



Paper / Presentation / Resource Guidelines

The following guidelines are intended for use in preparing papers, presentations and resources for posting on the WLSTC website www.wlstc.org. This document provides information on formats and methods for submitting electronic documents.

We thank you for all of the work that went into preparing your sectional presentation. We know that the information you brought to our conference gave participants information and resources that will help them grow as professional called workers in Christ's kingdom. We hope that making your materials available in electronic form will allow more teachers to make full use of the information and expertise of your presentation. Our procedures will also attempt to maximize your intellectual property rights by placing your information on-line in read-only formats that carry reminders that the materials carry your copyright.

For these reasons, we ask that you follow these posted guidelines:

Prior to Conference

1. Place appropriate copyright information on each document you produce.

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2. Make sure you follow proper copyright guidelines in producing materials. Most important to this is properly citing sources and not claiming as your own information published or posted by others.

A good site to give you tips on avoiding copyright infringement is <http://www.us-cert.gov/cas/tips/ST05-004.html>.

3. Produce your materials in one of the following formats:
 - HTML
 - Microsoft Word (these files will be converted into PDF)
 - PDF
 - PowerPoint presentation (these will be converted into read-only format)

WLSTC has limited resources available to convert documents produced in desktop publishing and presentation software such as PageMaker and Quark Xpress into formats desirable for Web publication. WLSTC can accept documents in most word processing formats that can be read by the latest version of Word.

Word processed papers should be single spaced and error free. We WILL NOT proofread or edit your papers prior to posting on the web. Please use fonts that are at least 10 point or larger. Included on a title page, appendix or some other document should be the title of the work, author's name, institution, city and state along with address information or telephone or fax numbers for contact information. There should be at least a 1" margin around the outside of the paper with page numbers on the bottom. Endnotes are preferable to footnotes for formatting purposes. Illustrations and tables are also better placed in appendices as embedded graphics and tables may not format correctly when converted.

HTML files should function properly on the latest versions of both Microsoft Internet Explorer and Mozilla Firefox. Links to pages outside of your document or HTML files will not be maintained past posting. Absolute links to a webpage maintained by yourself or your institution are preferable.

PDF files should avoid too many "non-standard" fonts.

PowerPoint files should be placed into a folder containing all of the extra audio and video files linked within the folder.

4. Name files under the following format:

yearlastnameinitialdoc#	11kruegerp1.xls	10kruegerp2.ppt
	09scharfw1.doc	12scharfw2.pptx
	13scharfw89.jpg	

5. If you wish your materials to be available on the WLSTC website at the time of the conference, please make every effort to get your documents to our webmaster 2 weeks prior to the conference so that you may work with him to ensure that your documents are functioning properly prior to conference. Materials submitted less than 2 weeks prior to conference may not appear on the website or work properly to ensure a problem free presentation.

Following the Conference

1. Within four weeks, submit all of the materials offered during your presentation.
2. Ask our webmaster to remove any materials you do not wish to allow the conference to post that have previously been posted on the site.

Contact Us

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