



Technical Digest Preparation Guidelines

DUE DATE: November 26, 2013
23:59 Honolulu, Hawaii, USA time

- Upload IEEE eXpress Approved PDF Manuscript
- Presenting Author MUST Register On-Line
- Upload Completed and Hand Signed IEEE Copyright Form
- Extra Page Form Received (if applicable)

-The IEEE eXpress information and all website links will be sent to you before November 11, 2013-

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 - All papers that do not **MATCH** this format in the template will be rejected and returned for correction. Please pay attention to the guidelines and prepare your manuscript correctly the first time. It will save us both time and money.
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- IEEE Copyright Release Form attached to email
- On-Line Registration is also due on or before November 26, 2013
 - On-line registration is **MANDATORY** prior to submitting your paper.
 - Please note that the early bird deadline registration date is November 21, 2013.

**Failure to respect the November 26th deadline
may ensue the **EXCLUSION OR WITHDRAWL**
of the contribution from the Conference.**

GENERAL INSTRUCTIONS TO AUTHORS

Conference Date and Location: January 26 – 30, 2014
Hyatt Regency San Francisco
5 Embarcadero Center
San Francisco, California 94111 USA
sanfranciscoregency.hyatt.com
Tel: +1 415 788 1234
Fax: +1 415 398 2567

Read ALL of the instructions carefully **BEFORE** proceeding.

Due November 26, 2014

1. Upload approved IEEE eXpress PDF file. Instructions and website links will be sent to you before November 11th.
2. Upload completed and signed Copyright Release Form
 - Signed form is MANDATORY for inclusion in the Technical Digest.
 - Website link will be sent to you before November 11th.
3. On-Line Completed Conference Registration Form and payment of registration fee:

<http://www.mems2014.org/registration/registrationform.html>
4. Technical Digest Extra Page Order Form (if applicable).
 - If your paper exceeds 4 pages, an additional \$200 per page charge must be included.
 - Maximum paper length is 6 (six) pages.

INSTRUCTIONS FOR TECHNICAL DIGEST PAPER

READ ALL INSTRUCTIONS COMPLETELY AND CAREFULLY BEFORE PROCEEDING.

The Technical Digest will be printed from the electronic PDF file which you submit to the web-site. It is very important that all papers be consistent and uniformed throughout the Technical Digest. Please use the following style indicated below and in the template to allow us to maintain uniformity in the final copy. The template is available on the web-site and attached to this e-mail. Also attached is a sample manuscript which was published in the MEMS 2011 Technical Digest as an example of the manuscript design.

The IEEE MEMS Conference requires originality at the time of the Conference to maintain the flagship character of the Conference. Acceptance is considered by the committee as an agreement that the work will not be placed in the public domain by the author prior to the Conference. Publication of the paper or significant portion of the work elsewhere prior to the Conference start date of January 26, 2014 will yield withdrawal from presentation at the Conference and exclusion from the Conference Technical Digest, on a decision by the Conference Co-Chairs.

Instructions (these perimeters must be adhered to):

- Your paper formatting and style **MUST** match the format style template exactly to ensure inclusion in the Digest.
- The manuscript that you prepare will be used and printed as it is received.
- The electronic Digest will be in color. There will not be a printed version of the Digest.
- Clarity and Uniformity are of paramount importance.
- Prepare up to four (4) pages of text and figures.
 - Longer papers will be printed only if accompanied by payment of a **mandatory over-length charge of \$200 per page**.
 - The absolute maximum length with payment of the over-length charge is six (6) pages.
- Do **NOT** number your pages
- Do **NOT** password protect your PDF file.
- All fonts **MUST** be embedded.

Style and Format:

- Please have a close look at the template paper which is accompanying this document. Your paper format **MUST** match this by style and format. All papers that do not **MATCH** this format will be rejected and returned for correction. Please pay attention to the guidelines and prepare your file correctly the first time.
- Paper Size: 8.5" x 11" Paper: Create all pages to be 8.5" x 11" page size
A4 Paper: Create a special size document in document set-up:
21.59 cm x 27.94 cm. For unit conversion: 1 inch = 2.54 cm
- Paper Margins: .75" (1.9 cm) for the left margin
.75" (1.9 cm) for the right margin
.75" (1.9 cm) for the top margin
1" (2.54 cm) for the bottom margin
- Do not overcrowd and create an unreadable paper by making the lettering or the spacing too small in the text.
- All manuscripts must be typed single space (or equivalent) to fit within the two column borders. Small type faces can create severe readability problems when printed. Do not use a smaller print than 10 point.
- Text should follow two (2) column layout and should be left-and right-justify within the column. Leave .25" (0.635 cm) between the columns. On the last page of your paper, try to adjust the lengths of the two columns so they are even.
- Use either one or two spaces between sections and between text and tables or figures to manipulate the column length.
- Use two spaces after periods at the end of sentences.
- Define abbreviations and acronyms the first time they are used.
- Please remember to spell check your entire paper manually.
- Paper title is to appear in **CAPITAL LETTERS** centered across the top of the two columns on the first page. **14 POINT BOLD TIMES NEW ROMAN**
- Do NOT split words in your title between two lines. If a word splits at the end of the line and adds a hyphen, please move the entire word down to the next line.
- Authors' names (*12 Point Times New Roman Italic*) and institutions (12 Point Times New Roman Regular) appear below the title, also centered, in capital and lower case letters. Give all authors' names; do not use et. al.
- Do NOT split author names between two lines. First and last names should stay together.
- There should be an "and" before the last author (John Q. Public, Joseph Doe, and George I. Joe).
- When authors are from more than one institution, use ¹superscripts with the corresponding institution. Please only use the actual name of the institution and not your Department, Center or Laboratory

- **NO blank lines** between, title, authors and institutions

EXAMPLE:

SAMPLE PAPER TITLE
MANUSCRIPT PREPARATION GUIDELINES FOR MEMS 2012

John Q. Public¹, Joseph Doe¹, and George I. Joe²

¹The Technical Manuscript Design Group, Sorrento, ITALY

²The Scientific Paper Formatting Initiative, San Francisco, USA

- Abstract: Each paper should contain an abstract of about 100 words that appears at the beginning of the paper. Be sure and head the paragraph with **ABSTRACT (no numbering/left justify/BOLD 12 POINT and ALL CAPITALS)** and indented .25” (0.635 cm).
- Section headings appear left justified, **BOLD, 12 point, ALL CAPITALS**. Do NOT number headings. Suggestions for titles are:

INTRODUCTION
DESIGN
FABRICATION
RESULTS

CONCLUSIONS
ACKNOWLEDGEMENTS
REFERENCES

- Sub-Section Headers (to major headings): **10 point bold**, in Upper Lower Case
- Text body: 10 points, regular: all paragraphs are to be indented .25” (0.635 cm).
- Illustrations, Figures, Charts and Tables must appear within the designated areas. Text should be *10 points, Italics*. They may span two columns if necessary.
- Caption and number every illustration. Figure captions should be below the figures; table captions should be above the tables.
- Double check your sequence numbering of figures and charts.
- Figure/table numbers should be followed with a colon “:” after them. (i.e. Figure 1:)
- Do not have any “noise” behind your tables and charts that are not necessary. “Noise” is unnecessary background fuzz. To remove “noise” in PhotoShop use the de-speckle or dust/scratches features.
- The charts, graphs and tables need to be created and placed in the file at 100%. If they are not placed at 100% or scaled to fit the size of the rules (lines) will change accordingly. Example: A chart prepared at 6" x 9" using .5 rules and then scaled by 50% to fit in the document the rules will reduce to .25 thus causing the rules to not show up in the Digest when it is printed.
- Do not use very thin lines (hairline rules) in any of your Illustrations, Figures, Charts and Tables. All lines need to be .5 rule or higher. No scanned copies of photos. Scanned copies will print very blurry.
- Make sure there is a lot of distinction between the patterns and/or shades used in charts, graphs and tables.
- Do **NOT** have your paper reference number in the body of your paper.

- Photographs: All illustrations must be high quality.
- Footnotes: Do **not** use footnotes. Rather write your text to include all essential ideas and to be free from material of low importance. If you have no other option and must use a footnote, number the footnotes separately in superscripts¹. Place the actual footnote at the bottom of the column in which it is cited.

Do not put footnotes in the reference list or exceed the margins limits.

- References: List and number all references at the END of the paper (10 points). When referring to them in the text, type the corresponding reference number in square brackets as shown at the end of this sentence [1]. Number them consecutively. e.g.

REFERENCES

- [1] S. Senturia, "Perspectives on MEMS Past and Future: the Tortuous Pathway from Bright Ideas to Real Products", in *Digest Tech. Papers Transducers '03 Conference*, Boston, June 8-12, 2003, pp. 10-15.
- [2] T. Tsuchiya, O. Tabata, J. Sakata, Y. Taga, "Specimen Size Effect on Tensile Strength of Surface Micromachined Polycrystalline Silicon Thin Films", *J. Microelectromech. Syst.*, vol. 7, pp. 106-113, 1998.
- [3] R. P. Feynman, *Lectures on Physics*, Addison Wesley, 1989.

Re-read your paper to make sure that there are no grammatical, spelling, or content errors. Make sure that your paper format matches the template paper.

If you have **any questions regarding formatting**, please contact Shirley Galloway at 1-330-629-2375 or send an email to her at sgalloway@pmmiconferences.com

TECHNICAL DIGEST EXTRA PAGE FORM
MEMS 2014 Conference

San Francisco, CA USA
January 26 – 30, 2014

First Name _____

Last Name _____

Degree - Ph.D./Other _____ Position/Title _____

Institute/Organization _____

Department _____ Division _____

Business Address _____

City _____ State/Province _____

Zip/Postal Code _____ Country _____

☎ Telephone _____ Fax _____

E-mail _____

TECHNICAL DIGEST EXTRA PAGE (US Dollars only)

NOTE: Maximum paper length is 6 pages

Extra page \$200 per page x _____ pages € _____

FORM OF PAYMENT

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Please complete and fax this form to MEMS 2014 Conference.

MEMS-14 Conference
c/o PMMI
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