



Author Submission Guidelines

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1. Introduction

Congratulations on your abstract acceptance to the Mid-West SAS User Group (MWSUG) conference. This document provides submission guidelines and resources for contributed and invited authors. Accepted papers from the SAS Institute have different requirements.

Use this resource to format your manuscript, incorporate style and reference important details for the Copyright Grant Form, final paper, slides and electronic posters (e-Posters). Though the style guidelines can be used as recommendations, [Section 1.2](#) provides a list of paper attributes that must be followed, and will be reviewed by your Section Chair, as these attributes are part of the integrity and consistency of the *MWSUG Proceedings*.

Many people within MWSUG are available to assist you with your manuscript and slide preparation, including Section Chairs, Mentors and peers. Send them a copy of your draft so they can help you get the most out of your experience.

1.1 Important Conference Dates

Below is a list of important dates that each presenter must adhere to. These dates can also be found on the conference website: <http://www.mwsug.org/2019/dates.html>

Event	Date
Call for Papers (12 weeks) <ul style="list-style-type: none">• Opens• Closes	<ul style="list-style-type: none">• February 8, 2019• May 1, 2019
Abstract Decisions (3 weeks) <ul style="list-style-type: none">• Begin review• Authors notified of abstract acceptance	<ul style="list-style-type: none">• May 1, 2019• May 24, 2019
Presenters Registration <ul style="list-style-type: none">• Registration opens• Early bird registration closes	<ul style="list-style-type: none">• June 10, 2019• August 31, 2019
Author Submissions <ul style="list-style-type: none">• Copyright Grant Form due• Final papers due (in pdf)• Presenter biographies due• Final e-posters due• Final presentations due	<ul style="list-style-type: none">• August 17, 2019• August 17, 2019• August 17, 2019• September 13, 2019• September 13, 2019
Conference <ul style="list-style-type: none">• Opening Session• Closing Session	<ul style="list-style-type: none">• September 29, 2019• October 1, 2019

1.2 Summary Checklist

After reading this Submission Guideline document, use this checklist to remember important details. Please do not use it as a substitute for reading the full document.

1. Profile and biography information in the Abstract Submission Website is complete
 - a. Select “Profiles” within the Abstract Submission Website to view
2. Review guidelines for paper content, including:
 - a. Use the templates
 - b. Stay within page limits

- c. Use the tips ([Section 3.1](#))
 - d. Review paper to ensure it complies with requirements.
3. Upload to the Abstract Submission Website by the deadline indicated in the list of important conference dates found in [Section 1.1](#):
 - a. Signed Copyright Grant Form
 - b. Final paper in portable document format (PDF).
4. Review guidelines for presentation or e-Poster content, including:
 - a. Use the template
 - b. Review presentation or e-Poster to ensure it complies with the requirements.
 - c. Standard presentation room setup ([Section 5.1](#)).
5. Upload to the Abstract Submission Website the final presentation or e-Poster by the deadline indicated in the list of important conference dates found in [Section 1.1](#) for pre-loading to the section laptop.
6. Practice delivery of your presentation or e-Poster
7. Bring a backup copy of your presentation or e-Poster to the conference on a USB drive.

1.3 Required Paper Attributes

All papers will reviewed by the Section Chairs, Publications Coordinator and Webmaster for the required attributes. Many of these attributes are part of the paper template. Papers without these attributes will be returned to the author for compliance. Further guidance on these attributes follows in [Section 3](#):

1. Paper number is included above the title ([Section 3.5.1](#)).
2. Paper number is exactly as assigned.
3. Title is centered and properly capitalized ([Section 3.5.1](#)) and appears exactly as written on the Copyright Grant Form.
4. Author and affiliation is beneath the title and is separated by a comma. Multiple authors are separated by semicolons, as described in [Section 3.5.2](#), Item 2.c.
5. The paper is professionally written and formatted as a final paper; draft papers not allowed.
6. Appropriate trademark symbols (® or ™) appear after the first reference to a SAS product in paper ([Section 3.5.2](#), Item 4).
7. The SAS Trademark Citation is included on the final page of the paper ([Section 3.5.2](#), Item 5).
8. Final paper must be in PDF format with the appropriate properties ([Section 4.1.1](#)).

1.4. Abstract Submission Website

Though the word “Abstract” is in the name, the “Abstract Submission Website” is used to submit all your important documents to the conference, such as the Copyright Grant Form, Final Paper in PDF, Slides and e-Posters: <https://www.softconf.com/j/mwsug2019/>

2. Copyright Grant Form

1. The Copyright Grant agreement gives MWSUG a non-exclusive right to publish your paper in the conference Proceedings and to reproduce your paper in sales and marketing literature.
2. Please ensure the paper title appears on the Copyright Grant Form exactly as it appears on the

2. An e-Poster is like an outline, not a novel. Keep the information on the e-Poster simple and easy to follow. Remember that you will not always be there to explain it.
3. Graphs, column charts, box plots, drawings, and other artwork are effective poster enhancements.
4. For helpful tips on creating a poster, refer to the following websites:
<http://www.swarthmore.edu/NatSci/cpurrrin1/posteradvice.htm>
<https://luponvochs.files.wordpress.com/2008/10/how-to-design-an-electronic-poster.pdf>

6.3 e-Poster Requirements

1. Use SAS trademarks correctly in your slide. A list showing the proper names and trademarks is available at: https://www.sas.com/en_us/legal/trademarks.html
2. File should be PowerPoint 97-2003, 2007, 2010 or 2013. If created using Adobe PDF, then it needs to have the capability of Full Screen Mode display similar to the PowerPoint display (i.e., same ratio).

6.4 Kiosk Mode

The e-Posters will be done in Kiosk Mode. This means that all the e-Posters submitted will be combined into one master file with a menu and navigation buttons. Each e-Poster will only be accessible from the main menu. In Kiosk Mode, the 'click to advance' feature will be disabled and replaced with navigation buttons. Since the 'click to advance' feature will be disabled, any animations that work on a mouse-click will not function.

6.5 Final e-Poster Submission

Final e-Posters must be uploaded to the Abstract Submission Website listed in [Section 1.4](#) by the deadline indicated in the list of important conference dates found in [Section 1.1](#).