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31th ANNUAL EDUCATIONAL FORUM AND CONFERENCE
San Diego California
October 31 -November 2, 2023

Submission Guidelines

Please post this quick reference sheet in an area where you can easily refer to it throughout your paper writing process.

Guidelines to remember:

- **Your signed and uploaded copyright grant form as a PDF is due on or before October 2, 2023.** Please ensure that the title and the author(s) that you put on your copyright form match the title and author(s) of your final paper.
- Upload the completed copyright PDF form to the WUSS Paper Submission System under the following instructions:
 - Go to the paper submission system (<https://www.softconf.com/m/wuss2023/>).
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- Papers are limited to 20 pages. Page counts include all charts, tables, and graphs.
- Include the following in your paper:
 - Proper trademark references and the trademark citation.
 - Acknowledgements and references.
 - Your contact information.
- Papers should be in a single-spaced one-column format and have page numbers at the bottom center of each page.
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- One, two or three “Take Home Tips” should be finalized in the WUSS Paper Submission System by August 15, 2023.
- A guidance document with examples is available in the Take Home Tips file on the presenter resources page (<https://www.wuss.org/presenter-resources/>). Your section chairs and Academic Chair are here to help you identify and refine these statements if requested. Let’s have some fun with this!
- Consider using the WUSS 2023 presentation template (<https://www.wuss.org/presenter-resources/>). Not only does it contain our beautiful anniversary logo, but it is also formatted for optimal viewing in rooms with lower ceilings (The bottom 20% or so of the slide is not used).
- If you have any questions on these procedures, please contact your section chair or the academic chair (Lisa Mendez) at academic@wuss.org.
- Please coordinate with your section chairs regarding your presentation schedule and slides prior to the start of the conference. Please make sure to contact your section chairs and plan to meet with them early during the conference to finalize details about your presentation session.

We appreciate your participation and look forward to seeing you in San Diego!