

## JANNAF POLICY ON PAPERS AND PRESENTATIONS

JANNAF policy requires that you submit both your paper and a publication clearance form prior to the meeting. The “JANNAF Paper/Presentation Clearance Form” must be submitted with the appropriate information and signature, indicating the approval of your government sponsor or program management to present and publish your paper. JANNAF adheres to its policy of NO Paper, NO Paper Clearance, NO Podium. Clearance forms are also required for presentations that are part of a Workshop or Specialist Session. Instructions are available on the paper clearance form and a distribution statement generator is available on the Author Information page of the current meeting Web site. Use of this template will assure an adequate distribution statement that can simply be inserted in your paper and/or presentation.

### PAPER PREPARATION AND STYLE FORMAT

Submit papers in either PDF (Adobe Acrobat version 7.0 or later) or Microsoft Word (version 2003 or later) format. CADRE reserves the right to add the distribution statement and the required export control warning to limited-distribution papers, if these items are not included in your paper. A paper template is available on the Author Information page of the current meeting Web site.

- Proofread and review papers before submission.
- Do not apply security features to your document.
- Page size: 8.5 x 11, 1 inch margins on all sides.
- Format the document in a single column.
- Use 10 pt. Arial or Helvetica font.
- Use the footer or leave a 2 inch space at the bottom of the first page to accommodate the distribution statement and, if applicable, the export control warning and destruction statement.
- Indent first line of each paragraph; left justify remainder of paragraph. The right margin should be ragged edge to enhance readability of text.
- Double space between paragraphs.
- Double space before and after all headings.
- Center the title of the paper and all other major headings; use all caps, bold font for these headings.
- Include authors and affiliation after the title.
- Format subsection headings flush left. Use underscore, all caps, and regular font for subsection headings.
- Embed all figures, tables, and other images in the document.
- There is no minimum or maximum number of pages.
- Use of page numbers is optional and entirely up to the author.

## CREATE AN EFFECTIVE PRESENTATION

- **FONTS**
  - Select sans-serif fonts such as Arial or Helvetica at 24 point or higher.
  - Clearly label each slide. Use a larger font (35-45 points) or different color for the title.
  - Use a single font for most of the presentation, varying the color, size and style for impact.
  - For bullet points, use the 6 x 6 Rule—one thought per line with no more than 6 words per line and no more than 6 lines per slide.
  - Use dark text on light background.
  - Do not use all caps except for titles.
- **GRAPHICS AND DESIGN**
  - Keep the background consistent and subtle.
  - When using charts or graphs, use only enough text to clearly label and explain the information presented.
  - Keep the design clean and uncluttered. Leave empty space around the text and graphics.
  - Limit the number of graphics on each slide.
  - Check all graphics on a projection screen before the actual presentation.
  - Limit the number of transitions used. It is often better to use only one so the audience knows what to expect.
- **COLOR**
  - Limit the number of colors on a single screen.
  - Bright colors make small objects and thin lines stand out. Use dark colors for text to enhance readability.
  - Do not use more than four colors on a slide.
  - Check all colors on a projection screen before the actual presentation. They may project differently than what appears on the monitor.

## PRESENTATION GUIDELINES

Use Microsoft PowerPoint to prepare your presentation; the preferred format is MPEG4, using the Xvid or DivX codec. Instructions on converting and embedding movies and images in PowerPoint can be found on the Author Information page of the current meeting Web site. Include the distribution statement and export control warning and destruction notice, if applicable, on the first presentation slide. Sponsor/contract acknowledgement may also be included on the first slide.

The use of electronic presentation materials is required, and Microsoft PowerPoint 2003 (or higher) and/or Adobe Acrobat version 7 (or higher) software is strongly recommended. Please note the following guidelines:

- Use MPEG-4 (.avi) or MPEG-1 (.mpg) video formats. Avoid using QuickTime, RealPlayer, or other proprietary video file formats. Control the total size of the presentation by limiting the total number of linked video files.
- Use PowerPoint Picture Format Options to compress pictures for on-screen use.
- Embed any unique fonts into the presentation; proprietary fonts would be lost if they are not embedded.
- Embed all fonts used in equations or convert equations to JPG or GIF files and embed the files into the presentation.
- Use PowerPoint's Pack and Go (2003) or Package for CD (2007/2010) to embed fonts and collect all necessary files under a single folder. Compress the entire folder using WinZip or a similar compression utility. This will allow you to upload one file rather than several.
- If saving files to a CDROM, use the "single session" and "close the CD" options, rather than the "multi-session" option. Do not use Adaptec Direct CD or Windows Drag-to-Disc to create the CDROM.
- Test your presentation for compatibility and operability on multiple PCs running Office 2010. View your presentation using a projector and screen.
- CADRE will provide a presentation PC at the podium. It will meet or exceed the following specifications:
  - Laptop PC, USB port
  - Intel Core i5 2.2 GHz processor
  - 4 Gbytes of RAM
  - 256 Mbytes video memory
  - Windows 7 64-bit
  - MS Office 2010 Pro
  - Adobe Acrobat Reader XI
  - Microsoft Windows Media Player
  - Macromedia Flash Player
  - QuickTime viewer
- PowerPoint presentations with video **MUST** be received one week before the meeting so we can test and troubleshoot any problems. Materials received onsite may not be tested or viewed. Bring a back up copy of your presentation on CD or flash drive.

## UPLOAD A PAPER, PRESENTATION, AND PAPER/PRESENTATION CLEARANCE FORM

Your unclassified paper, presentation and paper clearance forms must be uploaded to our secure upload server (NOT the JANNAF Secure Portal). Emailed documents will not be accepted. Please call CADRE at (410) 992-7300 if you need assistance uploading your paper, presentation, and clearance. If you have a classified paper and/or presentation, please follow the specific submittal instructions sent to you.

1. Go to <https://www2.cpiac.jhu.edu/docsub/login/myLogin.php> ; click on “**Click here to Register!**” (to register for an account on the upload site)
2. Complete the brief registration form to create an account on this site. **IMPORTANT--**Enter your **first name, middle initial, and last name** in the provided fields (no punctuation). Additionally, enter your **4-digit paper tracking number**; your **email address**; and **your choice of password**. Your login information will be emailed to you. Please make note of the password you’ve chosen. Your system-generated user name will be displayed on your screen. **NOTE--**your paper tracking number was provided in your acceptance email; contact CADRE if you aren’t able to locate this information.
3. Retrieve the email acknowledgement of your upload site account registration (save this email for future reference). Return to the URL provided in step 1 above and login using your user name and password as shown in the email acknowledgement. If you are the primary author of more than one paper at this meeting, all of your papers will appear as folders on the upload page; you can manage all of your documents using one login.
4. Upload your paper, presentation, and clearance form.
  - Open the folder corresponding to your paper.
  - Open the desired folder; choose from clearances, papers, or presentations.
  - Click on Browse.
  - Choose the file you wish to upload.
  - Click the Submit button. A notice will appear verifying that your upload was successful and the document will be visible on the upload page.
  - Click on the Back button to return to the folders page.
  - The paper, presentation, and paper clearance form must be uploaded separately. Subsequent uploads will overwrite previous files of the same file type and file name in each folder.
5. To replace a previously uploaded document, repeat steps 3 and 4. New uploads replace previous versions.