

Writing Your RDD Poster Manuscript

Your initial submitted manuscript should be 3-5 pages in length, when printed double spaced with one inch margins using Arial 12 point font. It is expected that you will reduce the length of text as necessary to accommodate inserted tables or figures. Figures should generally be black and white, but color is permissible when it improves readability.

Critical Deadlines

Poster Manuscript to Reviewer:**January 13, 2012**
Reviewer returns comments to primary author by e-mail:**January 30-February 20, 2012**
Final Manuscript e-mailed to Richard Dalby & Jill Cone:**February 20, 2012**
Copyright transfer faxed or mailed to Respiratory Drug Delivery:**February 20, 2012**

Please read these guidelines carefully before beginning your poster manuscript, Respiratory Drug Delivery has a track record of producing high quality manuscripts for distribution to conference participants at the meeting. To continue this practice, it is essential that you follow these guidelines and observe the strict deadlines. Failure to do so will result in your paper being omitted from the proceedings and/or the meeting.

Titles, Authors, Institutions and Key Words:

On the first page of your paper, include the following sections in Arial 12 point font. Color text is not permitted:

- The title of your paper should appear first in "Title Case" (this means only the first letter of major words and appropriate abbreviations are capitalized). Please do not state conclusions in the title.

[Determination of Automated Nasal Actuator Parameters Based on a Twenty Volunteer Study](#)

- The primary author should be listed, followed by any other authors, using capitalized first letters only. Please provide full first and last names, and the middle initial of all authors. Initials should be followed by a period. Titles and degrees should not be included. Do not include the telephone number and e-mail address of authors. RDD will obtain this information from the web submission form and communicate with only the primary author - it is their responsibility to contact co-authors when necessary.

[Diane V. Doughty and Richard N. Dalby](#)

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- The address of the primary author, including their company name (and optionally their department), city, state or province and country, should be listed. If the authors are associated with different institutions, the author(s) and institution should be correctly associated with superscripted Arabic numbers (1, 2, 3, etc.)
- After the author information, please list no more than **6 key words** that will allow the RDD audience to quickly access your work from our searchable database. Please try to avoid commonly used words such as "Aerosol", "Inhaled", "Nasal" and "Pulmonary Drug Delivery", since these occur numerous times throughout many papers and are not helpful for search purposes. Key words should be listed in lower case, unless using a proper name. If including an acronym, please spell it out, followed by the acronym in parentheses.

[KEYWORDS: actuation, emulsion, *in vitro* testing, poly-lactide co-glycolide \(PLGA\)](#)

Body of the Text: Please write under the following section headings in the order shown:

- **INTRODUCTION:** Please keep this section as short as possible. Its purpose is to explain why your work is important, and provide any background information a reader will need in order to understand the work you plan to present.
- **MAIN SECTIONS:** Please use appropriate sub headings of your choice, to break up your work into appropriate sections, for example, METHODS, DATA ANALYSIS, RESULTS. Try to keep the titles short. No matter what other sub headings you use, please include a CONCLUSIONS section. Please avoid repetition of the results in the CONCLUSIONS – concentrate on how you interpret the significance of your results.
- Use of footnotes is permitted, but should be limited as much as possible.
- **ACKNOWLEDGEMENTS:** These should be in a separate section immediately following the conclusions. Sources of financial support must be disclosed.
- **REFERENCES:** A full set of references are required for all papers. These should appear after the acknowledgements. References are not included in the 5 page limit, should be numbered, and can be single spaced.

To reference journal articles: Please use the following format:

- Author's surname and initials
- Date of publication (in parentheses)
- Title of article (in double quotation marks)
- Title of journal (italics)
- The journal volume, issue number and the relevant page numbers, followed by a period.
[1. Brown, P. \(2008\), "Aerosols to treat insomnia," *J. Aerosol Med.*, 24\(12\), 304-45.](#)

To reference books: Please use the following format:

- Author's/editor's surname and initials
- Date of publication (in parentheses)
- Title of publication
- Name of publisher and place of publication, followed by a period.
[Worth, T. and Smith, P. \(Eds\) \(2008\), *Aerosols to Treat Insomnia*, The Aerosol Press, Inc., Baltimore, Maryland.](#)

To reference chapters in an edited volume:

[Plant, A. \(2008\), "Aerosols to treat insomnia," Dalby, R.N., Byron, P.R., Peart, J., Farr, S.J., Suman, J.D. and Young. P. \(eds\), *Respiratory Drug Delivery 2008*, 827-838.](#)

To reference websites:

- You may list the URL's (website addresses) in the references or include them within the text.
- Please include the date the website was visited.
www.rddonline.com (visited September 18, 2011)

Figures, Graphs, Tables and Other Artwork

We strongly encourage the use of tables & figures to present data. Figures can be embedded in your text or appear on separate pages at the end with their insertion point indicated, for example, <TABLE 1 INSERTED HERE>. All figures graphs and tables must be consecutively numbered, and include a caption. If your paper or figures use a lot of symbols, we may ask you to send us a PDF file of each figure, or a PDF file of the entire article (in addition to your submitted Word file). This helps avoid font-related symbol mix-ups!

We may ask you to provide revised figures or tables if your original submission is difficult for us to edit or will not print clearly. The use of color in diagrams, flow-charts, photographs and graphs is acceptable only when necessary to ensure clarity for the reader. Black and white is appropriate for most tables.

Photographs and Diagrams: Color is acceptable but black and white should be used when it is sufficient to get across the point of the image. We recommend you do a test print on a laser printer before submission to ensure your images convey the necessary information clearly. Please do not send low resolution images. We can accept .pdf, tiff, .eps, & .jpg (at least 300 DPI resolution at actual size). The legend should not be embedded in the diagram or photograph.

Tables: Please make tables using Microsoft Word's table feature whenever possible, and horizontally center them on the page. Column headings must 'stand alone', and not require a reader to search the text to explain the terms. The table's title should not be embedded in the table. Please avoid use of color in tables.

Graphs: Please make sure that bars, plot symbols and lines between plot symbols can be discriminated when printed in black and white or color. Ensure that a key is provided and that axis labels, units and scales are easily readable. The legend should not be embedded in the graph. Lines should be thick enough, and plot symbols large enough to be visible when the graph is shrunk during typesetting and printing.

Equations: These should be embedded in the text using the Microsoft Word equation editor.

General Guidelines

Your entire manuscript should be Microsoft Word compatible, and have one inch margins. 8½x11inch or A4 paper size is acceptable. Please submit manuscripts via the web form. **Please keep back-up copies of all files you send us!**

There are certain things that you can do which will help enormously in the typesetting of your manuscript:

- Pages should be numbered consecutively throughout the manuscript.
- Please provide all measurements in SI units.
- Define all abbreviations the first time they occur – even well known ones.
- Please use American English spelling and do not be offended if our editors make corrections. RDD is published in the United States and this is our house style.
- If you use ®,™ or © symbols, please do this only once when the word is first mentioned.
- Please do not try to make the manuscript look as if it were the final book. It should contain no layout formatting such as styles, borders or running headings. Please do not use any hyperlinks to footnotes, references or figure captions.
- Make sure that all papers have been carefully spell-checked. It is very helpful if authors who do not speak English as their first language solicit help from a colleague to proof their paper before submission.
- Single quotation marks should surround 'concept' words, slang words or technical terms. Use double marks if quoting directly from a written or verbal source.
- Use only single spaces between words, and a single space at the end of each sentence.
- Do not indent new paragraphs but leave an extra line space between them.