

How to Format Your Long or Short Paper Submission to MMVR18

1. "Long Paper" submissions are 3 or 4 pages of text (including all References) plus 1 or 2 pages containing Illustrations.
2. "Short Paper" submissions are 1 page of text plus a 2nd page with References (if additional space is needed) and Illustrations.
3. Format your MS Word and PDF documents to US letter size (8.5 x 11-inch) paper. Set a 0.75-inch margin on all sides. Use single-space line spacing throughout.
4. Use 10-point Times or Times New Roman font throughout document, except for the Title, which should be in 12-point font.
5. The sections of your document are:
 - **Title**
 - **Authors**
 - **Affiliations** (with email for contact author)
 - **Abstract**
 - **Introduction** (or **Background** or **Problem**)
 - **Methods & Materials**
 - **Results**
 - **Conclusions** (or **Discussion**)
 - **Acknowledgment** (if appropriate)
 - **References**
 - **Illustrations** (including tables, figures, etc.)
6. Center the Title, Authors, and Affiliations (with contact email/emails). Use single-column layout. Skip a single line after each section. Title should be in 12-point font.
7. For the Abstract only, set additional left and right indents of 1 inch each (1.75-inch left and right margin, total). Justify left and right sides. Your abstract should be brief: perhaps 50 to 125 words. Skip a line after the Abstract.
8. For the Introduction, return to 0.75 left and right margins. Change to 2-column layout. Justify both sides of the columns.
9. Continue to use single-space line spacing throughout the document but skip a line space between paragraphs and sections. You do not need to indent paragraphs.
10. Section labels (Abstract, Introduction... Acknowledgment) may be on their own line preceding the section, or they may be the first word in the first paragraph of the section, distinguished by bold font and separated by a period from the narrative text that follows the label.
11. References may be in any standard bibliographic format.
12. Group all illustrations on the last page(s) and label all illustrations with references from main text. Illustrations may be in single-column or another layout to accommodate any irregular shapes and sizes. Labels should be brief.
13. Please submit your Long or Short Paper in MS Word (.doc or .docx) and in PDF. The maximum size of either file is 2 MB.

14. Label your Word and PDF documents with your surname and the first initial of your given name, plus the .doc / .docx and .pdf application suffix. If you submit 2 papers (for 2 presentations), add "_1" and "_2" preceding the application suffix to differentiate them. For example:

-- If "John Smith" submits one paper, the 2 documents for this paper should be labeled "SmithJ.pdf" and SmithJ.docx."

-- If Smith submits two papers, these four documents containing these two papers should be labeled "SmithJ_1.pdf" and "SmithJ_1.docx"; and "SmithJ_2.pdf" and SmithJ_2.docx".

Please do not upload documents with generic titles such as "MMVR Abstract" or without clear author identification. They will be deleted unopened.

15. You may include brief video files with your submission, if appropriate. The file should be labeled to accompany your paper. Video files should not exceed 2MB per submission. Your paper's narrative should clearly refer to the accompanying video file.

If you have questions about these guidelines, please contact Jim Westwood, the program coordinator, at "mmvr18<at>nextmed<dot>com".