Society for Experimental Mechanics, Inc.

SEM/IMAC

Proceedings Paper/Extended Abstract Preparation

1. Style, Margins and Fonts

The paper should be in one column, formatted to use the full width of the page.
The paper size should be 8 1/2" x 11".
Margins should be: top, left, and right = 3/4", bottom 1".
Use a single **main font** for the entire text. We recommend *Times Roman*. The Title should be in 14-point type, author information should be 12-point type, and the remainder of the document should be in 10-point type. For special characters, please use Symbol or Arial Unicode.

Do not include page numbers or any other information in the header or footer areas.

2. Length

Average paper length is 6 - 8 pages (2-3 pages for extended abstract), <u>including</u> text, illustrations and references. Longer papers are allowed, however, the size of the final PDF should not exceed 10 MB.

3. Text

Type the title 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.

Type author information **centered** on the 4th line down from the title in **12-point type, upper and lower case**. Include the author(s)'s name, title, corporate or university affiliation, and <u>complete address</u>. You may use the full width of the page.

Begin abstract, in one column format, 3 lines down from either the author information or nomenclature. Include a short abstract at the beginning of the paper consisting of a one-paragraph summary of the highlights of the paper, stating the basic purpose of the problem and the nature of approach, content and key findings. Use the word **ABSTRACT** as a heading for this portion. All text should be single-spaced with double-spacing between paragraphs and no indentation. **Abstracts should not contain figures or equations.**

All manuscripts must include 5 keywords.
(Place them following the abstract.)

Please always use internationally accepted signs and symbols for **units**, so-called SI units.

4. Tables

Number the tables consecutively, and ensure that all the tables are cited in the text in the correct order.
Give each table a **heading**.
To format the table columns, use the **table function**.
Do **not** use the space bar to separate columns, and do **not** use Excel to create tables. If a table cell is to be left empty, please type a hyphen (-) in it.
Please do not treat simple, **one-column lists** as tables, but instead set them as part of the running text. Use the displayed list function instead.
Save the tables in the same file as the text, references, and figure legends.

5. 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, etc.
Equations of the type a2+b2=c2 can be written as normal text.
For all other equations, please use MathType or the Microsoft equation editor, and insert the graphic into your text file as an object. Prepare the whole equation in this way and not just part of it.
Note: If you use Word 2007, do not create the equations with the default equation editor. Use MathType or the Microsoft equation editor instead which can be accessed via *Insert Objec*t from the *Insert* ribbon.

6. Figures and Illustration Data

For the best quality final product, it is highly recommended that you submit all of your artwork – photographs, line drawings, etc. – in an electronic format. The published work will directly reflect the quality of the artwork provided.

7. Electronic Figure Submission

Files should begin with the paper number that was assigned by SEM, followed by an underscore (_), the first three (3) letters of the corresponding author's last (family) name, followed by an underscore (_), and ending 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.
Indicate what graphics program was used to create the artwork.
For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.

8. Line Art

Black and white graphic with no shading
Check that all lines and lettering within the figures are legible at final size. All lines should be at least 0.1 mm (0.3 pt) wide.
Line drawings should have a minimum resolution of **1200 dpi**.
Vector graphics containing fonts must have the fonts embedded in the files.

9. Halftone Art

Photographs, drawings, or paintings with fine shading, etc
If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
Halftones should have a minimum resolution of **300 dpi**.

10. Combination Art

A combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc
Combination artwork should have a minimum resolution of **600 dpi**.

11. Color Art

Color art is free of charge for online publication.
Color illustrations should be submitted as **RGB** (8 bits per channel).

12. Figure Lettering

To add lettering, it is best to use *Helvetica* or *Arial* (sans serif fonts) and avoid effects such as shading, outline letters, etc.
Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).
Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
Do not include titles or captions in your illustrations.

13. Figure Captions and Numbering

Number the figures consecutively. Figure parts should be denoted by lowercase letters (a, b, c, etc.).
Each figure should have a concise caption describing accurately what the figure depicts.
Include the captions in the text file of the manuscript, not in the figure file.
Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

14. Figure Size

When preparing your figures, size figures to fit in the page width.

15. 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.

16. References

Use square brackets [ ] to indicate reference number in text.
References must be listed by number at the end of the paper.
Do not list references that are not mentioned in the text.
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.

FINAL CHECK LIST:

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 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

If you have any questions regarding the preparation of your conference proceedings paper, please contact Shari Matthews, Conference Assistant at (203) 790-6373 or Fax (203) 790-4472, email shari@sem1.com.

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