

DesignCon 2008

Paper Preparation Instructions for Microsoft Word

These instructions are to be followed exactly when preparing your final paper draft in Microsoft Word. This will facilitate conversion by IEC staff to the PDF format used on the DesignCon CD. If you do not follow our instructions for preparing your paper, it may not be readable on the DesignCon CD. The DesignCon Technical Program Committee and the IEC will not accept responsibility for papers that are unreadable due to a deviation from these formatting instructions.

Your DesignCon paper will have three parts:

- Cover Page
- Abstract Page
- Body

Follow the guidelines below for formatting each portion of your paper. Refer to the graphics in this document for visual directions.

Before You Start

- Use no fonts other than Arial Black and Times New Roman as indicated in the guidelines. If your paper includes formulas or other items that may require a special font, the portion of the paper that uses this special font may be inserted in line, or as a graphic following the guidelines in Section 3 below. (Exception: when including formulas within the paper text, it is not necessary to center them on the page, but all other instructions for inserting graphics must be followed).
- All paper text must be in black and white
- If you have any questions as to what is accepted and what is not, contact one of the following:

Caitlin Thomson
DesignCon Event Coordinator
312-559-4137, cthomson@iec.org

Barry Sullivan
DesignCon Program Director
312-559-3302, bsullivan@iec.org

Cover Page

- Set uniform margins for the paper. Minimum margins are 1.0” at top and bottom, and 0.75” on each side. (Left and right margins of 1.25”—as in this document—are preferred.)
- All type must be left justified.
- Refer to the template on the subsequent page and follow the font type, font size, and line spacing guidelines accordingly.
- Authors’ names should appear on the same line as their company name. We encourage authors to include contact information (e-mail address, telephone number) on a separate line below their name.
- If there are multiple authors on the paper, list the first author’s name and company, single space, optional contact information, double space, second author’s name and company, single space, optional contact information, double space, etc., until all authors have been listed.

See Following Page for
Cover Page Template...

DesignCon 2008

Title of Paper

Author Name, Company Name

[Optional author contact information: e-mail, telephone]

[Co-Author Name, Company Name]

[Optional co-author contact information: e-mail, telephone]

[Additional co-author information as needed]

Abstract Page

- Maintain uniform margins for the paper. Minimum margins are 1.0” at top and bottom, and 0.75” on each side. (Left and right margins of 1.25”—as in this document—are preferred.)
- All type must be left-justified, single-column format.
- Refer to the template on the subsequent page and follow the font type, font size, and line spacing guidelines accordingly.
- Your abstract should be approximately 100 words in length.
- Author biographies should be approximately 40-50 words in length. Focus should be placed on current and most recent responsibilities. Include all author biographies, with 2 spaces separating each new biography.

See Following Page for
Abstract Page
Template...

Abstract

Content Here.....

Author(s) Biography

Content Here.....

Body

- Maintain uniform margins for the paper. Minimum margins are 1.0” at top and bottom, and 0.75” on each side. (Left and right margins of 1.25”—as in this document—are preferred.)
- All type must be left-justified, single-column format.
- The body should include **10-15 pages of text (up to 35 pages for a TecForum)**, which is appropriate for the presentation format of the Forum; **the entire paper (including title, abstract and graphics) must not exceed 25 pages (50 pages for a TecForum)**.
- Refer to the template on the subsequent page and follow the font type, font size, and line spacing guidelines accordingly
- All graphics must be centered horizontally on page. They can appear at the top of the page with text below, at the bottom of the page with text above, or in the middle of the page with text both above and below. Do not wrap text around graphics; leave white space to the left and right.
- All charts, graphs, pictures, etc. must be converted to graphics as either TIFF or JPEG formats (no exceptions) with resolution of 200 dpi or higher before they are inserted into the paper body.
- You are responsible for making sure that graphics are large enough in dimensions to be readable and that the colors used are appropriate for printing in black and white.

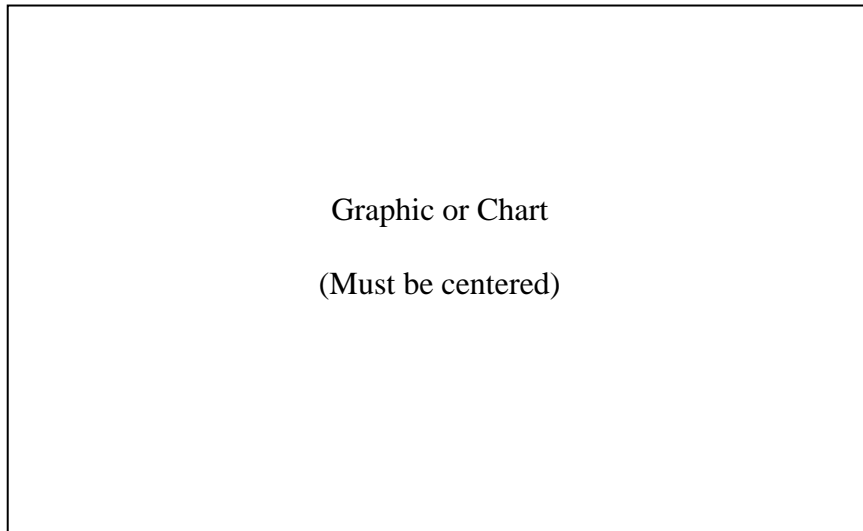
See Following Page for
Paper Body Template...

Header

Content Here.....

Sub-Header

Content Here.....



Graphic or Chart
(Must be centered)

Caption if applicable