

# Society for Experimental Mechanics, Inc.

## IMAC-XXVIII PAPER SUBMISSION INSTRUCTIONS

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

**PDF documents must arrive by October 9, 2009**

**Word documents must arrive by October 2, 2009**

### Information about the Electronic Files and Process

#### 1. File Formats Accepted

Preferred format: PDF, generated by Adobe Acrobat software program for the PC. 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 one week **before** the deadline for receipt of papers. This file will be converted to a PDF file and returned to the submitting author for approval prior to inclusion in the proceedings.

#### 2. Where to Send File

Files may be uploaded to: <http://sem.org/conference-paper-upload.cfm>

Username: semconf

Password: paper

#### 3. How to Name the File

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.

#### 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 "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 5 MB.

### Information about the Paper

#### 1. Style, Margins and Fonts

- a. The paper should be in one column, 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 font used MUST be either Arial or Helvetica.** 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.
- e. **Do not** include page numbers or any other information in the header or footer areas.

#### 2. Length

Average paper length is 6 - 8 pages, including text, illustrations and references. Longer papers are allowed, however, the size of the final PDF should not exceed 10 MB.

#### 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 4<sup>th</sup> 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 complete address. You may use the full width of the page.
5. Nomenclature  
A table of nomenclature must be presented before the main body of the text. In this table, define all symbols used in equations in the text.
6. Text  
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.**
7. Photos and Drawings – see items 4.e. and 4.f. for more information on placing graphics.
  - a. Photos and line drawings, clearly marked by figure numbers, should be reduced and positioned at the appropriate location within the text. 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.
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, 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. Use square brackets [ ] to indicate reference number in text.
  - b. References must be listed by number at the end of the paper.
  - c. Do not list references that are not mentioned in the text.
  - d. 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  
To be included in the CD-ROM Proceedings, papers, in PDF, must be received at SEM by **October 9, 2009**. Papers submitted in Microsoft<sup>®</sup> Word must be received at SEM by **October 2, 2009**.
13. 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.

**PLEASE STATE YOUR PAPER NUMBER  
ON ALL CORRESPONDENCE**