Overview:

All papers presented at the PhUSE conference will be published on the internet after the conference. Your paper will be published exactly as it is received from you, so please follow the requirements for generating your paper included below.

The paper template is one-column [see below for formatting instructions], and a PDF of your final paper is required.

Requirements:

1. **Sign up** as a presenter for PhUSE US Connect 2018 using the online Call For Papers tool: http://www.phuse.eu/raleigh-2018-conference-call-for-papers.

2. **Provide an abstract (maximum 150 words) and ideally submit a draft paper** consisting of a one-page summary of what your paper will cover by **December 1st 2017** through the online Call For Papers tool. The section chairs will automatically be notified.

3. **Submit the final paper** by **May 4th 2018** through the online Call for Papers tool. The final paper should be in PDF format following the guidelines described below. You are required to **complete** at least the title, author, subject and keywords sections of the **document properties**. These may translate from the native format file, e.g. Word.

If you have questions you can contact the publications coordinator at office@phuse.eu.

Formatting:

All papers should be single spaced in one-column format. Start the type immediately below the top margin and continue to the bottom margin of the column. Use the full width of the column. Footnotes, source notes, and references should be included at the end of the paper. Place your acknowledgments just after the references.

PhUSE members may want to contact you or a co-author about your paper after reading it. Therefore, please include a way for users to contact you. But remember that your paper will be available via the Web.

Refer to Appendix 1 for margin requirements and type suggestions. Note that the type specifications are strongly recommended, but not required.

Paper Preparation Templates:

Although PhUSE does not make any recommendations about which software you use, Microsoft Word templates have been prepared to help you prepare your paper. The templates contain suggested sections as well as the required fonts and point sizes for the headers and body copy. This template is available via the PhUSE website and can be found in the annual conference section: http://www.phuse.eu/usconnect-2018-conference-call-for-papers-overview.

Page Numbers:

Please **include** page numbers on every page of your paper.

Page Limit:

There is a limit of:
- Twenty **one-sided** pages for a 40-minute presentation,
- Twelve **one-sided** pages for a 20-minute presentation / Poster and
- Eight **one-sided** pages for a Coding Tips & Tricks presentation, including charts, tables and graphs.

You may use any combination of text and graphical or tabular material, but all of your materials must fit within the paging restrictions in fairness to all authors.

Paper Number

Your paper number is available from the email you received regarding the acceptance of your paper for PhUSE. You should use this number when:

- Formatting your paper (see the **Title** section below)
- In the subject field of the document properties of your paper (see the **Title** section below)
- Naming your PDF file (see the **PDF File Preparation** section below)
- Downloading your final document through the submission portal.

Title

The title of the paper is centered on the designated line at the top of the first page only. The paper number is centered two spaces directly above the title. Show the author's name, affiliation and location centered two spaces below the title. Do not show job titles, degrees, or addresses. Co-authors, if any, are to be listed one author per line, centered immediately under the first author's name.

For example,

Paper AD03

The Title of Your PhUSE Paper Goes Here

First Author, Company, City, Country
Second Author, Company, City, Country
Third Author, Company, City, Country

Document Properties

It is also *required* that you place the title, keywords and first author in the corresponding sections of the **document properties**. Please also fill in the subject field of the **document properties** with the following:
SSxx - PhUSE 2018, where SSxx is your paper number. Note that if you have already done this in Microsoft Word, the information may not be carried through into the resulting PDF. **You may need to re-enter it.**

Please refer to the letter from your section chair for the exact title to use. Your paper title may have been changed slightly to ensure proper use of company trademarks.

Use of Trademarks

The **first** time you refer to a registered trademark in the text of your paper, include the appropriate symbol -- ® or ™ or ℠. For example, at the first mention of the product include the registered trademark symbol: E.g. "We analysed the data using SAS/STAT® software." Please do not place the registered trademark in your title or document properties.

PDF File Preparation

You are required to provide a PDF (Portable Document Format) file of your final written paper.

Important: When preparing your PDF file, you may not password protect the PDF.

Please note that if you write your paper in Microsoft Word and fill in the Document Properties box with the information required by PhUSE, that information *may not* carry over to the PDF file. Please open the PDF file, and check that the Document Properties box has been populated correctly

(in Acrobat Reader, this can be done by selecting File – Document Properties – Summary) before emailing the file to the section chair.

Submitting Your Final Document

You must submit the PDF file of your paper through the Call For Papers tool by **May 4th 2018**. The Call For Papers tool can be found at: http://www.phuse.eu/raleigh-2018-conference-call-for-papers.

Please name your file XXnn.pdf, where XXnn is your paper number, which is available from the acceptance letter you received from your section chair.

If you experience difficulties, please contact your sections chairs, to make other arrangements for getting your PDF file to PhUSE.

Poster Guidelines

The following guidelines are specific to the Poster Section:
- PhUSE will print your poster and mount it on poster boards at the conference venue
- Follow the instructions above when preparing the paper that accompanies your poster to be published
- If you are unable to present your poster, you must find someone else to take your place during your scheduled session
- The measurements the poster should be designed to will be advised when your poster has been accepted
- The title and author names of your poster will be typeset in large letters to fit at the top of your poster and will be provided for you at the conference
- If you decide to have supplemental handouts, we recommend that you bring a minimum of 100 copies. Space will be available to leave these during the day, but we suggest that you keep at least 50 copies for distribution during the actual poster session
- A poster is like an outline, not a novel. Keep the information you present simple and easy to follow. Remember, you will be there to explain it. You can put more detail in the paper you prepare for publication, or you can prepare handouts for the conference
- Use graphics to make your point where possible.

Appendix 1. Format Specifications

Page Layout

First Page Only:
- Center paper number about ¾" from top
- Center title ½" below paper number with author names centered below the title
- Start paper ½" down from last author.

Margins are ¾" on top, bottom, and sides.

Type Requirements

Paper Number	**9 point Arial bold**
Title	**14 point Arial bold**
Author	12 point Arial regular
Header 1	**10 POINT ARIAL BOLD (ALL CAPS)**
Header 2	**8 POINT ARIAL BOLD (ALL CAPS)**
Body	9 point Arial regular
Code	`9 point Courier New regular`

For Your Information

- The **Page Layout** measurements are approximate. Don't worry if your measurements are not exactly the same as those listed in these specifications
- The **Type Recommendations above** are suggestions, not requirements. However, remember to embed fonts when the document is saved.

Note: You can use a **Paper Template** available in the conference 2017 documents section of our website: http://www.phuse.eu/raleigh-2018-conference-call-for-papers.

The margins, headers, fonts, and point sizes have been preset for you.