

PROCEEDINGS INSTRUCTIONS STC 2017 SUMMIT

Thank you for sharing your knowledge at STC's Technical Communication Summit '17. The proceedings of the STC 2017 Technical Communications Summit will be made available to all attendees.

WHO SHOULD SUBMIT A PROCEEDINGS PAPER?

In accordance with the guidelines in the Call for Proposals, presentation, training solution, and spotlight talk speakers are expected to submit a paper.

DEADLINE

Papers should be uploaded to the STC FTP site no later than **midnight EST Monday, 17 April, 2017**.

UPLOAD INSTRUCTIONS

<http://summit.stc.org/proceedings-paper-submission/>

REQUIREMENTS

- Please author your paper using the **Style Guide** file found on the proceedings [webpage](#). Use only the styles included within the document. Do not add additional styles or use columns.
- Because we will be creating outputs that will be viewed on multiple devices, please do not use tables. Find an alternate way to present the information; for example, you may consider using a graphic or chart.
- Insert all graphics at their original size (don't resize them within Word). In addition, upload the graphic files individually using the naming convention below.
- See the "Resources" and "References" sections of the .doc file for examples of the proper bibliography formats.

There is no official word limit, but it recommended that papers do not exceed 5-6 pages.

NAMING CONVENTION FOR FILES

Files should be named: TrackNameAbbreviation_NameOfTalk_AuthorLastName(s).doc (not .docx)

Graphics should use the same name, but add _1, _2, etc. to indicate the order. PNG, JPEG, and GIF formats are preferred.

Track or Progression Name	Track/Progression Abbreviation
Career & Leadership	CL
Coding & Programming	CP
Contracting & Independent Consulting	IC
Design & Testing	DT
Technology & Development	TD
Writing & Communication	WC

EXAMPLES OF PROCEEDINGS

If you would like examples of the writing style for proceedings, see [STC 2016 Summit Proceedings](#)

QUESTIONS?

If you have any questions, please contact Deborah Krat at deborah.krat@stc.org.

THANKS AND SEE YOU IN WASHINGTON DC AT THE GAYLORD NATIONAL RESORT!