



Author Submission Guidelines

UPDATED: WINTER 2019

Contents

1. Overview	2
1.1 Important Conference Dates	2
1.2 Summary Checklist	2
1.3 Required Paper Attributes	3
1.4 Paper Submission System	3
2. Permission to Publish	3
3. Paper Details	4
3.1 Capitalization, Terminology, Code, References	4
3.1.1 Capitalization	4
3.1.2 Terminology	4
3.1.3 Code	4
3.1.4 References	4
3.2 Formatting Requirements	5
3.2.1 Paper Number and Title	5
3.2.2 Use of the Paper Template	5
4. Final Paper PDFs	6
4.1 PDF Creation	6
4.1.1 Document Properties	6
4.1.2 PDF File Creation	7
4.2 Checklist for Final PDF File	7

1. Overview

The SESUG 2020 Conference Proceedings will be published online at SESUG.org and will contain the papers presented in slides or on an electronic poster (e-poster) at the conference. Your paper will be published exactly as it is received from you. In order to give the proceedings a consistent and professional look, please follow the requirements included below for generating your paper.

Use this resource to format your manuscript, incorporate style and reference important details for the permission to publish (P2P) form, final paper, slides and e-posters. Though the style guidelines can be used as recommendations, [Section 1.3](#) 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 *SESUG Proceedings*.

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: www.sesug.org

Event	Date
Call for Papers <ul style="list-style-type: none">• Opens• Closes	<ul style="list-style-type: none">• February 20, 2020• June 20, 2020
Abstract Decisions <ul style="list-style-type: none">• Authors notified of abstract acceptance	<ul style="list-style-type: none">• July 20, 2020
Presenters Registration <ul style="list-style-type: none">• Registration opens• Early bird registration closes• Regular online registration ends	<ul style="list-style-type: none">• April 20, 2020• August 20, 2020• October 20, 2020
Author Submissions <ul style="list-style-type: none">• Draft papers due• Permission to Publish due• Final papers due (PDF)• Final e-posters due• Final presentations due	<ul style="list-style-type: none">• August 20, 2020• September 20, 2020• September 20, 2020• October 20, 2020• October 20, 2020
Conference <ul style="list-style-type: none">• Guaranteed Hotel Conference Rate ends• Opening Session• Closing Session	<ul style="list-style-type: none">• October 5, 2020 or when the room block is sold out, whichever comes first• October 25, 2020• October 27, 2020

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 Paper Submission System is complete for each submission.
2. Review guidelines for paper content to ensure it complies with requirements.
3. Review guidelines for presentation or e-poster content to ensure it complies with the requirements.
4. Upload all necessary documents to the Paper Submission System by the deadline indicated in the list of important conference dates found in [Section 1.1](#).
5. Practice delivery of your presentation or e-poster.
6. 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 be reviewed by the Section Chairs 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 exactly as assigned and is included above the title ([Section 3.2.1](#)).
2. Title is centered, properly capitalized, and appears exactly as written on the P2P form.
3. Author and affiliation are located beneath the title and are separated by a comma. Multiple authors are separated by semicolons, as described in [Section 3.2.2](#), Item 2.c. Multiple authors from the same corporation can be separated by commas with their affiliation listed at the end.
4. The paper is professionally written and formatted as a final paper. Draft papers are not allowed for final submission.
5. Complete the title, author, subject, and keywords sections of the document properties in the PDF file. These may translate from the native format file. This will enable users to electronically search the SESUG 2020 Conference Proceedings by topic.
6. Final paper must be in PDF format with the appropriate properties ([Section 4.1.1](#)).

1.4 Paper Submission System

The [Paper Submission System](#) is used to submit all your important documents to the conference, such as the P2P form, final paper in PDF, and slides. If you are an e-poster presenter, please see e-poster Guidelines for more information. The SESUG 2020 Conference Proceedings will be produced using the files uploaded to this system.

2. Permission to Publish

1. The P2P agreement gives SESUG a non-exclusive right to publish your paper in the conference Proceedings.
2. Please ensure the paper title appears on the P2P exactly as it appears on the abstract and final paper. In the event of discrepancies between title wordings, the P2P title will take precedence.
3. Signing the P2P agreement confirms your approval to attend the conference and present your

accepted paper. If you will not be able to attend the conference as scheduled, please notify your Section Chair immediately.

4. Upload the P2P to the [Paper Submission System](#).
5. Signed P2P are due by the deadline indicated in the list of important conference dates found in [Section 1.1](#).
6. Electronic signatures are allowed. An electronic signature is the legal equivalent of a manual hand-written signature.

3. Paper Details

Final papers should use proper style, capitalization, terminology, formatting, and scope.

3.1 Capitalization, Terminology, Code, References

3.1.1 Capitalization

When including code in your paper, please maintain consistent capitalization conventions throughout the paper.

3.1.2 Terminology

Use the following conventions for terminology:

1. Use complete names when referring to trademarked product names. For example, use “SAS Enterprise Guide” instead of “SAS EG” or “EG”.
2. Write “data set” as two words, but “database” as one word.

3.1.3 Code

Do not bury code in body of the text. Set it off from the text as shown in the paper template.

3.1.4 References

1. All published work that is cited in your paper must be listed in the **References** section.
2. Use of Copyrighted Material:
 - a. If you include text or visuals that were written or developed by someone other than yourself, you must cite the sources.
 - b. If you use copyrighted material, you must mention that you have permission from the copyright holder or the publisher.
 - c. The copyright holder or publisher might also require you to include a copyright notice. For example: Reprinted with permission of SAS Institute Inc. from *SAS® Risk Dimensions: Examples and Exercises*. Copyright 2004. SAS Institute Inc.

3. Use of Non-Copyrighted Material

- a. If you use information from a previously printed source that is not copyrighted, cite the source in parenthesis after the text. For example: "The minimum variance method defines the distance between clusters (Ward 1984, p.23)."
- b. The reference format for sources published in hard copy: Author(s). Date of publication or last revision. *Title of Reference*. City, State of publisher: Name of publisher.
- c. The reference format for sources published on the Web: Author. "Title of Document" Title of Complete Work. <Web address> any additional directions for retrieving source (access date).

3.2 Formatting Requirements

Manuscripts meeting the formatting requirements below will be published in the *SESUG 2020 Proceedings*.

3.2.1 Paper Number and Title

On the first page, **use the paper number and exact title from the P2P**. The paper number is the one assigned by the [Paper Submission System](#).

3.2.2 Use of the Paper Template

It is strongly recommended that you use the provided paper template. The template is available in the Presenter Resource Center of the SESUG 2020 website, www.sesug.org, and contains all the sections needed in your paper, suggested fonts and type sizes for the headers and text in the body of the paper.

You can save yourself a lot of work by using the paper template, as it already incorporates most of the formatting that you need. However, if you do not use the template, please ensure your paper conforms to the following guidelines:

1. Top margin should be $\frac{3}{4}$ of an inch and side and bottom margins should be 1 inch.
2. On the **first page**:
 - a. Center the number of the paper about 1 inch from the top of the page,
 - b. Center the title about $\frac{1}{4}$ of an inch under the number of the paper,
 - c. Center the names of the author(s) and the company affiliation(s) under the title
 - d. Begin the text about a $\frac{1}{2}$ of an inch down from the name of the last author.
3. On all **pages**, center page numbers about $\frac{1}{2}$ of an inch from the bottom of the page.
4. **Body text** should be:
 - a. Single-spaced
 - b. Consistent in size with the font sizes in the template. The font sizes in the paper template are summarized in the table below.
 - c. If readable and professional, body text can be in a different font face.

	Element	Font	Case	Size
1	Paper Number	Verdana Bold	Proper Case	10
2	Title	Verdana Bold	Proper Case	13
3	Author(s) Name and Affiliation	Verdana	Proper Case	11
4	Header 1 (e.g., Abstract)	VERDANA BOLD	Heading 1 Style or UPPER CASE	12
5	Header 2 (e.g., sub-header)	VERDANA BOLD	Heading 2 Style or UPPER CASE	11
	Header 3 (e.g., sub-header)	Verdana Bold	Heading 3 Style or Proper Case	11
	Header 4 (e.g., sub-header)	Verdana Bold Italics	Heading 4 Style or Proper Case	11
6	Body	Verdana	Sentence Case	10
7	Code	Courier New	Lower Case	10

In addition to the above, it is strongly recommended that authors avoid embedded fonts. Embedded fonts increase the file size of a paper which makes it more difficult for audience members to download and less likely to be read. However, if special fonts are used that can affect the look of the presentation, then only fonts used in the presentation should be embedded. It is advisable not to embed the entire alphabet.

4. Final Paper PDFs

Final papers must be uploaded to the [Paper Submission System](#) listed in [Section 1.4](#) by the deadline indicated in the list of important conference dates found in [Section 1.1](#).

4.1 PDF Creation

4.1.1 Document Properties

When creating your final PDF file, it is **required** that you place the title, keywords and at least the first author (additional authors can be added separated by a semicolon) in the corresponding sections of the **Document Properties**. Please fill in the subject field of the **Document Properties** with the following: **###**, where **###** is your paper number. The paper number is the number assigned by the Paper Submission System ([Section 3.2.1](#)). Note: if you have already done this in Microsoft Word, the information may not be carried through into the resulting PDF. **You may need to re-enter it.**

The image shows a screenshot of the 'SESUG 2020 Paper Template.docx Properties' dialog box. The 'General' tab is active, displaying the following fields and values:

- Title: SESUG 2020 Paper Title
- Subject: SESUG 2020
- Author: SESUG Author(s)
- Manager: (empty)
- Company: (empty)
- Category: (empty)
- Keywords: Keyword1, Keyword2, etc.
- Comments: (empty)
- Hyperlink base: (empty)
- Template: Normal.dotm

At the bottom, there is an unchecked checkbox labeled 'Save Thumbnails for All Word Documents' and two buttons: 'OK' and 'Cancel'.

If you need to embed fonts, refer to the 'How to Embed Fonts' document on the Presenter Resource Center of the SESUG 2020 website, www.sesug.org.

4.1.2 PDF File Creation

Some versions of Microsoft Word have an option to save the document as PDF. If your version has the save as PDF option, you can save the file as a PDF after you have embedded the fonts (if necessary) and re-saved as a word document. If you are unable to create a PDF file, please contact your Section Chair.

4.2 Checklist for Final PDF File

Before uploading the PDF, make ensure:

1. The paper number appears at the top of the paper ([Section 3.2.1](#)).
2. The title matches the title on the P2P.
3. Nothing except the page number is within the 1" margins.
4. The page numbers are at the bottom of each page.
5. The file has been saved with the fonts embedded (if necessary).
6. Properties are populated accordingly.

If you have any problems creating or uploading your PDF file, contact your Section Chair for assistance.