

# HOW TO USE YOUR COMPUTER AND OMNI PAPERMAKER® TO CREATE A “PUBLICATION-READY” PAPER FOR The Design & Verification Conference and Exhibition (DVCon)

*Dr. Great Paper, Omnipress, Madison, WI*

## ***Abstract***

*Congratulations on being selected to participate in DVCon 2003. Your important paper will be published along with others to form a comprehensive and consistent body of knowledge. **These written instructions serve as a representative sample of how your finished paper should look when printed on your home or office printer.***

*MP Associates, Inc and Omnipress will be working with you on your submission of your final manuscript. All questions regarding due dates, restrictions, length of your paper and any other important instructions can be answered in the Submission Checklist. If you have additional questions regarding word processing program options, due date extensions or DVCon conference items, please contact Christie Weber at [Christie@mpassociates.com](mailto:Christie@mpassociates.com) or (303) 530-4562.*

*A review draft **MUST** be submitted to the DVCon program committee no later than December 10, 2002. Drafts **MUST** be submitted in PDF or postscript format, and sent to the program chair at [stuart@sutherland-hdl.com](mailto:stuart@sutherland-hdl.com).*

*The deadline to submit your paper to Omnipress is January 15, 2003. Failure to submit your paper on this date can decrease your chances of your paper being published in the CD-Rom proceedings.*

## **Submission Requirements**

- 1). Email your file to [content@omnipress.com](mailto:content@omnipress.com) and put the conference name in the subject line.
- 2). RECOMMENDED, NOT REQUIRED: You may mail your diskette to Omnipress along with hard copy of your final paper.

## **Word Processing Programs**

Your DVCon final manuscript must be in a PDF or Postscript file when e-mailed to Omnipress. To create your paper and generate the PDF or Postscript file, it is recommended that you use a word processing program that will allow you to accurately specify page margins, indentation and fonts. Programs such as Corel WordPerfect, Microsoft Word or Adobe Framemaker will give excellent results. Be sure to embed all fonts used in the PDF or Postscript file that you generate. Authors may contact [stuart@sutherland-hdl.com](mailto:stuart@sutherland-hdl.com) for a pre-formatted template in MicrosoftWord or Adobe Framemaker.

## Formatting Instructions

DVCon is publishing the conference proceedings in a CD-Rom format only. Your paper will need to be formatted in a Single Column Format. Please review these instructions carefully.

### *Your Paper's Title*

Begin your title at the top margin of your paper and type no more than three lines, centering each line.

### *Author/Byline Information*

Allow one blank line space under the last line of your title. Use one line only for each contributing author. Begin with first name, middle initial, last name, name of firm/ organization/institution, city and state abbreviation (or country). Do NOT include street address, zip codes, additional titles, degrees, departments, etc. These will be deleted for consistency. Two blank lines should follow the last author line before your first heading.

### *Headings*

Headings should be centered in the column. One blank line should follow before and after each new heading in your paper. Your first heading (i.e., "Abstract" or "Introduction") should follow these same guidelines.

### *Subheads*

Subheads should be positioned flush left to the column. One blank line should precede each new subhead. Begin the new paragraph directly below each subhead.

### *Body or Paragraphs*

Indent the first line of each new paragraph. Please do NOT use spaces or hanging indents; use the Tab key to indent (.5"). Use full justification, letting the text wrap—no hard returns except when starting a new paragraph. Use the base font already indicated (12pt.). Do NOT double space between paragraphs. However, double space before starting a new heading or subhead.

### *Footnotes*

Please use numbers (1, 2, 3, ...etc.) for footnotes. Use a 10pt font. The footnote should appear on the same page it was referenced on.

### *Tables*

When possible, use a **table editor** or **tabs** to create tables. Please do NOT use spaces to align the columns of your table. Also, do NOT use the "columns" feature to create tables. Identify each table with a bold numeric reference and center it at the top of your table (i.e., **Table 1**). Use a Tab to indent after the table reference. When possible the table data should be centered within the column. If there is not enough space left on the page to allow for your table (as is the case here), end your page here and continue on the next page.

**Table 1.** Example of a Sample Table and the Table Caption

<b>Sample Description</b>	<b>X</b>	<b>Y</b>	<b>Z</b>
Sample Test I	1	2	3
Sample Test II	6	2	2
Totals	7	4	5

### ***Graphics***

Omnipress supports the following graphic files:

- BMP
- TIFF
- PIC
- WMF
- EPS
- PICT
- WPG

Embed each graphic in your document. Also include a separate copy of the graphic file on your diskette, as well as a laser quality print of your graphic with your paper. Include a centered caption for the graphic and place it at the bottom of the graphic (i.e., **Figure 1**). Use a Tab to indent after the Figure reference.

If your graphic exists in hard copy only, or you are unable to embed your graphic in your word processing file, indicate generally where the graphic should go. Omnipress will scan, size and position your graphic as close to this location as possible (Note: additional time is required, with additional costs to your association for each of your scanned graphics). Omnipress will assume that your graphics will be positioned at the end of your paper unless otherwise indicated. To indicate where you would like your graphic, please include the following line of type in the body of your paper.

[ INSERT FIGURE 1 HERE ]

**Figure 1.** Example of a Figure Caption. Be sure to include this in the body of your paper.

Be specific with the graphic or figure you need placed (i.e., Figure 1, Figure 2, ...etc). Leave one space above and below this position reference. Failure to properly communicate the position of your graphic usually leaves Omnipress a judgment decision which may NOT be the position that you prefer to have the graphic placed.

### ***Other Reminders Pertaining to Graphics***

- Do not use graphics with dark backgrounds as they do not reproduce well.
- Do not use color graphics as they do not usually reproduce well.
- Be sure to type the captions in the body of your paper as you want them to read.
- Do not cut, fold, or bend your graphic.

## **Saving Your File Preserving Its Fonts, Original Layout and Breaks**

If you are using MS-Word (versions '97 or 2000 only), there is an option to embed your fonts. This will ensure your paper will reproduce accurately. To save your file with embedded fonts, on the **File** menu, click **Save As**, click **Tools**, and then click **Embed TrueType Fonts**.

To preserve the original layout and breaks, on the **Tools** menu, click **Options**, and then click the **compatibility** tab. On the Options box, clear the **Use printer metrics to lay out document**. (These options are not available for Corel WordPerfect.)

When you have completed your paper, please save the final file to a blank diskette using a unique filename. If your file is too large to fit on one diskette, the use of Stuffit (Macintosh) or PKZIP/WinZip (Windows) may be used. Please indicate this on your label. Include all file copies of any graphics that you used in your paper on your diskette. Please remove any unnecessary files from your diskette. **DISKETTE AND HARD COPY SUBMISSION RECOMMENDED, BUT NOT REQUIRED.**

### **Labeling Your Diskette** *(RECOMMENDED BUT NOT REQUIRED)*

On a new diskette label, please indicate your full name, your association/organization name, your use of **Macintosh** or **Windows**, the word processing program (and version) used, and the file name of your paper.

### **References**

Use "References" as a heading name, with your listing that follows in the base font size (12pt). Number each reference consecutively (1, 2, 3, . . . etc.) and single space between each reference. Indent after each reference number. Do NOT use end notes. Refer to the example below.

1. Smith, Robert J. and Nancy A. Jones (1991), "Writing a Better Paper", *Association News*, June, pp. 67-75.
2. Speaker, David L. (1988), "Presenting a Technical Paper", in *The Association Conference*, Arthur Jones and T.A. Johnson, ed. New York, NY, Knowledge Press.

*These written instructions serve as a representative sample of how your finished paper should look when printed on your home or office printer.*

# “SINGLE COLUMN FORMAT”

## (For Author Diskettes)

This card should be used as your primary reference when formatting your paper. For specific areas such as Tables, Graphics, Footnotes, and References, please refer to the instructions on the sample paper enclosed.

### *Initial Setup (For 8½" x 11" paper)*

Please set up your word processor to these initial settings. Your paper should follow these formatting styles listed below.

<b>Base Font:</b>	12pt Times (or Times New Roman)
<b>Line Height:</b>	Auto
<b>Line Space:</b>	Single
<b>All Margins:</b>	.75" (MS-Word users will set bottom margin to 1" to allow for page numbering.)
<b>Tab Settings:</b>	Every .5" (Additional tabs/indents may be set for tables or other items.)
<b>Justification:</b>	Full

### *Paper Title*

Maximum of three lines for your title.

<b>Font Size:</b>	14pt
<b>Attribute:</b>	Bold and All Caps
<b>Justification:</b>	Center
<b>Position:</b>	Top margin
<b>Spacing:</b>	One blank line after last line of title.

### *Author/Byline Information*

Please type author's full name, affiliation, city and state abbreviation. Try to abbreviate affiliations when possible. Do NOT include street address, titles, departments, etc.

<b>Font Size:</b>	12pt
<b>Attribute:</b>	Italicized and Initial Caps
<b>Justification:</b>	Center
<b>Spacing:</b>	Two blank lines after last author line

### *Headings*

<b>Font Size:</b>	14pt
<b>Attribute:</b>	Bold and Initial Caps
<b>Justification:</b>	Center
<b>Spacing:</b>	Double Space After

### *Subheadings*

<b>Font Size:</b>	12pt (same as base font)
<b>Attributes:</b>	Bold, Italicized and Initial Caps
<b>Justification:</b>	Left
<b>Spacing:</b>	One line before all new subheads. Begin paragraph directly below each new subhead.

### *Body or Paragraphs*

Indent the first line of each new paragraph. Please do NOT use spaces or hanging indents; Use the Tab key to indent (.5") each new paragraph. Use full justification, letting the text wrap—no hard returns except when starting a new paragraph. Use the base font already indicated (12pt). Do NOT double space between paragraphs. However, double space before starting a new heading or subhead.

### *Page Numbering*

If you are submitting you paper on disk or via email do not apply page numbers. If supplying hardcopy only, please page number on the back of each page in pencil.

# DVCon 2003 CONFERENCE PROCEEDINGS PAPERMAKER® SUBMISSION CHECKLIST

**Your Material is Due No Later than January 15, 2003**

- 1). Official page limit is 8 pages. Authors can purchase additional pages at \$100.00 per page.

Additional Proceedings page Billing:

Send check or money order to: (Wire Transfers and international checks cannot be accepted).

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Accepted Credit Cards are: Visa/Mastercard and American Express

Please contact Christie Weber at [christie@mpassociates.com](mailto:christie@mpassociates.com) or by telephone at (303) 530-4562

- 2). Copyright forms are due by January 15, 2003. All forms must be completed and originals mailed to: (Fax or electronic copies cannot be accepted).

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- 3). Submit your final paper electronically to [content@omnipress.com](mailto:content@omnipress.com). Please put "DVCon 2003" in the subject line. Please submit a PDF or postscript file.

- 4). It is recommended, but not required to send a diskette of your final paper along with hard copy to Omnipress. When you send the hard copy packet, be sure to include any original photos or graphics which are not placed in your paper. Indicate where these are to be positioned in your paper. **Send all materials via a traceable service to: OMNIPRESS**

**2600 Anderson Street  
Madison, WI 53707**

**For any questions, your Editor/Coordinator is:**

**Christie Weber, MP Associates, Inc.**

**Phone: 303-530-4562 Fax: 303-530-4333 Email: [Christie@mpassociates.com](mailto:Christie@mpassociates.com)**

**For any questions in regards to receipt of your paper, please email [content@omnipress.com](mailto:content@omnipress.com) or call Gayle Hammond (800)828-0305.**