



PHUSE EU Connect 2025 Paper Guidelines

Date	Item
Wednesday 8 October	Draft Paper Deadline Upload your draft paper into the Presenter Portal
Wednesday 29 October	Final Paper Deadline Upload your final paper into the Presenter Portal

To support your presentation, you are required to provide a paper which will be available as part of the Connect materials after the event.

All papers provided will be published on the PHUSE Archive after the conference. Your paper will be published exactly as it is received from you, so when generating your paper please follow the requirements outlined below.

If you have questions, you can contact the publications coordinator at events@phuse.global.

Paper (PDF)

When producing your paper, please refer to the [paper template](#) and the formatting instructions below.

Paper Preparation Templates

Although PHUSE does not make any recommendations about which software you use, Microsoft Word templates have been included 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 on the [Presenter Information](#) section of the PHUSE Website.

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.

The PHUSE Community 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, however, please remember that your paper will be publicly available via the PHUSE website.

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

Break up text into a more digestible format. You can do this by using headers, bullets, and blank lines between chunks of text. Breaking your text into smaller pieces will help your reader stay focused and engaged.

Numbering of Pages

Please include page numbers on every page of your paper.

There is a page limit of:

- Twelve one-sided pages for a 20-25 minute presentation / Poster
- Ten one-sided pages for a 15 minute presentation

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 confirmation 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) e.g. PAP_AD03.pdf

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:

XXnn – PHUSE EU Connect 2025, where XXnn 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 TM or SM. For example, at the first mention of the product include the registered trademark symbol: E.g. "We analyzed 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, do 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 Paper

You must submit the PDF file of your paper into the presenter portal by **Wednesday 29 October 2025**.

Please name your file **PAP_XXnn.pdf**, where XXnn is your paper number, which is available from the acceptance letter you received from your Stream Chair.

Please contact the [PHUSE Office](#) if you require any assistance.