

## Overview

The PharmaSUG *Proceedings* contains the papers presented at the conference. Your paper will be published exactly as it is received from you, so please follow the requirements for generating your paper included below.

**NEW FOR PharmaSUG 2004** - the paper template is now one-column instead of two-columns, and a PDF of your final paper is required rather than a PostScript file.

### Requirements:

1. You are **required** to upload a PDF file of your paper to the CFP web application. You may also email this to your section chairs, if previously arranged. This is a change from previous years.
2. You are also **required** to complete at least the title, author, subject, and keywords sections of the **document properties** in the PDF file. These should translate from the native format file. This will enable users to electronically search the PharmaSUG *Proceedings* CD-ROM by topic.

## Formatting

All copy should be single spaced in one-column format. Start the type immediately below the top margin and continue to the bottom margin in each column. Use the full width of each column.

Footnotes, source notes, and references should be included at the end of the paper. Place acknowledgments just after the references.

Other SAS users may want to contact you or a co-author about your paper after reading it in the *Proceedings*. Therefore, please include a way for users to contact you. But remember that your paper may be available via the Web.

Refer to **Figure 1** for a sample PharmaSUG paper. Refer to **Figure 2** for margin requirements and type suggestions. Note that the type specifications are strongly recommended, but not required. However, please note it is very important that you adhere to the margins designated in **Figure 2** to allow for the running heads to be added during the compilation of the *Proceedings*.

## Paper Preparation Templates

Although PharmaSUG does not make any recommendations about which software you use, templates in Word and WordPerfect have been prepared to help you prepare your paper. The templates contain suggested sections as well as the required fonts and point sizes for the headers and body copy. These templates are available in the SUGI 29 presenter's package found at

<http://support.sas.com/usergroups/sugi/sugi29/package/index.html>

## Page Numbers

Please **do not include** page numbers on any page of your paper.

## Page Limit

There is a limit of twenty **one-sided** pages for a 50-minute presentation/Hands-on-Workshop, twelve **one-sided** pages for a 20-minute presentation/Poster and eight **one-sided** pages for a Coder's Corner presentation, including charts, tables and graphs. You may use any combination of text and graphical or tabular material, but all of your materials must fit within the paging restrictions in fairness to all authors.

## Paper Number

Your paper number is available from the letter you received regarding the acceptance of your paper for PharmaSUG. It also appears in the first field of the online CFP web application. You should use this number when

- formatting your paper (see the **Title** section below)
- in the subject field of the document properties your paper (see the **Title** section below)
- naming your PDF file (see the **PDF File Preparation** section below)
- uploading your PDF file to CFP web application (see the **Providing Your PDF File via CFP Web Application** section below).

## Title

The title of the paper is centered on the designated line at the top of the first page only. The paper number is centered two spaces directly above the title. Show the author's name, affiliation and location centered two spaces below the title. Do not show job titles, degrees, or addresses. Co-authors, if any, are to be listed one author per line, centered immediately under the first author's name. For example,

Paper AD03

### The Title of Your PharmaSUG Paper Goes Here

First Author, Company, City, State  
 Second Author, Company, City, State  
 Third Author, Company, City, State

It is also **required** that you place the title, keywords and first author in the corresponding sections of the **document properties**. Please also fill in the subject field of the **document properties** with the following: **SSxx - PharmaSUG 2004**, where SSxx is your paper number.

***Please refer to the letter from your section chair for the exact title to use. Your paper title may have been changed slightly to ensure proper use of SAS trademarks.***

## SUGI 29 Guidelines

The paper guidelines for SUGI 29 are a good source of pointers for organizing your presentation so that it meets SAS users group standards. These can be found at

<http://support.sas.com/usergroups/sugi/sugi29/package/guidelines.pdf>

These guidelines are the template for the PharmaSUG guidelines. Sections I, II, III and V of Part 1 should be useful in helping you prepare your paper and presentation.

## PDF File Preparation

You are required to provide a PDF (Portable Document Format) file of your final written paper. This is a change from previous years.

**Important: When preparing your PDF file, you may not password protect or add bookmarks to the PDF.**

Although PharmaSUG does not make recommendations about which software to use, we have provided several options that you can use to convert your final paper to PDF. The two services listed below convert documents to PDF for a donation or for a very small fee. You can also purchase software to convert documents to PDF as well, and there are several listed below.

### Services:

<http://www.2convert.com/index.jsp>

<http://www.fastpdf.com/>

### Software:

<http://www.adobe.com>

<http://www.clicktoconvert.com/index.html>

<http://www.win2pdf.com/>

[http://www.eprintdriver.com/to\\_pdf/MSWord-to-PDF-ex.html](http://www.eprintdriver.com/to_pdf/MSWord-to-PDF-ex.html)

## Uploading Your PDF File to the CFP Web Application

You must upload the PDF file of your paper to the CFP web application on or before February 23, 2004. This can be accessed from the link under the Presenter's Package button on the PharmaSUG 2004 web page, <http://www.pharmasug.org/2004/package/index.htm>. Please name your file SSxx.pdf, where SSxx your paper number, which is available from the acceptance letter you received from your section chair.

Please contact your section chairs via email when you have uploaded your final paper. If your files are large, e.g., >2 megabytes and you also intend to email them to your section chairs; please contact them to be sure they can receive large file attachments.

If you experience difficulties, please contact Nancy Brucken, the PharmaSUG 2004 publications coordinator, to make other arrangements for getting your PDF file to PharmaSUG. Nancy can be contacted by phone at 734-769-5000 x1231 or by e-mail at [Nancy.Brucken@statprobe.com](mailto:Nancy.Brucken@statprobe.com).

## Poster Guidelines

The following guidelines are specific to the Poster Section:

- You are responsible for setting up, taking down and presenting your poster according to instructions from the Posters section chairs.
- Follow the instructions above when preparing the paper that accompanies your poster to be included in the *Proceedings*.
- If you are unable to present your poster, you must find someone else to take your place during your scheduled session.
- Refer to the **Sketch of Poster Board (Figure 3)** to get the measurements of the poster board that will be provided for you to display your poster. The boards are covered with a royal blue material. Velcro dots will be available for attaching your poster to the board.
- Please note that the 4' square main panel is separated from the 2' x 4' side panel by a metal bar. If your presentation is very compact, you may choose to leave the side panel empty. Alternatively, you can use the main panel to present your statement of the problem and solution and the side panel to summarize and discuss your technique. Split your poster according to your particular needs.
- The title and author names of your poster will be typeset in large letters to fit into the 4' x 1' top panel and will be available for your use at the conference.
- If you decide to have supplemental handouts, we recommend that you bring a minimum of 100 copies. Space will be available to leave these during the day, but we suggest that you keep at least 50 copies for distribution during the actual poster session.
- A poster is like an outline, not a novel. Keep the information you present simple and easy to follow. Remember, you will be there to explain it. You can put more detail in the paper you prepare for the *Proceedings*, or you can prepare handouts for the conference.
- It is recommended that text on your poster not be smaller than 1/4" (easily visible from 5 feet) and that important statements and headings be larger. This can be done using enlarging copier machines if typesetting services are not available.
- Use mat board or construction paper to form visual divisions among sections of text.
- Use graphics to make your point where possible. See Part 1, Section V, **Visual Guidelines** in the SUGI 29 Guidelines which provides useful information on what makes a good graphic display.
- Another excellent resource for poster presenters in the SUGI 29 Guidelines is ***Effective Poster Presentations for SAS® User Group Conferences: Recommendations and Techniques (Figure VI.2)***, by Helen-Jean Talbott. This contains guidance on how to carry out poster ideas clearly and effectively and provides practical suggestions on poster design, materials, color, lettering, graphics, and construction methods.

## Figure 1. Sample PharmaSUG Paper

### Paper AD03

#### A Sample Paper for a PharmaSUG Author

##### PHARMASUG AUTHOR, ABC CORPORATION, CITY, STATE

###### ABSTRACT (HEADER 1)

A brief abstract at the beginning summarizes and highlights the major points of your paper. Check your margins! They should print so that both the left and right margins are ¾ inch.

###### INTRODUCTION (HEADER 1)

The introduction explains the purpose and scope of your paper and provides readers with any general information they need to understand your paper.

###### (HEADER 1)

This is a main topic in the paper body. This is the paper body. This is the paper body. This is the paper body. This is the paper body. If you need to include source code:

```
data one;
set two;
if mix(var1, var2) > 0 then do;
```

Continuation of body – after source code.

###### SUBHEAD (HEADER 2)

This is subtopic for the above. This is the paper body. This is the paper body. This is the paper body. If you need to include source code:

```
data one;
set two;
if mix(var1, var2) > 0 then do;
```

Continuation of body – after source code.

###### CONCLUSION (HEADER 1)

The conclusion summarizes your paper and ties together any loose ends. You can use the conclusion to make any final points such as recommendations predictions, or judgments.

###### REFERENCES (HEADER 1)

References go at the end of your paper. This section is not required.

###### ACKNOWLEDGMENTS (HEADER 1)

Acknowledgments go after your references. This section is not required.

###### CONTACT INFORMATION (HEADER 1)

(In case a reader wants to get in touch with you, please put your contact information at the end of the paper.)

Your comments and questions are valued and encouraged. Contact the author at:

Author Name  
Company  
Address  
City state ZIP  
Work Phone:  
Fax:  
E-mail:  
Web:

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## Figure 2. Format Specifications

### Page Layout

**First Page Only:** Center paper number about  $\frac{3}{4}$ " from top. Center title  $\frac{1}{2}$ " below paper number with author names centered below the title. Start paper  $\frac{1}{2}$ " down from last author.

**Margins** are  $\frac{3}{4}$ " on top, bottom, and sides.

Center **page numbers**  $\frac{3}{8}$ " from bottom.

### Type Requirements

Paper Number	9 point Arial bold
Title	14 point Arial bold
Author	12 point Arial regular
Header 1	10 point Arial bold (all caps)
Header 2	8 point Arial bold (all caps)
Body copy	9 point Arial regular
Code	9 point Courier New regular

**Note:** You can use a **Paper Template** available at <http://support.sas.com/usergroups/sugi/sugi29/package/index.html>

The margins, headers, fonts, and point sizes have been preset for you.

### For Your Information

- 11/16 means the type size is 11 points with 16-point leading. Leading is the number of points from the baseline of the type to the baseline of the type directly above or below it.
- The **Page Layout** measurements are approximate. Don't worry if your measurements are not exactly the same as those listed in these specifications.
- The **Type Recommendations** below are suggestions, not requirements. However, remember to embed fonts when the document is saved.

**Figure 3: Sketch of Poster Board**

