

## INSTRUCTIONS FOR PREPARING PREPRINTS

### Please adhere closely to these instructions

All preprints will be reproduced directly as provided to the SCC. The Society prefers that your preprint, company bio and logo are emailed to [scc@scconline.org](mailto:scc@scconline.org) by the deadline listed below.

### **TWO PAGE PREPRINT, LOGO AND BIO ARE NEEDED BY SEPTEMBER 1, 2017**

**NOTE:** Preprints should not contain commercial trade names. Only INCI names should be used. The mentioning of trade names of equipment used is allowed unless the intention of the poster presentation (paper or poster) is to promote the use of equipment. Your presentation should be completely scientific and should not promote you or your company in any manner. Company logos should not be on your presentation materials except for the first and last page if required by your company.

**The Preprint must be sent in a Word Document only.** We do not accept PDF files for the preprint. Your company bio should be sent in a separate Word document which will be placed on the Annual Meeting Mobile App. Please spell check all your documents before submitting. Your logo should be submitted as a hi-res jpeg file. If you have questions regarding any of these guidelines, please call the Society of Cosmetic Chemists at (212) 668-1500.

### **Objectives: Your Preprint will be uploaded to a USB drive to serve the following purposes:**

- Make available the company's data and conclusions to the meeting registrants before the actual poster presentation is made, and thus to promote enlightened discussion and questions at the meeting.
- To permit the poster presentation to be concise, concentrating on methods, and to allow more time for discussion.

**Title and Authors:** Every preprint must indicate the title of the poster presentation as well as all authors involved. Please state each author's full name, company, city and state beneath the Preprint Title. Designations such as Ph.D. and M.D. should be included after all author names when applicable.

**Length of article:** Papers will be uploaded to the Annual Meeting USB drive and thus should not exceed two pages in length, including figures. The maximum size of two pages has been established as formal operating policy to maintain reasonable publication cost, and papers exceeding this length may be returned or rejected.

**Preprint Preparation:** All Preprints should follow the general guidelines as stated here. Please note that all common cosmetic ingredients should be referred to by their **GENERIC** names, as indicated in the latest addition of the CTFA Cosmetic Ingredient Dictionary, the United States Pharmacopoeia (U.S.P.) and the National Formulary (N.F.).

**(See Reverse)**

## Printing Style

Eight and one half by eleven-inch paper with a 1.5" left hand margin and 1" top, bottom and right-hand margins should be employed; that is, all information on a given page should fit within these margin specifications. Papers should be printed in 10-point font. They should be single spaced on one side only with the first line of each paragraph indented five spaces. A proportionately spaced font such as Times Roman or New Century Schoolbook is preferred with left justification.

## Text

Use direct and concise language consistent with the content of your article. Use sub-headings to divide the paper into sections and to break up the monotonous appearance created by long continuous lines of type.

## Graphs, Equations, Tables, Figures and Illustrations

Graphs, equations, tables, figures and illustrations may be incorporated into the body of the text with at least two but preferably four to a page when feasible. Keep in mind that everything is printed in black and white.

**Graphs** Submit original drawings or sharp clear copies thereof. Graphs should not exceed the 8.5" X 11" size with margins as specified under printing style subheading above. The ordinate, abscissa and title should be drawn outside the borders of the graph.

**Equations** Equations must be printed or typed. Place superscripts and subscripts accurately.

**Tables** Extremely wide or long tables should be used sparingly. All tables and figures must have titles, should be referred to in the text and must stay within the borders specified for the body of the text.

**Figures and Illustrations** Figures and illustrations must stay within the proper margins specified above, have titles and should conform to the suggestions in the section for graphs tables, and equations.

## References

References should be numbered according to their order of appearance within the text, and should be listed at the end of the preprint in numerical order. The references should list the author's names, *the journal or book title in italics*, the **volume number in bold type**, the page number, and *(the year in italics)* in that order.