

**Society for Experimental Mechanics, Inc.**

**PROCEEDINGS PAPER SUBMISSION INSTRUCTIONS**

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

**All documents must arrive by March 1, 2012**

1. What to Send

You should create a single zip file or folder containing all files. The name of the folder should be 12s\_ followed by the paper number assigned.

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 Author Agreement form **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, please contact SEM. We can accept LaTeX files as well but 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

If you have kept the email you received acknowledging receipt of your abstract, open it and go to the link. Or, you can go to: <http://sem.org/conference-paper-upload-and-information-update.cfm>. Enter your authorization code and you will be brought to the page where you can upload your folder or zip file. Note also that at this page you have the ability to change the information you originally submitted with your abstract. If any information such as title, authors, abstract, etc. have changed since your original submission, you must change the information here. Otherwise the information included in the Final Conference Program will not be updated. If you have any questions, please contact Shari Matthews (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 **March 1, 2012**.

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).