



**Seventeenth
International Tissue Elasticity Conference™
ITEC™
An all-virtual Web Conference
September 13 – 16, 2020**

2020 Optional Full Proceedings Paper Instructions

Please see separate 2020 Full Proceedings Paper Form

This optional Full Paper must be based on the Oral or Poster Presentation given at the 2020 Conference. If for any reason the presentation is not made, the optional Full Paper will not be posted on the Conference web site.

Optional Full Papers will be posted on the Full Proceedings Papers page. By submitting an abstract, paper or any other material for publication to the Conference, the authors automatically and irrevocably assign their copyright to the Conference. See our Copyright Policy on the [Abstract Submission Page](#) of the [Conference Web Site](#).

Sunday, September 13 through Wednesday, September 16, 2020

Submit the Full Paper in PDF format to the Conference organizers by PDF, email it to the Graphics and Publications Coordinator before the end of the Conference.

This generic file is named **20FullPaperSubmissionForm.doc**. Please use one copy for each Full Paper. It is a file separate from this one.

1) **RENAME** the completed FORM file as follows:

Abstract Number Corresponding Author's last name First Initials.doc

e.g. **000SmithAB.doc**

If submitting more than one Full Paper from the same corresponding author, please append a serial number (01, 02 etc.) to the filename:

Abstract Number Corresponding Author's last name First Initials01.doc;

e.g. **000SmithAB01.doc** **111SmithAB02.doc**

This is the same file name as your Abstract, but also includes the Abstract Number assigned by the Conference.

2) The optional Full Paper will be submitted as a **PDF file**. If you do not have access to Acrobat Writer, please contact us at the email address below to make special arrangements.

3) Please print page 2 of this form with Parts 1 & 2 completed. Submit it with the Full Paper.

Full Papers will not be peer reviewed or re-formatted. Please follow the formatting instructions below.

If the Full Paper exceeds the file size (1M) or page limitation (5 pages), it will not be posted on the Conference web site.

For any questions or concerns, please contact us by email at: secretariat@elasticityconference.org

PART 1: Corresponding Author’s Information

Corresponding Author’s Family Name: _____ First _____

PhD MD MS/MA BS/BA PhD Candidate MS/MA Candidate Other _____

Institution: _____

Department _____

Street Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____

Contact Email: _____

Telephone: _____ Fax: _____

PART 2: Full Paper Information

This is a Full Paper based on the presentation given in which session?

Session Name: _____

Date: _____

Time: _____

PART 3: Paper Instructions

- ❖ Please type Full Paper in the **table** in the **2020 Full Proceedings Paper Form** file.
- ❖ **DO NOT ADD ROWS** or columns to the table.
- ❖ For the Abstract section of the Full Paper, do not use the abstract previously submitted for the Proceedings book. Instead, write a new 4 – 5 line abstract which summarizes the Full Paper.
- ❖ Do not exceed **FIVE (5) PAGES** in Word **Print Layout View** including title, author information and figures.
If this Full Paper cannot fit on five (5) pages using 10 point type size in Bookman Old Style Font, please delete the appropriate number of words or sentences. **Do not change font size or other formatting to make it fit.**
- ❖ Small images or graphics may be included in the body of the Full Paper in the last row of the table. Figures may be black and white or color. The web presentation will be in color and images will be original quality. (See **FIGURE/ILLUSTRATION/IMAGE QUALITY ADVICE** on the last page.)
Please **reduce the size** of all images and graphics to accommodate the file size limit – see below. (See **IMAGE REDUCTION METHODS** on the last page.) **BE SURE THE IMAGE QUALITY IS NOT COMPROMISED.**
- ❖ Language must be **UK English** only (please use “English (UK)” in the Language Tool of Word; check carefully for correct grammar and spelling).

❖ **DO NOT CHANGE:**

Paper Size	US Letter size, portrait orientation – 8.5" x 11.0"
Page margins	0.5" all sides
Table Width	7.5"
Table Internal Margins	Vary in each row
Line Spacing	Single
Paragraph spacing	6 point between paragraphs
Font Style	Bookman Old Style
Font Size	10 Point

(References and Acknowledgements in 9 Point)

other paragraph and formatting characteristics.

- ❖ The **rows** in the table in the FORM file **will expand vertically** to accommodate the written material within them. However, the Full Paper is limited to five (5) pages.
- ❖ **DO NOT use Word's FOOTNOTES, HEADERS, FOOTERS OR PAGE NUMBERS.** Put all information in the Full Paper body row of the table.
- ❖ When possible, please use **INSERT SYMBOL** for Greek letters and math symbols in sentences; do not use Equation Editor within the text. Use Equation Editor **ONLY** for equations, not in sentences.
- ❖ **REPLACE the "###"** with your Abstract number assigned by the Conference
- ❖ Do not remove **tabs** in the table.
- ❖ **Remove instructions** from the table and **Replace with Full Paper information.**
- ❖ Please include citations of existing relevant papers.
- ❖ References must be numbered in the order cited in the Full Paper, indicated in the text by a number in square brackets (e.g. [1]) and should appear in the Reference section in numerical order (not alphabetically). Please include first author's last name and first initial and a second author (if any), as well as the title, journal, volume, pages and year.
- ❖ Please **PROOFREAD** the Full Paper carefully before submitting it.
- ❖ Please **PRINT** the Full Paper on a COLOR PRINTER to check legibility BEFORE submitting.
- ❖ **Final PDF file size may NOT EXCEED 1MB.** Please verify the file size before submitting.

IMAGE REDUCTION METHODS:

Use Adobe Photoshop or other program with similar functions

BE SURE THE IMAGE QUALITY IS NOT COMPROMISED

- 1 If the original image is a large **tiff** file, please use Adobe Photoshop:
Under the "File" Menu:
Go to "Save As..."
In the "Save As..." box, choose a jpg or gif format to reduce the size considerably, but be sure the image quality is not compromised.
- 2 Using the original **tiff** or **jpg** file, please use Adobe Photoshop:
Under "Image" Menu:
Go to "Image Size"
In the "Image Size" box reduce the number of pixels by $\frac{1}{2}$ or $\frac{3}{4}$, but be sure the image quality is not compromised.
- 3 Using the original **tiff** or **jpg** file, please use Adobe Photoshop:
Under "File" Menu:
Go to "Save for Web..."
In the "Save for Web..." box, choose jpg or gif and save it that way.
This save method should also reduce the file considerably.
- 4 After Inserting a Picture from a File in WORD or Power Point: **(This method does not work in all cases.)**
Save the file and check the file size
Select the picture
Under "Format" Menu
Go to "Format Picture"
Select the "Picture" Tab
Press the "Compress" button
In the "Compress Pictures" Dialogue box
Select "Apply" from the smaller "Compress Pictures" Dialogue box which appears
Select "OK" in the "Format Picture" Dialogue Box
Save the file and check the file size

FIGURE/ILLUSTRATION/IMAGE QUALITY ADVICE:

If the images are in COLOR, please remember the following:

Light colors are difficult to see when in color.

When adding lines in a graph or to an image, use line colors that are contrasted enough to show easily.

Use solid, dashed and dotted lines on a graph to differentiate graph lines rather than different colors.

Do not crowd graph with increment lines through the graph; tick marks along the axes are sufficient.

Final lettering size for any figure or illustration should be 8 points or larger (e.g. 8 POINT minimum).

Minimum line thickness for any figure or illustration should be 0.13" or .30 mm.

Please PRINT the Full Paper on a color printer to check legibility BEFORE submitting.