



Abstract Instructions

Summer Biomechanics, Bioengineering & Biotransport Conference (SB³C) 2017

SUBMISSION INSTRUCTIONS

- **Create the PDF in the following way:**
 - Use the provided Abstract Template (or the Undergraduate Design Template) in Microsoft Word, and save it as a PDF.
 - Do not include page numbers, headers, or footers in your abstract. These will be added when the final program book is created.
 - Keep fonts consistent with the template. Only Helvetica, Arial, and Times New Roman are permitted.
 - Size of final PDF may not exceed 3MB. If possible, there are some options available in older versions of Microsoft Word that allow you to reduce the file size (under File, quality of 150 ppi).
 - You are limited to 2 pages.
- Submit the abstract as a PDF file upload using the OASIS abstract submission system.
- **Do not create or delete extra submissions in the OASIS system.** You may return to your original submission and revise at any time prior to the deadline. All deleted and incomplete submissions will result in extra costs to the conference budget. Once you click "Save and Continue" after entering a title, you have created a new submission.

FORMAT INSTRUCTIONS

These instructions present the specifications for formatting the elements of the abstract. All submissions must follow these guidelines.

- Use the provided abstract template document in Microsoft Word format, and save it as a PDF.
- **Required elements:**
 - **Undergraduate Design Competition Abstracts:** Title, Authors, Faculty Advisors, Affiliations, Introduction, Product Design, Budget and Market Analysis, Acknowledgements, References.
 - **All Other Abstracts:** Title, Authors, Affiliations, Introduction, Methods, Results, Discussion, Acknowledgments, References.
- Include all elements of the paper in one document. All artwork, tables, and graphs must be correctly inserted into the final paper. Detail instructions are found below.

General Format

- Text Format: 2 columns, 8.5 in. x 11 in.; each column should be approx. 3.5 in. wide
- Margins: 0.5 in. (top: to paper header, bottom: from copyright footer, sides)

Conference Name Box: Top-right of 1st page

- Do not change or remove the Conference Name Box.
- 9 pt. Helvetica, flush right
- 12 pt. line spacing
- on first page only
- Spacing: from paper edge, 1/2 in. to first line of header

Paper Title

- Uppercase. (However, use the provided Title Case rules when entering the title in the OASIS system.)
- Units of measure or other specialty lowercase terms remain as such
- Arial, 12 pt
- Centered on full width of page
- Spacing: from paper number to title, 3 extra lines; from title to authors, 2 extra lines

Authors

- Author name = first name, middle initial, and last name
- Name: 10 pt. boldface Arial, upper and lower case letters (title case), with 12 pt. leading, centered under the title
- Affiliation: 10 pt. Arial, upper and lower case letters (title case), single line spacing, centered under the name
- City, State, Country: 10 pt. Arial, upper and lower case letters (title case), single line spacing, centered under the affiliation
- Spacing: 2 extra lines separate the first and subsequent authors; last author to abstract, 3 extra lines
- Multiple authors: use discretion and available space to position

Headings and Subheadings

- 10 pt. boldface Times New Roman
- 1ST level (INTRODUCTION, METHODS, etc.): uppercase, flush left, on own line
- 2ND level; title case, indented, run in with text
- Spacing: use spacing appropriately to define paper structure and reflect hierarchy of content

Body Text:

- 9 or 10 pt. Times New Roman
- Full justification
- Single line spacing

Footnotes, Headers, Footers, Page Numbers

- Please do not add these items. These will be added when the final program book is created.

Equations

- Equations should be set apart from the body of the text and centered.
- Equations should be numbered consecutively, using numerals enclosed in parentheses and positioned flush right along the final baseline of the equation.

Figures

- Includes photographs, graphs, and/or line drawings.
- Number figures consecutively and provide a caption below each figure.
- Caption = 9 pt. boldface Times New Roman, centered below the graphic
- Spacing: use enough space to separate graphic from text and other elements.
- Positioning: within body of paper after first reference or at end of text portion of paper
- Sizing: graphics should be sized and placed for final publication
- Graphics should be cropped to remove any unnecessary white space around the image, and should not include borders.

Miscellaneous

- Line weights should be 0.5 pt - 1.5 pt in thickness (line weights below 0.5 points will reproduce poorly).
- Providing graphics at a lower resolution than required, or at a size less than 100% of final, will result in jagged lines, pixilated type, and an unacceptable final image.
- Providing graphics at a higher resolution than required, or at a size above 100% of final, will result in unnecessarily large files.

Tables

- Numbered consecutively and captioned
- Caption = 9 pt. boldface Times New Roman, centered above the table
- Positioning: within body of paper after first reference or at end of text portion of paper
- Spacing: use enough space to separate table from text and other elements
- Sizing: tables should be sized for final publication