ASPE ABSTRACT SUBMISSION PACKET & TEMPLATE

Introduction

We are offering this Abstract Submission Packet & Template so that society members, fellow professionals, and interested parties can use to prepare their materials and formal abstracts for submission to the online Paper Submission System.

There are 2 steps in preparation for online submission:

Step 1 – Prepare a Short Abstract

Submitters should prepare a 500-word abstract of their manuscript. You can cut and paste this text directly into the online submission system or upload a PDF version of the text.

You will need to provide the author list as outlined below in the Extended Abstract Template. The words of the author list do not count as part of the 500 words total.

Step 2 – Prepare Your Abstract
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ASPE ABSTRACT TEMPLATE

Jane Q. Author[1], Frank A. Author[1], and Javier J. Author[2]
[1]Department or Division
Company or University
City, State, or Province, Country
[2]Department or Division
Company or University
City, State or Province, Country

INSTRUCTIONS

This document provides instructions for preparing an ASPE extended abstract. You may also use this template directly to prepare your paper. The paper size should be 8.5" x 11" (216 by 279 mm US letter size) with 1" (25.4 mm) margins all around. The best way to achieve this is by first going into the FILE menu and clicking on "Page Setup" and then setting "Paper Size" to "US Letter". Once that has been done, go to the FORMAT menu and select "Document." There set all the margins to 1".

Your paper should begin one line below the author list. The text of your paper should be single spaced, 10-point Arial font using justified alignment in a two column format. Each column should be 3" (76.2 mm) wide with a 0.5" (12.7 mm) spacing between columns. Spacing between paragraphs should be one line.

For the Topical Meeting, papers should be between 4-6 pages, including tables and figures. For other meetings, a different limit may be posted on the ASPE website. Do not use page numbers, headers, or footers within the manuscript. Footnotes may be included, if required.

Please be sure to prepare the REFERENCES exactly as shown in the example on the last page (indented and numbers in square brackets).

PAPER TITLE AND AUTHOR(S)
The title of your paper should start 1" (25.4 mm) from the top of the page and be 14-point bold, Arial font in all UPPER CASE LETTERS. The title should be centered on the page. One line space should separate the title from the author listing(s).

Author name(s) should consist of first name, middle initial, and last (family) name. It should be 12-point Arial bold, upper and lower case letters, centered under the title. All authors should be listed on the same line with their affiliations identified by numeric superscripts at the end of the name. [In the case of a single author, do not use a superscript.] Author affiliation(s) should consist of the following, as applicable:

- department or division name
- company or university
- city, state or province, and country

All author affiliation information should be 12-point Arial bold, upper and lower case letters, centered under the name. For more than two author affiliations, they may be listed in double columns.

TEXT HEADING #1
The primary text heading should be 10-point Arial bold, all capital letters, flush left with the margin. If the heading is more than one line, the following lines should also be flush left. The spacing to the next heading should be one line.

Text Heading #2
The first sub-heading should be 10-point Arial bold, upper and lower case letters, and underlined. The heading is flush left, and the spacing to the next heading is one line.

Text Heading #3
The third level of heading should be 10-point Arial bold, upper and lower case letters, and italicized. The heading is flush left, and the spacing to the next heading is one line.

FIGURES, TABLES, AND PHOTOS
Figures, tables and photos may be in color, but note that the printed proceedings will be in black and white so multiple data sets should be clearly identified with this in mind.

Text within the figures should have a font size of not less than 8-point. Photographs should be scanned at 144 dots per inch (dpi) and inserted as graphic objects into the document. Figures and tables should be numerically labeled consecutively.

Examples for table and figure captions are provided. If necessary, tables and figures may be inserted using a single column format. Examples for two column format are given here.

TABLE 1. The table identification (e.g., TABLE 1) should be 10-point Arial, all capitals, italicized, and end with a period. It should be placed above the table. The table caption should follow the table identification and should be 10-point Arial font, upper and lower case letters, italicized, and justified.

Value 1	Value 2	Value 3
1	0.1	0.6
2	0.5	1.5
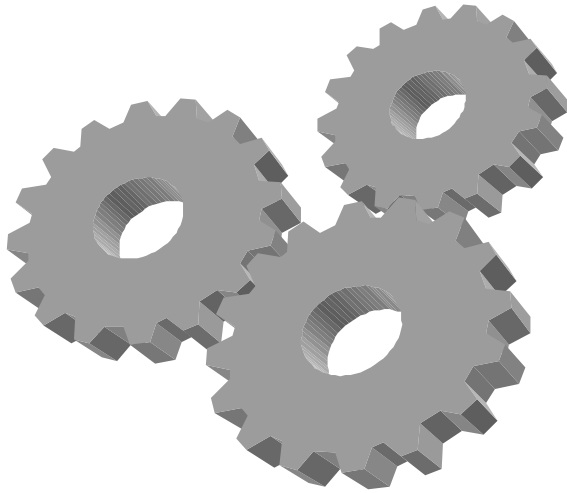
FIGURE 1. The figure identification (e.g., FIGURE 1) should be 10-point Arial, all capitals, italicized and end with a period. It should be placed below the figure. The figure caption should follow the figure identification and should be 10-point Arial font, upper and lower case letters, italicized, and justified.

THE LAST SECTION: REFERENCES
References should be in the same typeface as the text. They should appear at the end of your paper and be arranged in order of appearance in the text. Within the text, they should be numerically identified using closed brackets. For example, to identify the first reference, use [1]. The format follows the "Vancouver" numbered style, described at http://www.icmje.org. The section on references can also be found at http://www.nlm.nih.gov/bsd/uniform_requirements.html. (Type this without line break into your browser, there is no space at that place). This format is also used for the Precision Engineering journal. Examples for reference formatting are provided at the end of this document.

PORTABLE DOCUMENT FORMAT (PDF)
Please submit your abstract as an Adobe Acrobat (PDF) file to be included in the electronic and bound conference proceedings. This means that you must make an Acrobat version after you have created the manuscript using your favorite word processing software. The conversion to PDF can be accomplished in several ways.

1. Make the conversion using the software in your computer.

2. Utilize the Adobe website http://createpdf.adobe.com that allows conversion to Acrobat files over the web at a very low cost. The first five conversions are free and then the subscriber must pay US$10 per month for the service.

3. Use freeware such as Ghostscript from http://www.ghostscript.com to convert post-script files to PDF format.

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Protected Documents: It is **very important** that you **not** send extended abstracts that are password protected or otherwise secured. The publisher must be able to open the PDF files to add page and volume numbers. "Read or Print Only" documents cannot be included in the Proceedings.

REFERENCES
[1] Lindeke R, Schoenig F Jr, Khan A, Haddad J. Machining of α,β-Titanium with Ultra-High Pressure Through the Insert Lubrication/Cooling. Transactions of the North American Manufacturing Research Institution of SME. 1991; 19: 154-161.

[2] Trigger K, Chao B. An Analytical Evaluation of Metal Cutting Temperatures. ASME Transactions, Journal of Engineering for Industry. 1951; 73: 57-68.

[3] Ulsoy A, DeVries W. Microcomputer Applications in Manufacturing. John Wiley and Sons, Inc. New York: 1989.

QUESTIONS
Please direct any questions to ASPE Staff, Rebecca Harrington at the ASPE Office. Her contact information is listed below.

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