

**Society of Flight Test Engineers**  
**International Symposium 2010**  
13-16 September 2010  
National Capital Area, USA

Hosted by SFTE Patuxent River Chapter

Symposium website: <http://symposium.paxriversfte.org/>

Theme: Enhancing Air Vehicle and Mission Systems Flight Testing in an Austere Fiscal Environment

Timelines:

Abstract Submittals Due: 15 April 2010

Notification of paper selection: 1 May 2010

Paper manuscripts due: *30 July 2010*

## **SFTE Paper Guidelines**

### **FORMAT STRUCTURE FOR YOUR FINAL PAPER**

It is understood that authors are very capable of composing their paper to best suit their style and to succeed in getting their point across to the reader. The purpose of these guidelines is to present a uniform appearance from paper to paper for the Proceedings.

#### **Principal Headings**

Depending on the type of paper (e.g. Program Overview, Test Method & Results, Instrumentation) several different Principal Headings may be required. Below is a list of possible headings to consider and the suggested order for them to occur. Due to the uniqueness of your paper, you may find you need others or that you need to combine or rearrange them to fit your purpose. That is fine. These are primarily provided as a checklist.

- **Abstract** - A paragraph describing the contents of the paper.
- **Acronyms, Abbreviations, Symbols** - A list of terms used in the paper.
- **Introduction** - Informs the reader of the purpose of the paper.
- **Main Body** - Where all the general information and data resides. Expect there to be several Principal Headings under this category.
- **Lessons Learned** - Knowledge learned along the way and of value to the next brave soul to work in this area.
- **Conclusions** - Points to be drawn from the material and data provided.
- **Acknowledgement** - To extend thanks in support of the paper.
- **References** - These should follow the standard format for referencing supporting material.
- **Biography/Photograph** - A brief paragraph(s) of the author(s). A photograph is highly recommended, but optional.

## Guidelines To Follow

These are guidelines which are highly recommended. However, there are always exceptions to the rule and if necessary use good judgement. If you need specific guidance or direction, contact the Technical Papers chairman below and they will gladly work with you.

- **Single Column Format** - This is a change implemented several years ago because the Proceedings with all the papers are provided in a PDF file. The single column format was chosen as the preferred format for ease of viewing on a computer screen.
- **Paper Size** – [Letter](#) (8.5 by 11 inches). For foreign authors, please remember to set your paper size to this before you begin laying out your paper.
- **Margins** – The top and bottom margins are to be set at 1 inch and the left and right margins to 1.25 inch.
- **Justification** - Left Justification is preferred, however, Full Justification is acceptable.
- **Font** - Arial is the preferred font, however, Times New Roman is acceptable.
- **Text** - 12-point is preferred, however, 11 or 10-point are acceptable.
- **Title** - 14-point, centered, bold, all UPPER case letters. There should be two spaces following the title.
- **Author(s)** - Include Name, position, and place of employment. Phone and e-mail address are optional.
- **Principal Heading** - 12-point, bold, all UPPER case letters. Numbering is optional. There should be one space preceding and one space following Principal Heading.
- **Subheading** - 12-point, Bold, and in LOWER case letters. Whether you number these or not is dependent on what you did for the Principal Headings. There should be one space preceding and one space following each Subheading.
- **Indenting** - Use numbered bullets or regular bullets.
- **Graphics** - Graphics (graphs, tables, plots, photographs in black & white or color, etc.) are to be merged into the .doc file. Please do not provide as separate files to be merged. Keep in mind that you will be e-mailing the resulting file, so consider file size (See Note below in Submittal of Final Paper). Also, figures should be pasted using the Word placement option that does not allow them to “Float” in which case the figure location will be uncontrollable, particularly when the document is opened on another Word program.
- **Figure Titles** - Titles for graphs, tables, plots, or photographs should be numbered consecutively located below the graphics in Bold 10-point font and referenced by number in the document.
- **Paper Length** - 12 pages including graphics is a good goal but not a hard requirement.
- **Page Numbering** - This is not necessary. Pages will be numbered to conform with the Proceedings. However, you may number them for your own convenience.
- **Headers** – The headers shall either be empty (will be set by the Technical Paper Committee) or contain only the following: 41th InternationalSFTE Symposium, 13-16 September 2010, Washington DC, USA.
- **Footers** – The footers shall either be empty or only contain page number, centered.
- **Photograph** - In addition to your biography(s), we would like your paper to include a photograph of the author(s). This should be the standard passport size photograph.

- **Equations** - Centered and numbered for easy referencing. Number should appear near the right margin.
- **Color** - Use color with discretion. Since these guidelines are being viewed on a computer, items are highlighted to catch attention. However, although the Proceedings PDF file will support color recipients may want to print pages on a printer that does not support color.
- **Copyright mark** - Copyright mark (©), year, and author's name should appear at the bottom of the first page.

### **Submittal of Final Paper**

An electronic copy in a Microsoft Word .doc format is required. This should be in Word 97 through 2008. It is recommended that you also send a PDF file to be used to verify nothing has changed during the process of formatting your Word file for the proceedings.

NOTE – There may be a problem both in sending and receiving of large e-mail attachments due to limits imposed by e-mail servers. Sending of files that exceed the limits can usually be solved by Zipping the file, breaking it into multiple files, or mailing the file(s) on a CD.

### **DEADLINE FOR FINAL PAPER**

Papers are due by no later than 30 July 2010. However, if possible we would appreciate receiving papers sooner, and suggest you aim for submission by 15 July. Time is needed to add headers and footers and to make any minor format adjustments necessary to organize the Proceedings into a coherent PDF file. The papers are then copied to CDs in time for distribution at the symposium.

Your paper will need Authorization to Publish, which usually consists of approvals from several people in your company as well as the government (to provide export authority). Experience has shown a minimum of 6 weeks is usually needed to for this process. Very often a draft copy is acceptable for this but please consult with your company's procedures. Some companies may also want copies of your presentation charts so plan ahead.

### **AUTHORIZATION TO PUBLISH & CLEARANCE FORM**

The information being provided at the Symposium is of a highly technical nature and value and often on the cutting edge. At the same time, the audience is international. The Proceedings in which your paper will be placed will go into the Public Domain. This means you need not only your company's approval to publish and present this paper, you need your government's approval as well. The Authorization to Publish Clearance Form is included at the end of this document, and included standalone in the notification email.

SFTE CAN NOT PUBLISH your paper or let you present without this form. This form should be sent with your Final Paper. An alternate (and preferred) method is to scan the signed form and send it attached to an email to the Technical Papers Committee. Upon receipt of the paper, it will become the property of the SFTE. However, since your name is at the bottom of the first page you still retain the copyright. This form extends SFTE the right to use it in the Proceedings or other SFTE publications.

## PRESENTATION RULES & RULES OF THUMB

Presentations will be scheduled at 30-minute intervals. This allows 2-3 minutes for introduction, 26-27 minutes for presentation and questions, and 1 minute for a thank-you and transition. Several years ago the Society began judging the presentations, which is coordinated by the SFTE Technical Council. Both presentation quality and technical merit are considered in the score as well as whether the paper made it into the Proceedings. Best of Session and Best of Symposium will be awarded.

### Rules

- **Presentation length** - On average, 23 minutes is allotted for the presentation and approximately 3-4 minutes for questions. However, there is some flexibility. You may take up to 25 minutes for your presentation. After 25 minutes, points will be deducted for running overtime.
  - **Questions** - Since 26-27 minutes is allotted for combined presentation and questions, whatever time remains after the presentation will be allowed for questions. The presentation may be narrowed to 20 minutes to leave 6-7 minutes for questions
  - 
  - **NOTE**- To notify presenters of "time remaining", cards will be flashed from the judge's table showing the remaining time with 0 being at the 25-minute mark.
- 

### Rules of Thumb

---

- **Practice** - To the point where you feel comfortable with the material. Some presenters have a written presentation. However, you should have practiced sufficiently that the sheet is more of a backup than the primary source.
  - **Multiple Presenters** - Practice your transitions from one presenter to the next. Poor transitions interfere with the meat of the presentation.
- 
- **Charts** - Landscape orientation is strongly recommended. The rule used to be 5x5, that is, no more than 5 rows with 5 words in each. Then it became 7x7. Whatever your final charts look like remember that your audience knows nowhere near what you do on this subject so keep them simple and quick to interpret.
  - **Video** - Switching back and forth between charts and video several times (i.e. more than once) can be very effective; it can also be very disruptive. Give serious thought to this approach. If you do decide to use this technique, make sure to become very familiar with the equipment.
  - **Colors** - Colors can and are very effective in a presentation and highly recommended. Be sure to use colors that can be seen from the back of the room (100 feet).
-

## **Chairman**

Your Session will have a Chairman. You will meet your Session Chairman at the morning Presenter's Meeting (Section 5). It will be their responsibility to introduce you, to ensure you have all your questions answered, to help direct questions at the end of your presentation, and to keep the session on schedule. The Chairman has been instructed to bring the presentation to a graceful close should it run long and impact the schedule (Chairman's discretion).

## **PRESENTATION FORMAT, EQUIPMENT and MEETING**

### **Format of Your Presentation**

#### **Presentation file:**

Microsoft® Office PowerPoint® file versions no later than 2003 SP2 or according to agreement with Technical Papers Committee if a newer version will be used.

#### **Video Files:**

- Compatible with Windows Media Player © 1992-2002 versions no later than 9.00.00.3354
- QuickTime Player versions no later than 7.4.1
- RealPlayer versions no later than 10.5 build 6.0.12.1483
- Have presentation videos codecs requested to be sent before the symposium.

#### **Media:**

Bring your presentation and videos loaded on a thumb drive/memory stick.

NOTE - As a means of backup you are advised to email your presentation to the Technical Papers Committee a week or two before the symposium. That way, if something goes wrong during your travel or if there are technical problems, there exist something to work from.

## Equipment

Below is a list of equipment scheduled to be available:

- **Laptop computer** - The laptop with the presentation files will be placed on the podium and can be manouvered directly or via a provided remote controller. All presentation files will be preloaded on the computer at the latest during the morning presenters meeting.
  - **Computer Projection System** - Will only support Microsoft PowerPoint "\*.ppt" files and video files described in section 5.1 above. Please follow this direction. A CD/DVD reader or Thumb Drive (for USB port) will be available to support files provided in this form.
  - **Laser Pointer**
  - **One Podium**
  - **Microphone** - A fixed microphone will be at the podium. Also investigating the availability of a cordless walk-around microphone.
- 

**NOTE** - If you have requirements different than above, please e-mail them to the Tech Papers Chairman below.

### Presenter's Meeting

Each of the three presentation days (Tuesday, Wednesday, Thursday) will have a morning Presenter's Meeting to help familiarize that day's presenters with the equipment. The meeting will be scheduled for TBD am. At that time, you will be given a quick walk-through of the laser pointer, microphone(s), and computer system.

## PROVIDING BIOGRAPHY & PHOTOGRAPH OF ALL THE AUTHOR(S)

This request is separate from the request made earlier. Under Section 1 we requested that a biography and photograph be included at the end of the paper. The request here is being made for use at the Symposium and the website.

Your biography will be given to your Session Chairman to introduce you to the audience.

There should be one for each presenter. It can be the same one used in the paper or modified. Please make the biography short remembering that it will be used to introduce you and not necessarily tell your life story. Suggestions for items to include in your biography are:

- Name
- Current and previous positions
- Company / organization of employment
- Formal education (include degrees, universities, and years)
- Previous publications
- Membership affiliations (if SFTE, any offices held?)
- Any extracurricular activities you think may be of interest to your audience

## CONCLUSIONS

Paper Due date is **30 July 2010**.

Information shall include: Final Paper, Authorization to Publish and Clearance Form, biography(s), and photograph(s). These should be provided on or near your submittal date.

Materials can be emailed to [committee@symposium.paxriversfte.org](mailto:committee@symposium.paxriversfte.org)

Information that can not be e-mailed should be mailed to:

Naval Air Systems Command (Code 5.1.1)

Jeff Sappington - SFTE International Symposium 2010 Papers Chairmen

Naval Air Systems Command

Bldg 3262, 22707 Cedar Point Rd

Patuxent River, MD 20670 USA

Any further questions, please contact:

[committee@symposium.paxriversfte.org](mailto:committee@symposium.paxriversfte.org)

**NOTE:** All presenters are expected to register and pay nominal symposium fees minus a \$50 discount (presenters discount).

**SFTE AUTHORIZATION TO PUBLISH AND CLEARANCE FORM**

(Type or print neatly)

Title of Paper:

Author(s) and Affiliation(s):

**I. AUTHORIZATION TO PUBLISH:**

I hereby license SFTE to publish this paper and to use the paper for all of SFTE'S current and future publication as needed.

**Author's Signature**

\_\_\_\_\_ **Date** \_\_\_\_\_

**NOTE:** Since author will retain copyright, author's name with copyright mark should appear at the bottom of the first page. For example, Copyright © 1999 Ben A. Righting.

**II. CLEARANCE:**

This paper is unclassified (for public release) and has been cleared by the appropriate agency, company, and/or government.

**Author's or other Copyright Proprietor Signature**

\_\_\_\_\_ **Date** \_\_\_\_\_