

Tutorial Author Instructions

27th International Pump Users Symposium

Updated May 3, 2011

Congratulations on your tutorial's acceptance. You are encouraged to submit a paper supporting the tutorial to be published in the *Proceedings*. The following information provides guidelines that will assist you in publication in the *Proceedings* and presentation at Symposium. **Please bear in mind that the purpose of a tutorial is to teach, not just review.** You will find it helpful to read through all these instructions in order for you to determine what is needed and expected—from the beginning to the end of this process. **Please follow these instructions or make certain that they are passed on to whomever actually prepares the paper for submittal.**

<i>Due Dates:</i>	<i>Data Form</i>	<i>Immediately</i>
	<i>Draft due</i>	<i>February 2, 2011</i>
	<i>Submission of final completed tutorial for publication</i>	<i>May 16, 2011</i>

GENERAL INFORMATION

Symposium Audience

Our goals are to educate, discuss, and exchange information between users and manufacturers of turbomachinery equipment, and educators. People attend the Symposium to learn new technology. Therefore, the presentation should aid the application of this technology.

We do not seek purely theoretical presentations, presentations without application, or highly mathematical presentations. Complex mathematical discussions should be left out of the spoken presentation, and summarized in the written manuscript in an appendix. Papers with any commercial overtones are discouraged. The accepted papers will be published in the *Proceedings*, which will serve as a reference for those interested in analysis.

Audio Visual

You may find it helpful to read over the "Audio Visual Support Information" document enclosed. This information could impact decisions you will need to make now in preparation for possible presentation at the symposium.

FROM ACCEPTED TUTORIAL TO PUBLICATION

The Monitor

At the time your tutorial was accepted, the Advisory Committee assigned one of its members as your monitor. The monitor will be of significant assistance to you. Early contact with him is essential, because he better understands what the committee expects. Historically, those authors who keep in close contact with their monitors have well-focused papers, more closely meeting the committee's expectations.

- Keep the monitor informed (often). If the Committee has made recommendations, keep them in mind.
- Authors **must submit** the tutorial draft and the final tutorial to the assigned monitor for approval **before** submitting it to the Turbo Lab.
- Plan to send your monitor a draft **at least six weeks prior** to the tutorial deadline, to allow for feedback and corrections.
- If an author cites companies other than his own, he must submit a written release from those companies with the submitted tutorial.
- **We must receive a release from your monitor with your final symposium presentation.**
- If you are having trouble completing the tutorial, contact your monitor immediately. We cannot promise an author a slot for another year. *This* is the optimum year for the tutorial or the committee would not have invited it!

Writing Style

Please refer to the enclosure entitled "Turbomachinery Laboratory Writing Style and Standards" for pertinent information concerning the style to follow in writing your tutorial manuscript. **Those guidelines and the guidelines in this document must be followed and the provided Turbomachinery Laboratory Template must be used.**

Clearances and Copyrights

Do not use other company names, product names, model numbers, etc., unless written releases **accompany** the submitted manuscript. The use of company product names should be limited to the Introduction and thereafter reference should be generic. We do not accept previously published works or articles that have been substantially presented elsewhere. However, we do accept excerpted works where legal clearances and copyright permissions have been obtained *prior* to manuscript submission (this applies to text and figures/tables). Please secure these clearances early, to prevent delay, and include copies of the clearances with your submittal. The tutorial will be published in our copyrighted symposium *Proceedings*, unless it has been previously published. Papers presented at the Symposium are often sought by magazine editors for publication. If you are contacted by a journal for permission to print any part of an article, please refer the journal to the Turbomachinery Laboratory. We hold the copyright on papers as they are published in the *Proceedings* and request that authors contact us before granting permission for publishing or reprinting copyrighted materials. We would be happy to provide the wording for the release, if you will please contact Joanne Burnett (contact info below).

Proper attribution of graphics used in your submission is mandatory. If you directly copy a graphic that has been published elsewhere, you must note that in the Figure's caption (e.g., "Courtesy Zeidan, 1991, Turbomachinery Laboratory"), cite in your References, and obtain and include a written release with your final submission. If you indirectly use a graphic that has been published elsewhere (i.e., modify it in some way from the original), you must note it in the text where the Figure is mentioned (e.g., "shown in Figure 34 [Zeidan, 1991]") and cite in your References.

Author Contact Information

We need a completed Data Form for Symposium Publications for **each** author. Please fax information and/or changes on this form, as soon as possible. *Remember to include phone and fax numbers, and email addresses if available.* (Please keep us informed of any changes!)

Symposium Program and Turbomachinery Laboratory Web Pages (<http://turbolab.tamu.edu>)

We will use your two-sentence synopsis for the Symposium Program and Turbomachinery Laboratory web pages. The abstract section of your paper will be placed on our website. Full papers from our last three years' Symposia are also posted on our website.

TUTORIAL DRAFT SUBMISSION

An emailed digital file (in PDF format for PCs using the provided Turbomachinery Laboratory Template) of the text and graphics must be submitted for further review. The digital file must be emailed ONLY to: pubs@turbo-lab.tamu.edu. You **must complete and fax** the "Checklist for Manuscript Review." *Please make certain that you have included all materials specified on this checklist.* If, for some reason, you cannot meet the deadline, *please contact your monitor and Joanne Burnett.*

FROM TUTORIAL DRAFT TO PUBLICATION

Following the manuscript review meeting, any additional comments the Advisory Committee makes will be included in your followup letter. You **must complete and fax** the "Final Checklist for Publication." *Again, please make certain that you have included all materials specified on this checklist.*

Computer Electronic Files

Once the paper is accepted for publication, one author must email all text in the template provided. Remember to watch the resolution of the artwork you provide. If poor quality resolution is submitted, poor quality resolution is what will be printed.

An emailed PDF file of the template-prepared paper must be submitted. Digital files must be emailed ONLY to: pubs@turbo-lab.tamu.edu.

All graphics must be sized to fit the width of a 3.25 inch column. Figures and tables **must not** display company or product names.

PRESENTATION AT SYMPOSIUM

Tutorials are presented in classroom style rooms, with about 100 seats. You will have 90 minutes for your presentation. Please remember to allow time for questions from the attendees.

All speakers are encouraged to take advantage of the Speaker Ready Room to prepare for your presentation and make sure there are no computer issues. "Audio Visual Support Information" is enclosed in this packet, and you are requested to please look through that information. ***Absolutely no logos or company names can be present on visual presentations.*** A request form for your audio visual requirements and the hours of the Speaker Ready Room are enclosed. Please return the "Audio Visual Request Form" by the date indicated.

Please attach lavalier microphones in the center of your chest, one-third of the way down from your neck to your waist, bearing in mind that when you turn your head far from the microphone, your voice may not be heard. Please speak slowly and clearly so that all members of the audience can understand you.

If you have questions about presenting, your monitor is a good resource.

For more information contact . . .
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