



32nd Academy Annual Meeting & Scientific Symposium
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Guidelines for Contributions to the Journal of Proceedings

The following guidelines are provided for submissions to the Journal of Proceedings. The Journal of Proceedings will be provided on a CD-ROM and will be given to each attendee. Please adhere closely to these guidelines to ensure a uniform and professional appearance of all Journal of Proceedings documents. Due to the production time for the CD-ROM all documents must be received by the stipulated deadline in the required format to be included.

OVERVIEW:

WRITE a maximum of 4 full pages of information about your presentation. The information should be a summary of your presentation's main points and should contain bibliographic references.

PROOFREAD your paper and have it read by someone else for punctuation, grammar, coherence, etc.

DOUBLE CHECK your submission for spelling errors and typos. **What you submit is what will be on the CD-ROM.**

SUBMISSIONS ON DISK:

- All Papers submitted must be sent on a CD- ROM, in Microsoft Word. If our reviewers catch an error, this may allow us to edit your paper. [Please note that this CD will not be returned to you.]
- A hard copy of the paper must accompany the CD.

FORMAT:

- Papers must be typewritten and single-spaced on 8 1/2" x 11" paper.
- The margins on the paper should be 1 1/2"(top), 1"(bottom), 1"(left and right).
- Center the title of your presentation/paper at the top of the page. Type it in ALL CAPS.
- Skip one line, then type your name (or names if multiple presenters), centered on the line in upper and lower case. Please follow the model for multiple authors.
- Behind each name indicate the credentials of each author (e.g., CP, CO, CPO). Please do not include other credentials (e.g., BS, AS)

- On the next line under the name(s), type your affiliation (e.g., university, business, etc.), centered on the line.
- On the next line, type the city and state of your affiliation, centered on the line. Spell the name of the state in full.
- Begin typing the body of the text three lines down from the city/state line.
- Tab once at the beginning of each new paragraph.
- Skip a line between paragraphs.
- Please do not use headings.
- Please repeat your paper heading in the upper left corner of subsequent pages.

PRINT QUALITY:

- Please use a 12-point font. We recommend using Times Roman. **Please do not use an elite or script font.**
- Use black ink only.
- Use a laser quality printer.

NUMBERS:

- Write out numbers fewer than 10 except percentages, degrees, or numbers expressed in decimals or fractions.

FOOTNOTES:

- Footnotes should be included for all materials, products, equipment and associated vendors.
- Footnotes should appear in superscript immediately following the material to which they refer (please see footnote and reference samples attached).
- The footnote information is placed at the bottom of the page on which the note appears.
- If more than five footnotes are used per page, all footnotes should be listed on the last page.

REFERENCES:

- Please supply references at the end of the article, before graphics.
- Indicate cited references using Arabic numerals in parentheses (6).
- Please refer to reference and footnote samples attached for format.
- Any ideas cited that are not your own must be referenced.
- List all references in the order in which they appear and cover only references made in the text.

LEGEND:

- Each table, diagram, figure and photograph should have a legend and should be understandable independent of the text.

ILLUSTRATIONS/PHOTOGRAPHS:

- All illustrations must be professionally drawn and lettered in a font large enough to be legible.
- Submit illustrations/photographs in black and white only, keeping in mind that dark photographs do not reproduce well.
- Do not submit color photos, slides or photocopies.
- If you are using a photograph of a patient, please provide a copy of the patient release form signed by the patient. This gives us permission to re-print the photo. We cannot use any patient photo that is not accompanied by a patient release form. In addition, please refer to REPRINT PERMISSION and RELEASE FORM below.

GRAPHS/GRAPHICS:

- Graphs/Graphics are placed below references. Please center any graphic in the space in which it is placed.
- Please use a high quality black and white graphic.

REPRINT PERMISSION:

- Do not use any photo, graphic, chart, etc. that has been previously published unless you have written permission to reprint from the legal copyright holder. Please submit the permission with the graphic.

WHAT TO SUBMIT:

- A copy of your short paper on disk.
- Any required release forms (see above).

SAMPLES

The following footnote and reference samples are provided to assist you in properly citing the work of others.

FOOTNOTE SAMPLES:

Text: Modified polyethylene¹ plastic in a 5-mm (3/16-inch) thickness is routinely used for both TLSO and CTLSO designs.

Footnote: ¹ Modified Polyethylene 1/6-inch from Boston Brace International, Avon, MA 02322.

Text: The initial prescription was an electric switch control system for opening and closing the terminal device, using a Greifer² terminal device with friction control for pronation and supination.

Footnote: ² Otto Bock Orthopedic Industries of Canada Ltd., Ontario, Canada L6HS3.

REFERENCE SAMPLES:

Book:

Eisen HN. Immunology: an introduction to molecular and cellular principles of the immune response. 5th ed. New York: Harper and Row, 1974: 406.

Journal Article:

Rosenberg RJ, Terry R. Use of copolymer for interface in all levels of prosthetic applications. Journal of Prosthetics and Orthotics 1990; 3:1: 22-5.

Lecture or Verbal Presentation:

Holmgren G. "The PTB Suction Prosthesis" from the written material for a lecture delivered at Strathclyde Bioengineering Seminars, Aug. 8-10, 1978.

Wager FW Jr. Classification and treatment for diabetic foot lesions. Instructional Course, American Academy of Orthopedic Surgeons, New Orleans, La., February 1976.