PharmaSUG 2015 Paper Guidelines

Overview

The *PharmaSUG 2015 Conference Proceedings* will be published online at PharmaSUG.org and will contain the papers presented in slides or on a 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.

These guidelines and the paper template are based on the paper requirements for SAS Global Forum. By adhering to these standards, your paper will need very little reformatting should you decide to submit it for that conference.

Basic Requirements

1. You are *required* to upload a PDF file of your paper to the START Conference Manager paper submission system at https://www.softconf.com/e/pharmasug2015.The *PharmaSUG 2015 Conference Proceedings* will be produced using the files uploaded to this system. The deadline for uploading your final paper is **April 03, 2015**.

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 may translate from the native format file. This will enable users to electronically search the *PharmaSUG 2015 Conference Proceedings* by topic.

Paper Formatting

It is **strongly recommended** that you use the provided Microsoft Word paper template (see PharmaSUG 2015 Paper Template). The template contains all the sections that are needed in your paper, and it contains the suggested fonts and type sizes for the headers and text in the body of the paper.

If you do not use the template, please make sure your paper conforms to the guidelines below:
*   All text should be single spaced.
*   Margins should be 1" on the top, bottom and on each side.
*   First Page:
    o   Center the number of the paper about 1" from the top of the page.
    o   Center the title about ¼" under the number of the paper.
    o   Center the names of the author(s) under the title.
    o   Begin the text about a ½" down from the name of the last author.
*   Center page numbers (#) about 3/8" from the bottom of the page 2 and beyond.
*   Font sizes: you may use different typefaces, but stay consistent with the font sizes used in the template:
    o   Paper Number   9-point Arial bold
    o   Title   12-point Arial bold
    o   Author(s)   12-point Arial regular
    o   Header 1   11-point Arial bold (all caps)
    o   Header 2   10-point Arial bold (all caps)
    o   Body copy   9-point Arial regular
    o   Code   9-point Courier New regular
*   Final page: must contain the following Trademark Citation:
    SAS and all other SAS Institute Inc. product or service names are registered trademarks or trademarks of SAS Institute Inc. in the USA and other countries. ® indicates USA registration. Other brand and product names are registered trademarks or trademarks of their respective companies.

Paper Details: Capitalization, Terminology, Code

If programming code is used to explain a point, it is **strongly recommended** that the code be included in the paper. Do not bury the code in the text. Set it off from the text in display format. This code should be easy to copy and use by attendees.

Use the following SAS conventions for capitalization:
- DATA step (DATA is always all uppercase when you are referring to the DATA step)
- Use uppercase for procedure names. Use the full name of a procedure in titles and at the first mention in text. In subsequent references, use all uppercase, for example, at first mention, write "The PRINT procedure…", subsequently, write "PROC PRINT…".
- Use uppercase for statements, options, functions, and commands, for example, LABEL option, DEVICE= option (include an equal sign if applicable), LAUNCHER command.

Use the following conventions for terminology:
- Use complete names when referring to trademarked product names, for example, use "SAS Enterprise Guide"; do not use "SAS EG" or "EG". (For a list of SAS product names, see http://www.sas.com/presscenter/trademarklist.html.)
- Write "data set" as two words, but "database" as one word.
- See http://support.sas.com/events/sasglobalforum/vocabulary.pdf for a list of commonly used terms and phrases that will help make your text more easily translatable and understood by an international language.

Use of Trademarks

In your paper, insert the appropriate trademark symbols (® or ™) for SAS products only. (See http://www.sas.com/presscenter/trademarklist.html.) Trademarks that are owned by companies other than SAS are covered by a generic reference in the citation at the end of the paper. Use the appropriate trademark symbol the first time that you mention a SAS trademarked product in your paper and in each slide. Subsequent references to the same product do not receive trademark symbols in papers. If a trademark appears in the title, this counts as the first appearance.

References

All published work that is cited in your paper must be listed in the REFERENCES section. If you include in your paper text or visuals that were written or developed by someone other than yourself, you must cite the sources using the following guidelines:

Using Material That Is Copyrighted – If you use copyrighted material, you must mention that you have permission from the copyright holder or the publisher. 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.

Note: To cite portions of SAS Institute documentation, you must receive permission from SAS. Complete the Request for Permission to Use Copyrighted Materials at http://www.sas.com/contact/permission_form.html.

Using Material That Is Not Copyrighted – 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).

The format for sources that are published in hard copy is:
Author(s). Date of publication or last revision. Title of Reference. City, State of publisher: Name of publisher.

The format for sources that are published on the Web is:

Author. "Title of Document" Title of Complete Work. <Web address> any additional directions for retrieving source (access date).

Acknowledgements and Contact Information

If you wish to acknowledge other individuals, place an Acknowledgments section just after the References.

Attendees may wish 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 will be available on the Internet.

Page Limit

Please note the following page limits:
50-Minute Presentation or Hands-On Workshop:	20 one-sided pages
20-Minute Presentation or Poster:	12 one-sided pages
10-Minute Quick Tips Presentation:	8 one-sided pages

This limit includes all 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 page limit in fairness to all authors.

Paper Number

You will receive a paper number assigned by PharmaSUG at the time that your paper is accepted for the conference. This paper number is not the same as the confirmation number generated by the submission system at the time you submit your paper proposal.

You should use your PharmaSUG-assigned paper number:
- In the title of your paper (see the **Title** section below)
- In the subject field of the document properties of your paper (see the PDF **Document Properties** section below)
- In the name your PDF file (see the **PDF File Preparation** section below)

Title

The title of the paper is centered on the designated line at the top of the first page and should be in a 12-point Arial bold font. The title with continued ("<Paper Title>, Continued") on all other pages should be in the header section on the left side in a 9-point Arial regular font. Please refer to the online paper submission system for the exact title to use. Your paper title may have been changed slightly to ensure proper use of SAS trademarks.

Your paper number should be centered two lines directly above the title. The paper number line should consist of the text "PharmaSUG 2015 – Paper" followed by your paper number and should be in a 9-point Arial bold font.

Show the author's name, affiliation and location centered directly beneath the title. These lines should be in a 12-point Arial regular font. 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. There should not be blank lines between the title and the author or between the various authors. If multiple authors have the same affiliation or location, this information should be repeated after each author's name.

Sample Title:

PharmaSUG 2015 - 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

PDF Document Properties

When creating your final PDF file, it is *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 2015*, where SSxx is your paper number*.* Note that 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.**

Ensure that your PDF contains embedded fonts.
- Exactly how you embed fonts will vary from application to application and version to version.
- For most Microsoft Word versions:
    - Open the document and open the Word Options dialog box. (Could be under Tools or File menu, depending on the version of Word.)
    - Find the "Save" tab on which there will be a selection similar to "Embed fonts in file".
    - Select it and RE-SAVE THE DOCUMENT BEFORE MAKING THE PDF. (Often there is an option to include only the characters in use—it makes the file a bit smaller and works fine when the author is absolutely sure that no one will have to do any touch-up editing to the document. However, if some editing is needed the PDF file will not allow editing unless the full font set is embedded.)

PDF File Preparation

You are required to provide a PDF (Portable Document Format) file of your final written paper.

Important: Do not password protect or add bookmarks to your PDF file.

If you are using Microsoft Word version 2007 or later, you should be able to create a PDF document directly from Microsoft Word by choosing "Save As…" and then selecting "PDF" in the "Save as type" drop-down list.

If you do not have this capability, you will need to utilize another service or software tool to generate your PDF document. Although PharmaSUG does not make recommendations about which software to use, we have provided several options below. 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.

Before uploading your paper, please be sure that the Document Properties required by PharmaSUG have carried over to the PDF file. To verify this, open the PDF file and view the Document Properties. In recent versions of the Adobe Reader, this can be done by selecting File → Properties.

Services:
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

Uploading Your Paper to the Paper Submission System

You must upload the PDF file of your paper to the online paper submission system on or before **April 03, 2015**. The system can be accessed from the link on the PharmaSUG home page, http://www.pharmasug.org, or directly at https://www.softconf.com/e/pharmasug2015.

Please name your file SSxx.pdf, where SSxx is your paper number, which is available from the acceptance letter you received from your section chair. Example: AD01.pdf . Your section chair will be notified through the paper submission system when you have uploaded your final paper.

If you experience software difficulties, please contact your section chair.