

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 26, 2016**

**All manuscripts must include 5 keywords.**

**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@sem1.com](mailto:shari@sem1.com) with your paper # and title.

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

PDF of complete paper as it is intended to be read

Source Files (Text and images separately)

- not required if submitting an extended abstract **unless** going to Springer for publication
- not required if submitting PowerPoint materials

Completed copyright transfer agreement

Completed brief biography form

Authors need to send a PDF file of the complete paper as they intend it to be read, and all of the source files (text and figures).

A completed Copyright Transfer Agreement **MUST** accompany each paper submission.

**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. How to Upload Your File:**

Go to: [https://sem.org/login/?redirect\\_to=%27https://sem.org/user-dashboard/%27](https://sem.org/login/?redirect_to=%27https://sem.org/user-dashboard/%27) and log into your SEM account and click "IMAC". You will then see "Your Submitted Paper(s) for IMAC", click on the title of the paper, this will bring you to the Edit/Upload Files for said paper. Before you upload your files at the bottom of this page, you **must** update any information that may have changed since your initial submission i.e. Title, Abstract, Authors (**authors must be listed in the order they are on your final paper**). Otherwise the information in the Final Conference Program will not be updated.

If you make any changes or upload any files you **must click Update Abstract**. The page will “refresh” then you will see **Your Abstract Updated Successfully**. If you have any questions, please contact Shari Matthews ([shari@sem1.com](mailto:shari@sem1.com) or 203-790-6373).

#### **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 26, 2016**.

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@sem1.com](mailto:shari@sem1.com).