

Society for Experimental Mechanics, Inc.

IMAC-XXVIII GENERAL INFORMATION FOR AUTHORS

*Packages of Information and Forms for Authors were emailed from SEM to the Corresponding Author for each Accepted Paper on August 11, 2009*

*The Technical Program is available on the SEM web site, <http://sem.org/app-conf-list1.asp>. This listing will be regularly updated as changes are made. Please check the web site for the latest information.*

1. **APPLY FOR YOUR VISA NOW.** If you are coming from a country which requires a visa to visit the United States, we urge you to apply for your visa as soon as possible. The U.S. State Department has changed the procedures for obtaining visas to the U.S. and the process can now take 6 months.
2. **D.J. DEMICHELE SCHOLARSHIP.** The Dominick J. DeMichele Scholarship Awards are available to Students who will be presenting papers at IMAC. Details on this scholarship award are available at <http://sem.org/STED-DeMicheleSchol.asp>. Applications packages must be received at SEM by **October 9, 2009**.
3. **PROCEEDINGS PAPER:** Preparation instructions are available at <http://sem.org/PDF/28iPaperSubmission.pdf>. The preferred format is PDF, generated by Adobe Acrobat software program for the PC. Submit your paper for the proceedings according to the guidelines. Proceedings papers must be **RECEIVED BY OCTOBER 9, 2009**.
4. **AUDIO VISUAL EQUIPMENT:** Each session room will be supplied with an LCD projector. Authors will be able to present their information using their own computer hooked up to the LCD projector. An overhead projector, a 35mm slide projector, or VCR & TV can be made available if the request is **RECEIVED BY DECEMBER 22, 2009**.
5. A short biographical sketch about the professional background of the speaker, who will orally present the paper, is needed as an introduction by the session Chair. Copies of the **Biographical Form** are available at <http://sem.org/PDF/28iBioForm.pdf> and should be sent to SEM to be received by **OCTOBER 9, 2009**.
6. Authors are allowed a total time of thirty (30) minutes, including questions and answers, for presentation of their papers. Authors and co-authors are expected to attend the conference or to have a designated representative available for the oral presentation(s) of their paper(s). **Failure to present, or to find a suitable substitute to present the paper will result in a fee assessment of \$250.00** to offset the cost incurred by the Conference of listing the paper in the Advance and Final Programs and in publishing the Conference Proceedings. The failure of authors to appear causes disappointment to the attendees and creates problems with the program schedule. Please advise the SEM staff if there is any possibility of a conflict which will prevent you from making your presentation. An author has until **JANUARY 2, 2010** to notify SEM Headquarters that an accepted paper is being withdrawn.
7. Please read, sign and return an original copy of the **Author Agreement Form** (<http://sem.org/PDF/28iAuthAgreeForm.pdf>) to be received by **OCTOBER 9, 2009**. If a substitute speaker will present the paper, please provide his/her name on the author agreement form.
8. The Conference will be held at The Hyatt Regency Jacksonville Riverfront, 225 East Coastline Drive, Jacksonville, Florida, 32202, USA, and direct telephone (904) 588-1234. Hotel Reservation information is available on the web site. Reservations are to be made directly with the hotel. It is suggested that you **make your hotel reservation as early as possible to receive the conference rate**.

The **hotel cut-off date is JANUARY 9, 2010**. After the cut-off date, rooms will be confirmed on a space-available basis, and will not be guaranteed the group rate.

9. It is IMAC policy that all attendees must register and pay the Registration Fee. **Advance Conference Registration must be received by JANUARY 14, 2010 in order to receive the Advance Registration Discount**. After that date, please register on-site. Please use the registration form in the advance program or on SEM's website, <http://sem.org>.

10. If changes occur that affect the presentation date or session of your paper, you will be notified by email as soon as possible.
11. **Abstracts:** To promote the conference, submitted abstracts will be posted on SEM's website. Simply select Technical Program, look under the session number of your presentation, and select your paper to view the abstract. Or, select Accepted Authors, look under your last name and select the paper of interest to view the abstract. Please check for accuracy.

All author information, proceedings instructions and forms are available on the website. The Technical Program on the website will be regularly updated and is the best source for the latest information. You will receive additional information regarding your invitation to the chairs'/speakers' briefing well before the conference.

If you have any questions, please contact Katherine Ramsay, [meetings@sem1.com](mailto:meetings@sem1.com) or Shari Matthews, [shari@sem1.com](mailto:shari@sem1.com).

**PLEASE STATE YOUR PAPER NUMBER(S)**  
**ON ALL CORRESPONDENCE.**

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## IMAC-XXVIII PAPER SUBMISSION INSTRUCTIONS

ALL PAPERS TO BE INCLUDED IN THE CONFERENCE PROCEEDINGS MUST BE SUPPLIED IN ELECTRONIC FORMAT

**PDF documents must arrive by October 9, 2009**

**Word documents must arrive by October 2, 2009**

### Information about the Electronic Files and Process

#### 1. File Formats Accepted

Preferred format: PDF, generated by Adobe Acrobat software program for the PC. If you are unable to supply a PDF file, you may supply a PC-based Microsoft® Word document. Files submitted as Microsoft Word documents must be received no later than one week **before** the deadline for receipt of papers. This file will be converted to a PDF file and returned to the submitting author for approval prior to inclusion in the proceedings.

#### 2. Where to Send File

Files may be uploaded to: <http://sem.org/conference-paper-upload.cfm>

Username: semconf

Password: paper

#### 3. How to Name the File

Files should begin with the paper number that was assigned by SEM, followed by an underscore (\_), and ending with the first three (3) letters of the corresponding author's last (family) name. For example, a paper submitted by Dr. Proulx and assigned paper number 467 would use the following file name: 467\_pro.pdf.

#### 4. Comments on the Preparation of PDF Files

Please pay attention to the following details when preparing your PDF files.

- a. Select "Print Optimized" (NOT "screen" or "press").
- b. DO NOT "down sample" or print to "screen image."
- c. Security should be set to "None" with no password protection.
- d. All fonts should be embedded.
- e. Graphics should be in the final printing resolution, i.e. photos at least 300 dpi, line drawings should be 600 dpi.
- f. Graphics should be placed in the word processing application at their final size and resolution. Do not place the graphic in the word processing application and then reduce. Reduce the size of the image in its original file and then place it. This will minimize the file size of the final paper.
- g. Final PDF files should not exceed 5 MB.

### Information about the Paper

#### 1. Style, Margins and Fonts

- a. The paper should be in one column, formatted to use the full width of the page.
- b. The paper size should be 8 1/2" x 11".
- c. Margins should be: top, left, and right = 3/4", bottom 1".
- d. **The font used MUST be either Arial or Helvetica.** The Title should be in 14-point type, author information should be 12-point type, and the remainder of the document should be in 10-point type.
- e. **Do not** include page numbers or any other information in the header or footer areas.

#### 2. Length

Average paper length is 6 - 8 pages, including text, illustrations and references. Longer papers are allowed, however, the size of the final PDF should not exceed 10 MB.

#### 3. Title

Maximum of ten (10) Words. Type this information in **bold** 2 lines down from top margin in **14-point type, upper and lower case and center**. You may use the full width of the page.

4. Author  
Type this information **centered** on the 4<sup>th</sup> line down from the title in **12-point type, upper and lower case**. Include the author(s)'s name, title, corporate or university affiliation, and complete address. You may use the full width of the page.
5. Nomenclature  
A table of nomenclature must be presented before the main body of the text. In this table, define all symbols used in equations in the text.
6. Text  
Begin abstract, in one column format, 3 lines down from either the author information or nomenclature. Include a short abstract at the beginning of the paper consisting of a one-paragraph summary of the highlights of the paper, stating the basic purpose of the problem and the nature of approach, content and key findings. Use the word **ABSTRACT** as a heading for this portion. All text should be single-spaced with double-spacing between paragraphs and no indentation. **Abstracts should not contain figures or equations.**
7. Photos and Drawings – see items 4.e. and 4.f. for more information on placing graphics.
  - a. Photos and line drawings, clearly marked by figure numbers, should be reduced and positioned at the appropriate location within the text. Figures may occupy the full width of the page, if necessary.
  - b. Color photos and drawings are permitted where necessary. Be sure the images in the document are placed in their final size.
8. Equations  
Equations must be allowed sufficient space to ensure clarity. Equations must be numbered consecutively, with the numbers parenthesized at the end of the corresponding line, etc.
9. Footnotes  
Footnotes within the text must be shown with a superior number. They should appear at the foot of the same page, separated from the text by a short line.
10. Acknowledgments  
Acknowledgments, if any, should be typed at the end of the text before the references.
11. References
  - a. Use square brackets [ ] to indicate reference number in text.
  - b. References must be listed by number at the end of the paper.
  - c. Do not list references that are not mentioned in the text.
  - d. References should be prepared in the following general format: author (last name first), title of article, title of publication, volume and issue number, page numbers, year of publication.
12. Deadline  
To be included in the CD-ROM Proceedings, papers, in PDF, must be received at SEM by **October 9, 2009**. Papers submitted in Microsoft® Word must be received at SEM by **October 2, 2009**.
13. If you have any questions regarding the preparation of your conference proceedings paper, please contact Shari Matthews, Conference assistant at (203) 790-6373 or Fax (203) 790-4472, email shari@sem1.com.

**PLEASE STATE YOUR PAPER NUMBER  
ON ALL CORRESPONDENCE**

# BIOGRAPHICAL INFORMATION FORM

IMAC XXVIII A CONFERENCE ON STRUCTURAL DYNAMICS

Jacksonville, Florida

February 1 – 4, 2010

A brief, 30-50 word, biographical sketch of your personal and professional background is needed for your presentation. Some points that you might cover are: universities or colleges attended, degrees attained, present position, recent technical interests, papers and books published, etc. Please fill out and return with your proceedings paper to SEM/IMAC, 7 School Street, Bethel, CT 06801 USA, FAX to: (203) 790-4472, or email to meetings@sem1.com to be **received by OCTOBER 9, 2009**.

*PLEASE TYPE OR PRINT*

PAPER NUMBER: \_\_\_\_\_

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PAPER TITLE: \_\_\_\_\_

NAME OF SPEAKER WHO WILL ORALLY PRESENT PAPER:

UNIV./COMPANY NAME:

PRESENT POSITION:

BIOGRAPHY:

# IMAC XXVIII: CONFERENCE & EXPOSITION ON STRUCTURAL DYNAMICS

February 1 – 4, 2010, Hyatt Regency Jacksonville Riverfront, Jacksonville, Florida

## AUTHOR AGREEMENT

The author and co-author(s) must complete this form and mail original to SEM **BY OCTOBER 9, 2009**.

1. If the paper is a work made for hire and the author or co-author(s) do not have the authority to assign the paper, the owner of the paper must also sign this form.
2. Each paper must be submitted in English, the official language of the Conference.
3. Each paper submitted by the deadline date will be reviewed and judged for clarity, completeness, accuracy and usefulness. If properly reviewed and accepted, the paper may be published in an appropriate SEM medium. The final authority in each case will rest with SEM.
4. The author agrees to obtain all company and security clearances and approvals as may be required.
5. The Society for Experimental Mechanics, Inc. shall not be responsible for any expenses incurred by authors in connection with the paper, attendance at the meeting or remuneration for papers published by SEM.
6. The author (co-authors) agree to attend the Conference to orally present the paper. **Failure to present, or to find a suitable substitute to present the paper will result in a fee assessment of \$250.00** to offset the cost incurred by the Conference of listing the paper in the Advance & Final Programs and in publishing the Conference Proceedings. Acceptance of future papers will be based on past performance of attendance to present papers at the Conference and in prompt payment of the fee assessment for failure to present papers at the Conference. An author has until January 2, 2010 to notify SEM Headquarters that an accepted paper is being withdrawn.
7. The author agrees that the paper title(s) and the abstract(s) will not contain company names, trademarks, trade names, or other commercial references. Trade names and trademarks essential to the information being presented may appear in the body of the paper when properly footnoted.
8. If the paper is not accepted for publication, the paper shall be returned to the author, co-author or employer and this assignment and transfer shall be of no effect.
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Please attach a separate sheet for additional co-authors

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