

2019 Summer Biomechanics, Bioengineering & Biotransport Conference (SB³C) Abstract Instructions

***** We are using a new submission system this year. Read the instructions carefully!*****

SUBMISSION INSTRUCTIONS

Go to <https://www.openconf.org/SB3C2019/openconf.php>. You will first create a submission on the OpenConf website by following the instructions below.

Under Authors: select 'Make Submission'.

- Enter your Submission title. The first letter of the first word should be capitalized. Do not use ALL CAPS.
- Enter information for every author on your abstract
- Select who will be the Presenting, Contact, and Senior Author. For students, we strongly suggest that the contact author be the primary adviser. The Senior author should be the principal investigator of the laboratory (often also the adviser).
- Choose the ONE topic area that best fits your abstract using the dropdown box.
- Select the appropriate [ASME Student Paper Competition](#) category if you are eligible.
- Enter a password to save your submission.

After you complete this step, you will return to the OpenConf home page to upload your abstract PDF. To avoid abstract rejection due to formatting, do not modify the abstract template format.

- **Create the abstract PDF:**
 - 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. They will be added when the final program book is made.
 - Keep fonts consistent with the template. Only Helvetica, Arial, and Times New Roman are permitted.
 - The final PDF size may not exceed 3MB. There are options to reduce the file size in Microsoft Word or Adobe Acrobat..
 - **You are limited to 2 pages. Abstracts longer than 2 pages will be rejected. The exception is the attestation page (3rd page) for ASME Student Paper Competition abstracts.**
- **Upload the abstract PDF:**
 - Return to the OpenConf home page
<https://www.openconf.org/SB3C2019/openconf.php>
 - Under Authors: select 'Upload File'.
 - Use your submission ID # and password (assigned under 'Make Submission') to upload the abstract PDF.
- **If you need to make a change to your submission, you may return to your original submission and revise at any time prior to the deadline. Please edit your submission rather than create a new submission.**

ABSTRACT FORMATTING 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 when finished, save it as a PDF.
- **Required elements:** 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. Detailed 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, on 1st page only
- 12 pt. line spacing
- Spacing: 1/2 inch from paper edge

Paper Title

- 12 pt. bold Arial, uppercase, with units of measure or other specialty lowercase terms remaining as such.
- Centered on full width of page
- Spacing: 3 lines separate paper number from title; 2 lines separate title from authors.

Authors

- **Each author entered into the OpenConf submission system should appear in your abstract, and vice versa.**
- Author name: first name, middle initial, and last name
- Name: 10 pt. bold Arial, upper and lower case letters (title case), centered under the title
- Affiliation: 10 pt. Arial, title case, single spaced, centered under author names
- City, State, Country: 10 pt. Arial, title case, single spaced, centered under the affiliation
- Spacing: 2 lines separate the first and subsequent authors lines; 3 lines separate the last author from the abstract
- More than 3 authors: use available space to position.

Headings and Subheadings

- 10 pt. bold Times New Roman
- 1st level (INTRODUCTION, METHODS, etc.): uppercase, flush left, on own line
- 2nd level; title case, indented, inline with text

Body Text:

- 9 or 10 pt. Times New Roman, justified, single spaced
- Full justification
- Single line spacing

Footnotes, Headers, Footers, Page Numbers

- 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 text and centered.
- Equations should be numbered consecutively, using numerals enclosed in parentheses and positioned flush right.

Figures

- Refers to images, graphs, and line drawings.
- Number figures consecutively; provide a caption for each figure.
- Caption: 9 pt. bold Times New Roman, centered below figure
- Spacing: clearly separate figure and caption from text.
- Position: within body of paper, after first reference to figure
- Size: large enough to be clear at 100% zoom
- Line weights should be 0.5-1.5 pt for best reproducibility.
- Figures should be cropped to remove any unnecessary white space around the image and should not include borders.
- Carefully check figure resolution, as poor quality may affect reviewer scores. Low resolution will result in jagged lines and pixilated images, whereas higher resolution will result in unnecessarily large files.

Tables

- Number tables consecutively; provide a caption for each table.
- Caption: 9 pt. bold Times New Roman, centered above table
- Position: within body of paper, after first reference to table
- Spacing: clearly separate table and caption from text.
- Size: large enough to be clear at 100% zoom

ASME Student Paper Competition (SPC): BS and MS Level

- **New for 2019: Students requesting to compete in the ASME SPC at the BS or MS level are required to include a statement from their PI, attesting that**
(1) the majority of the work was completed by the first/presenting author and
(2) the first author conducted the work when they were a student at the corresponding competition level.
- This attestation should be added as a third page to their abstract. Abstracts submitted without it may be withdrawn from the competition.
- Attestation is NOT required for students at the PhD level.