

Guide for Authors

AHS
Systems Engineering
Technical Specialists' Meeting

Managing Conflicting Requirements



Huntsville, AL
September 14-15, 2015

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Overview

The information in this package will help you prepare your paper. The guidelines in the paper are taken from the AHS Forum Author's Guide, see <http://vtol.org/events/capability-and-affordability-in-the-future-of-the-vertical-lift-industry>. It is important that you review it carefully and submit the proper materials in accordance with the instructions and deadlines listed. Please note that guidance materials for your presentation at the Meeting are at the end of this document. Your presentation at the Meeting will be done electronically; Microsoft PowerPoint and Adobe Acrobat will be the only allowable file formats. Please Note: Paper length is limited to 30 pages.

Important Dates to Remember

Sunday, August 30, 2015

1. Deadline for submittal of your Presentation in Microsoft PowerPoint or Adobe PDF form only. Your Presentation must be submitted via email to sys-eng@vtol.org by this date.
2. Deadline for submittal of your Paper in Microsoft Word or Adobe PDF form only. Your paper must be submitted via email to sys-eng@vtol.org by this date. **Please Note:** Papers submitted after the deadline will not be included in the proceedings.

Wednesday, September 9, 2015

1. Your "Specialists' Meeting Speaker Form" must be submitted via email to sys-eng@vtol.org by this date. Forms follow in this file.
2. Your "Assignment of Copyright" form must be completed and received at AHS International Headquarters by this date (fax to 703-739-9279, email to staff@vtol.org or mail it to AHS International, 217 N. Washington St., Alexandria, VA 22314-2538).

Monday, September 14 - Tuesday, September 15

The Systems Engineering Specialists' Meeting will be held in the Conference Training Center Exhibit Hall, The University of Alabama in Huntsville, Huntsville, Alabama 35899, <http://www.uah.edu/>.

Meeting Guidelines

Even though the document which authors create may exist only in electronic format and never actually be printed on paper, in these guidelines it will still be referred to as a "paper." The word "printed" should be interpreted as how the image of the document will look on either an electronic display or a piece of paper.

Hints for Presentation Preparation

When preparing your presentation or paper: Write it ... THEN format it. Write the paper being fully aware of ultimately required formatting ... but don't spend unwarranted time formatting and reformatting as you are writing and rewriting.

Look at your final presentation on someone else's computer screen. Be sure it looks the way you want it to look.

Before you come to the Meeting, be sure to look at your presentation using an LCD projector. What looks good on a computer screen may not be readable when projected.

Paper Format and Page Layout

Print your final paper from someone else's computer on a black & white printer. Be sure it looks the way you want someone else to see it.

All papers must include a Source Footnote:

A footnote should be placed at the bottom of the left column of the first page to show the source of the paper. It should include the specific Forum, the location, and the date. The second line should indicate copyright. Please refer to the two examples below:

Non-Government Employees:

Presented at the AHS Systems Engineering Specialists' Meeting, Huntsville, AL, September 14-15, 2015. Copyright © 2015 by the American Helicopter Society International, Inc. All rights reserved.

Government Employees:

Presented at the AHS Systems Engineering Specialists' Meeting, Huntsville, AL, September 14-15, 2015. This is a work of the US Government and is not subject to copyright protection in the USA.

The appearance of your final paper (its format and layout) is very, very important for many reasons. However, your first task should be to write the words and create the graphics for your paper. Once the paper has been written (and probably rewritten a few times) then work on the formatting. Write the paper being fully aware of the ultimate formatting requirements, but don't spend an inordinate amount of time on formatting until your paper is very near to its final content. This approach should save you time in the long run.

Requirements and guidelines for the overall format for the paper and the layout of pages are described in Detailed Guidelines in the AHS Forum Author's Guide, <http://vtol.org/events/capability-and-affordability-in-the-future-of-the-vertical-lift-industry>.

You may use color in the electronic version of your paper (i.e., in the file which will be included on the CD-ROM of the Proceedings). There will be no printed version of the Proceedings.

Clearance for Publication and Presentation

Your paper and presentation must be cleared by your organization or agency prior to submission for publication and presentation. It is the author's responsibility to determine and acquire the appropriate types and levels of clearances -- internal and external -- for the paper to be published and presented. For example, in the U.S., clearance typically includes vetting through a public release approval process for Government personnel and company approval for public release of internally-generated material for others. Obtaining such clearance may take time -- particularly if your paper has authors from more than one organization. In order to avoid surprises, it is suggested that you immediately initiate the action to get guidance from your organization (and that of the organizations of your co-authors, if any) on the steps that must be accomplished. Getting a clearance can easily take four to six weeks ... or more. Start early.

Note that the AHS Meeting is open to all interested parties of all nationalities and all organizations. Therefore, absolutely no classified or otherwise restricted material will be published or presented in conjunction with the Meeting.

Assignment of Copyright Ownership

The Assignment of Copyright Ownership must be received by AHS Headquarters no later than **September 9, 2015**. It can be submitted by fax (703-739-9279), email to staff@vtol.org or regular mail to AHS International, 2701 Prosperity Ave., Suite 210, Fairfax, VA 22031. A copy of the form is included on the following page.

The copyright laws require written transfer of copyright. This transfer protects you from unauthorized use of your presentation and gives the AHS permission to publish your paper.

Please sign the release where indicated. In the case of multiple authors only one signature is required. It is not necessary for each author to sign. In the case of a "work made for hire," an authorized representative of your employer should sign the release.

ASSIGNMENT OF COPYRIGHT OWNERSHIP

AHS International -- The Vertical Flight Society
Systems Engineering Specialists' Meeting
September 14-15, 2015
University of Alabama in Huntsville, Huntsville, AL

I, _____, (hereinafter, "the author") as author(s) (or employer, in the case of work made for hire") of the article entitled:

(hereinafter "the article") hereby grant and assign to the American Helicopter Society (hereinafter, "the publisher") all rights of copyright ownership now and hereafter protected in the article (for U.S. Government employees, to the extent transferable) effective if and when the article is accepted for publication in the Meeting Proceedings, including, but not limited to, derivation rights, the right to reproduce and distribute the article as part of the issue, and the right to grant or refuse permission to third parties to republish all or part of the article.

Provided, however, that the right to grant or refuse permission to third parties to republish all or part of this article (subject to giving proper credit including the copyright notice) shall also be held by the author.

And further provided, however, that the author reserves the right as author or editor to republish or use all or part of this article in future works, but not limited to lectures, press releases, reviews, or textbooks.

Name: (Print) _____

Signature: _____

- Author
- Employer (if the paper is the result of "work made for hire")

To ensure that you and the AHS are protected from unauthorized use of copyright material, we request that you (or, in the case of "work made for hire", your employer) sign and return this transfer agreement to the American Helicopter Society International. This must be received before your article can be accepted for publication. This form is requested by **September 9, 2015** to:

AHS International
2701 Prosperity Ave., Suite 210, Fairfax, VA 22031
Tel. (703) 684-6777, Fax: (703) 739-9279
Email: staff@vtol.org

Speaker Information Form

A Speaker Form must be completed for the individual who will actually be making a presentation at the Meeting. A copy of this form is on the following page. Only one copy of this form is needed for each paper regardless of the number of authors. However, if more than one person will be presenting, information for all presenters should be included. The information on this form will be used for the following:

- To provide a point of contact for your paper
- To list your presentation correctly in the official Meeting program
- To prepare signs used at the Meeting
- To make any special arrangements necessary for your presentation

This form must be received by the Meeting Technical Committee no later than **September 9, 2015**. Send the Speaker Forms to sys-eng@vtol.org.

A copy of this form will be forwarded to your Session Chair(s) to ensure the smooth functioning of your session.

**SYSTEMS ENGINEERING SPECIALISTS' MEETING
SPEAKER INFORMATION FORM**

September 14-15, 2015 • University of Alabama-Huntsville • Huntsville, AL

Please complete this form in its entirety and email this Speaker Form to sys-eng@vtol.org. The information on this form will be used to publicize your presentation.

Session:

Title of Presentation/Paper: _____

Author(s) (List full name, job title & employer for each author)

1. _____
2. _____
3. _____
4. _____
5. _____

Presenter(s): _____

Phone: _____ E-mail: _____
Fax: _____

Please read carefully:

- Author has submitted an electronic file of the presentation and/or paper to sys-eng@vtol.org.
- The process for clearance for publication and presentation has been completed and is the responsibility of the author.

I have read and agree to abide by the requirements set forth in AHS's Guides for Authors.

Signature: _____ Date: _____

Electronic Format and Submittal of Paper

All papers MUST be submitted as electronic files to sys-eng@vtol.org by August 30, 2015.

The presentations are also due to the same email address by August 30, 2015.

It is suggested that you submit your file in Adobe Acrobat's Portable Document Format (PDF). This is the file format in which papers will be written on the CD-ROM version of the Proceedings. Therefore, if you do the conversion to PDF, then you can personally control how the file will look when read and printed from the CD-ROM. If you are unable to perform the conversion to PDF, then you must submit your paper in Microsoft Word.

Guidelines When Creating Word or PDF Files

Note: Using any other fonts (e.g. special symbols) and not embedding them could cause production problems, which could lead to your paper not being included in the Proceedings. If you are including graphics, equations, or photos, you must also embed them in your file. Links to other files are NOT permitted. Any embedded macros will be disabled. Before you submit the final version of the file of your paper, it is strongly recommended that you take the file to a computer other than the one on which it was created. Open the file, look at it carefully on the screen, print it (on a black and white printer; and if appropriate, on a color printer), and thoroughly review the printout. If possible, use someone who is not an author or a previous reviewer to look at this final version on the screen and on the printed paper.

No Presentation – No Podium Rule

A general “No Presentation – No Podium” policy will be in effect for contributed papers. This policy means that an author will not be scheduled to speak if an electronic presentation has not been received by the deadlines specified above. Videotape presentations will not be allowed.

Speaker Registration Information

All speakers must register for the Meeting.

Journal Publication

Papers presented at the Meeting may be suitable for publication in the Journal of the American Helicopter Society. Guidelines for submitting a paper may be found in each issue of the Journal. If you have additional questions, please contact AHS Headquarters or the Editor-in-Chief of the Journal, or see <http://www.vtol.org/journal/>.