## **DesignCon Technical Paper Preparation**

## **Instructions for Microsoft Word**

These instructions are to be followed exactly when preparing your final paper draft. If you do not follow our instructions for preparing your paper, it may not be readable when posted to DesignCon Proceedings. The DesignCon Technical Program Committee and Informa Markets - Engineering will not accept responsibility for papers that are unreadable due to a deviation from these formatting instructions. **The entire paper (including title, abstract and graphics) must not exceed 25 pages.**

Your DesignCon paper will have three parts:

* Cover Page
* Abstract Page
* Body

Follow the guidelines below for formatting each portion of your paper.

**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:

Naomi Price

Conference Director

Naomi.Price@informa.com

**Best Practices**

Other than what is noted in this template, there are no hard and fast rules on arranging your paper, but here are some guidelines that have worked well for other authors.

Plan to provide the following information in your paper

* What was done?
* Why it was done?
* How it was done?
* Data and results
* Summary and conclusions
* References
* Acknowledgements, if applicable

The basic outline of your paper should address the first two items – what and why -- in an introduction section. The purpose here is to whet the appetite for the reader to continue with the rest of your paper and eventually attend your presentation.

The rest of the paper should be the meat and potatoes of your work. You can use the next three bullets – how it was done, data and results, summary and conclusions -- as a suggestion of how to arrange the information.

Provide the last two bullets – references, acknowledgements -- as information for your reader and validation of your work and conclusions.

There is a maximum limit of 25 pages, so you should try and keep it to that. The name of the game is quality, not quantity, of pages.

It is important to explain any figures and tables you might include in the body of your text so that the reader understands them.

**New Author Mentoring**

If this is the first time that the lead author of your paper is writing for DesignCon, we have an author mentoring program to provide guidance. Mentors are experienced Technical Program Committee members who make themselves available to answer authorship questions during paper construction and provide a preliminary critique of the paper prior to submission.

Please contact Conference Director Naomi Price at naomi.price@informa.com for more information or to request a mentor.

**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…


### 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 Instructions

* 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 Instructions

* 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**; **the entire paper (including title, abstract and graphics) must not exceed 25 pages.**
* 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 dimension 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