

PharmaSUG China 2016 Paper Guidelines

Overview

The *PharmaSUG China 2016 Conference Proceedings* will be published online at Pharmasugchina.com 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/pharmasugchina2015>. The *PharmaSUG China 2016 Conference Proceedings* will be produced using the files uploaded to this system. The deadline for uploading your final paper is **August 8, 2016**.
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 China 2016 Conference Proceedings* by topic.

Paper Formatting

It is **strongly recommended** that you use the provided Microsoft Word 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:
 - Center the number of the paper about 1" from the top of the page.
 - Center the title about ¼" under the number of the paper.
 - Center the names of the author(s) under the title.
 - 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:
 - Paper Number 9-point Arial bold
 - Title 12-point Arial bold
 - Author(s) 12-point Arial regular
 - Header 1 11-point Arial bold (all caps)
 - Header 2 10-point Arial bold (all caps)
 - Body copy 9-point Arial regular
 - Code 9-point Courier New regular
- Final page: must contain the following Trademark Citation:

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Paper Details: Capitalization, Terminology, Code

It is **strongly recommended** that the paper contained SAS code to help explain a point and can be used back at the attendee's jobs.

Do not bury SAS code in text and set it off from the text in display format.

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.

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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:

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The minimum variance method defines the distance between clusters (Ward 1984, p.23).

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Acknowledgements and Contact Information

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

Other SAS users 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:

90-Minute Presentation or Hands-On Workshop:	20 one-sided pages
25-Minute Presentation:	12 one-sided pages
10-Minute Presentation or Poster:	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 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 2016 – XX" (XX is 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 China 2016 – 15

The Title of Your PharmaSUG China 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: **XX – PharmaSUG China 2016**, where XX 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.

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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 **August 8, 2016**. The system can be accessed from the link on the PharmaSUG China home page, <http://www.pharmasugchina.com>, or directly at <https://www.softconf.com/e/pharmasugchina2015>.

If you experience software difficulties, please contact your section chair or the Academic Chair at info@pharmasugchina.com.