** be a single zip file and include all required files/forms per the instructions. If you have already uploaded a zip file for a paper via the website, you **DO NOT** need to resend that paper. This is **ONLY** for zip files not already submitted.

**1. What to Send:**

If you do not want your submission to be sent to Springer for publication, you must notify Shari Matthews via email at [shari@sem.org](mailto:shari@sem.org). The subject line of your email should state "Do NOT send my submission to Springer" and your email must include your paper number and paper title.

You should create a single zip file or folder containing all files. **The name of the folder should be 36i\_ followed by the paper number assigned.**

**Checklist (required files for each submission)**

Zip file to include:

1. PDF of complete paper as it is intended to be read
2. Source Files (Text and images separately)
  - required if submitting a full paper or an extended abstract (must be 2-3 pages, no word limit) to Springer for publication
  - not required if submitting PowerPoint materials
3. Completed copyright transfer agreement
4. Completed brief biography form

**2. How to Name the Files:**

Files should begin with the paper number that was assigned by SEM, followed by an underscore (\_), and ending with the first three (3) letters of the corresponding author's last (family) name. **For example, a paper submitted by Dr. Proulx and assigned paper number 467 would use the following file name: 467\_pro.pdf.**

Figure files should follow the same format and end with the Figure number. **For example, Figure 1 in a paper submitted by Dr. Proulx and assigned paper number 467 would use the following file name: 467\_pro\_Fig1.eps.**

**3. File Formats Accepted:**

Text files should be in Microsoft Word. If you cannot submit as a Word document, we can accept LaTeX files as well. **We cannot supply a template for such files.**

For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable. Indicate what graphics program was used to create the artwork.

4. **Effective Immediately:** You will need to email your zip files directly to Shari Matthews at [shari@sem.org](mailto:shari@sem.org). Your file MUST be a single zip file and include all required files/forms per the instructions. If you have already uploaded a zip file for a paper via the website, you DO NOT need to resend that paper. This is ONLY for zip files not already submitted.

5. **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 "down sample" 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.
- g. Final PDF files should not exceed 10 MB.

**Deadline**

To be included in the Proceedings, all files must be received at SEM by **OCTOBER 23, 2017**.

If you have any questions regarding the submission of your conference proceedings paper, please contact Shari Matthews, Conference Assistant at (203) 790-6373 or Fax (203) 790-4472, email [shari@sem.org](mailto:shari@sem.org).