



## 2007 PLASTIC PARTS INNOVATIONS CONFERENCE AND NEW PRODUCT DESIGN COMPETITION

[www.plasticparts.org](http://www.plasticparts.org)

April 1-3, 2007  
The Peabody Hotel -  
Memphis, Tennessee

### TECHNICAL PAPER AND PRESENTATION PREPARATION GUIDELINES

#### *Important General Information*

The Alliance of Plastic Processors has a strict non-commercial policy. **Company logos are allowed on the presentation material only. Only one use of trademark may be used on the entrance or exit slide.** Other statements or symbols of a commercial nature are not permitted. With the exception of commercial papers accepted for a special commercial session.

Mail your paper, preferably in a Portable Document Format (PDF) format on CD with the signed limited rights agreement (first class or overnight) to:

Alliance of Plastic Processors  
The Society of the Plastics Industry, Inc.  
1667 K Street, N.W., Suite 1000  
Washington, DC 20006-1301

If the quality of your submission is unacceptable, you will be asked to resubmit your paper but the resubmission must be received by the deadline of Monday, February 26, 2007. Papers received by this deadline will qualify speakers for the discounted speaker registration fee. Papers submitted in an unacceptable format or papers received after the deadline will not be eligible for the reduced conference registration fee or considered for the Best Paper or Runner-up Awards. Materials submitted for publication will not be returned to authors.

*Please check the following items before submitting your paper or presentation:*

- Abstract:** I have included in my paper or presentation a 150 word or less paragraph of the completed work or work in progress that provides an abbreviated summary of a technical paper, research article, or presentation on the topics suggested.
- Final Paper/Presentation:** My paper or presentation is non-commercial in nature and uses only one trademark on the entrance or exit slide. There are no statements, symbols or trademark names used in the text.
- Speaker Bio:** I have included on the CD a short bio for introduction by the session chair at my scheduled presentation time, and for listing in the onsite brochure.

#### **Important Deadlines**

- Abstract Submission Deadline: **Friday, January 5, 2007**
- Technical Paper Deadline: **Monday, February 26, 2007**

**Questions?** Please contact: Karen Miles

Alliance of Plastic Processors c/o The Society of the Plastics Industry, Inc. Phone: (800) 525-3984

*(Please read text below for formatting instructions;  
Pages 2-4 are prepared as paper sample)*

## **PAPER TITLE**

**Author(s) Name(s)**  
**Author(s) Affiliation(s)**

### **ABSTRACT**

This is a layout specification for the papers of the Alliance of Plastics Processors, Plastic Parts, Innovations Conference, which will be held in Memphis, Tennessee on April 1-3, 2007. This layout aims at producing conference proceedings in electronic form.

### **PAGE LAYOUT AND STYLE**

The objective of these instructions is preparing the best appearing paper possible. All papers are to be of uniform layout and point type is critical. The page layout should match with the following rules.

- Single-spaced using 12-point font size.
- Two columns are used except for the title part and possibly for large figures that need a full-page width.
- Left margin is .7 inch (18 mm). It is preferable but not necessary to right justify your columns.
- Column width is 3.45 inches (88 mm). On the last page of your paper, try to adjust the lengths of the two columns so that they are the same.
- Spacing between columns is .2 inch (5 mm).
- Top and bottom margin is 1 inch (25 mm), except first page 1.25 inch (35 mm) to title top.
- Use automatic hyphenation and check spelling.

### **TITLE, AUTHORS AND AFFILIATIONS**

The title text must be all upper case letters and the author and company text in upper and lower case letters.

Title, author and affiliation lines are centered across both columns in the bracketed area near the top of page one. Do not type above the bracketed area on the first page of your paper.

### **ORGANIZATION OF PAPER**

Papers are organized in the following order: main body, references and appendices.

### **NOMENCLATURE**

Nomenclature abbreviations follow American National Standards Institute (ANSI) recommendations. The nomenclature list is in alphabetical order, followed by any Greek symbols. Subscripts and superscripts are listed last and are identified with headings. Symbols that cannot be typed are to be written in black ink.

### **TEXT**

Times or Times Roman font is used for main text. Other fonts types may be used if needed for special purposes.

### **HEADINGS**

(Please observe that the following headings are in the style described).

example of how to type references is on the last page of this document<sup>1</sup>.

<sup>a</sup> Sample of a footnote

## MAJOR HEADINGS

Major headings are centered in boldface and are typed in capital letters. One line of space is left above and below the major heading.

### Subheadings

Subheadings are underlined, typed with the initial letter of each word capitalized, and placed flush-left. Subheadings do not appear bold face. One line of space is left above the subheading, and the text begins on the next line below it.

*Sub-subheadings.* Are indented, underlined, and italicized, followed by a period, space and the text. One space is left above the sub-subheading.

### OPTIONAL MAJOR HEADING

If the paper is divided into major sections, a higher level of breakdown may be used before each section, typed in capital letters, underlined, and centered, with two lines of space left above and one line below the heading.

## FOOTNOTES AND REFERENCES

Footnotes are referenced with superscript letters and are listed consecutively from the letter 'a' to the end of the paper. Footnotes appear at the bottom of the column in which they are first referenced or, if necessary, at the bottom of the opposite column on the same page. Leave at least one line of space between footnotes and text.<sup>a</sup>

References are to be noted with superscript numbers and listed consecutively from 1 to the end of the paper. References appear at the bottom of the final column of the paper. Leave at least one line of space between references and text. An

## EQUATIONS

Equations are typed on separate lines and numbered from Eq. (1) to the end of the paper.

As shown in Eq. (1), enclose equation numbers in parentheses and place them flush right in the column; leave one line of space above and below displayed equations. When referring to an equation in the text, type, Eq. (1).

$$(a+b)-c=c+b+a \quad (1)$$

## TABLES AND FIGURES

Tables and figures may be placed in one column or centered on the page across both columns if necessary. Return to the 2-column format for text following a table or figure, which goes across both columns. Table captions are above the table; figure captions and any explanatory legend are below the figure. Leave at least two lines of space between tables or figures and text. Tables may be typed in black only. Graphs and line drawings must be in black ink on white; graphs and images may be imbedded. Tables and figures must be placed in correct position.

## AVOID COMMON MISTAKES

The word "data" is plural, not singular. The subscript for the permeability of vacuum 0 is zero, not a lowercase letter "o". In American English, periods and commas are within quotation marks, like "this period." A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this).

(A parenthetical sentence is punctuated within the parentheses.) A graph within a graph is an "inset," not an "insert." The word "alternatively" is

preferred to the word "alternately" (unless you really mean something that alternates). Do not use the word "essentially" to mean "approximately" or "effectively." Be aware of the different meanings of the homophones "affect" and "effect", "complement" and "compliment," "discreet" and "discrete," "principal" and "principle." Do not confuse "imply" and "infer." The prefix "non" is not a word; it should be joined to the word it modifies, usually without a hyphen. There is no period after the "et" in the Latin abbreviation "et al." The abbreviation "i.e." means "that is," and the abbreviation "e.g." means "for example." We suggest an excellent style manual and source of information for science writers.<sup>2</sup>

## REFERENCES

- <sup>1</sup> "New Flammability Tests for Plastics," L. Przbyla, Presented at the SPI 18th Annual conference, Structural Plastics Division, New Orleans, LA, April 1-4,1990.
- <sup>2</sup> M. Young, The Technical Writer's Handbook, Mill Valley, CA: University Science, 1989.

## PRESENTATION GUIDELINES

The Alliance of Plastics Processors has added the following guidelines to the annual conference technical presentations to deter any violations of the strict non-commercial policy we maintain for our conference. We pride ourselves as being the center of expertise for the structural polymer industry and it is our mission is to share our knowledge in an *educational setting*.

We appreciate you supporting our policy and hope you will participate in the many networking opportunities available at the conference. Please keep these points in mind while preparing your presentation.

- **Logos and trademarks:** APP understands that you are representing your company, therefore, has made a revision to their non-commercial policy. The presenter may use a company logo on the presentation material only. Only one use of trademark may be used on the entrance or exit slide. Other statements or symbols of a commercial nature are not permitted. With the exception of commercial papers accepted for a special commercial session.
- **Review your presentation and check out the room ahead of time:** APP has arranged for a speakers' ready room that is available to all presenters Sunday through Tuesday for the testing of equipment and presentations. There is also a **mandatory** Speaker's Breakfast scheduled the morning of your presentation. Your session chair will use this time to give your presentation a final review for commercialism. Please use this time to ask your session chair any questions about your presentation. The presentation rooms will be set-up with equipment beginning very early Monday and Tuesday morning. Check out the room before your presentation and be sure it has everything you requested.
- **Speaker Bio:** Please provide us with a brief Speaker Bio, containing two or three lines for introduction by your Session Chair. This will assure an accurate and effective introduction. Forward a Speaker Bio with your paper or presentation submission.
- **Prepare:** Technical paper sessions provide an opportunity for presentation of your work to a large audience in a short time. Because the sessions are synchronous in nature and some attendees plan to move among sessions to catch the papers of their interest, we urge you to adhere to the time allocated to you. Since the time available to present your work is rather short, you need to prepare your presentation materials with utmost clarity and effectiveness. **Full paper presentation slots are 25 minutes long.** Please limit your presentation to 20-22 minutes while leaving the remaining time for questions and comments.
- **Author Substitutes:** Non-author presentations are not highly encouraged but acceptable if the real authors cannot be present at the conference. The substitute presenters must be sufficiently familiar with the material being presented in order to be able to answer questions from the audience. Also, the substitute presenter must contact the session chair ahead of the scheduled session time to apprise him/her of the change.
- **Equipment:** All session rooms will be equipped with a computer laptop and data projector. All presentations are to run from a CD so that the sessions will run efficiently with the start of each presenter. Computer equipment will not be switched for individual presenters. If you require other equipment, please contact the conference office as early as possible before the conference.
- **Font:** Use the biggest fonts possible. Larger fonts are easier to read and should be no smaller than 24 point for viewing from the back of the room. Fonts without "serifs", like arial, are easier to read because it does not have the tiny scrollwork on the ends of each letter. Bold and underlined text works well. Avoid using all caps.
- **Use Contrasting Colors:** A dark background with light text is easily readable. Keep the backgrounds simple. Too much in the background is distracting.
- **Format:** Do not overcrowd the slide with words, figures and tables. Use one slide for one point. All figures, tables and numbers should be clearly bolded and at least 24-point type. Bulleting and listing items makes for easy viewing.

If you have any questions concerning your presentation or technical paper, please contact the APP office at 800.525.3984.