



Technical Digest Preparation Guidelines

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 - **Both Oral/Podium and Poster/Oral** Authors are **REQUIRED** to submit a final manuscript for the Technical Digest.
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**Failure to respect the 21 November deadline
may ensure the EXCLUSION OR WITHDRAWL
of the contribution from the Conference.**

INSTRUCTIONS FOR TECHNICAL DIGEST PAPER

READ ALL INSTRUCTIONS COMPLETELY AND CAREFULLY BEFORE PROCEEDING.

The electronic version of the **MEMS** Technical Digest will be created from the PDF file supplied by you. It is very important that all papers be consistent and uniform throughout the Digest. Please use the following style indicated below to allow us to maintain uniformity in the final copy of the Digest. A template is available on the [MEMS](#) website, along with a sample manuscript.

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 21-25 January 2018 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 parameters must be adhered to):

- Your paper format and style **MUST** match the format style template exactly to ensure inclusion in the Digest.
- The manuscript that you prepare will be used as it is received.
- The electronic Digest will be in color. There will not be a printed version of the Digest.
- Because the publication will be electronic, please feel free to use active hyperlinks in your manuscript.
- Clarity and Uniformity are of paramount importance.
- The manuscript length is up to four (4) pages of text and figures.
 - Longer papers will be accepted only if accompanied by payment of a **mandatory over-length charge of £250 per page**.
 - The absolute maximum length with payment of the over-length charge is six (6) pages.
- **DO NOT** NUMBER PAGES; we will add page numbers after all the manuscripts are in place.
- 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: A4 Paper 20.98 cm x 29.69 cm (8.26" x 11.69").
Create a special size document in document set-up to fit these dimensions if your program does not have an A4 preset.
For unit conversion: 2.54 cm = 1 inch.
- Paper Margins: 1.905 cm (.75 inch) for the left margin
 1.905 cm (.75 inch) for the right margin
 1.905 cm (.75 inch) for the top margin
 2.54 cm (1 inch) for the bottom margin
- All manuscripts must be typed single space (or equivalent) to fit within the two column borders. Small type faces can create severe readability problems. Do not use a font smaller than 10 point.
- Text should follow two (2) column layout and should be left-and right-justify within the column. Leave 0.635 cm (.25") 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 lines between sections, and between the text and any 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 the paper title (i.e., NANOCANNELS should not be split so NANO- is on the first line and CHANNELS on 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. Unlike the blind abstract submitted, authors and affiliations **must** be included in final manuscript.
- Do not split author names (i.e. T. Müller should not be split so T. in on the first line and Müller on the next line).
- As we want all papers to be uniform, please **DO NOT** include contact information at the top of your paper. Contact information should be at the end of your paper after References.

- 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 ¹superscript numbers for the corresponding institution.
- **NO blank lines** between, title, authors and institutions

EXAMPLE:

SAMPLE PAPER TITLE
MANUSCRIPT PREPARATION GUIDELINES FOR MEMS 2015

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 0.635 cm (.25”).
- Section headings appear left justified, **BOLD, 12 point, ALL CAPITALS**. Do NOT number headings. Suggestions for headings are:

INTRODUCTION
DESIGN
FABRICATION
RESULTS

CONCLUSIONS
ACKNOWLEDGEMENTS
REFERENCES

- Sub-Section Headings (to major headings): **10 point, bold**, in Upper Lower Case
- Text body: 10 points, regular: all paragraphs are to be indented 0.635 cm (.25”).
- Illustrations, Figures, Charts and Tables must appear within the designated areas. Text should be *10 point, Italics*. They may span two columns if necessary.
- Caption and number every illustration. Figure captions should be below the figures; table heading should be above the tables.
- Double check your sequence numbering of figures and charts.
- In the figure captions and table headings, figure and table numbers should be followed with a colon “:” after them. (e.g., Figure 1:).
- 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 exclude material of low importance. If you have no other option and must use a footnote, number the footnotes separately with 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.

Unlike the blind abstract submitted, references **should be complete** in final manuscript, as in sample above.

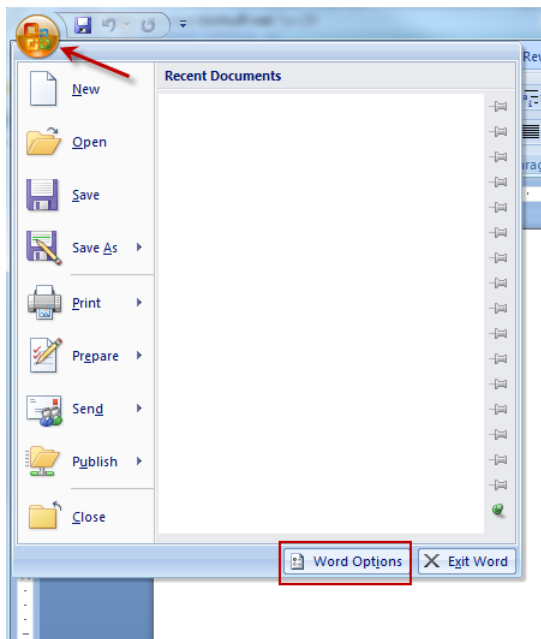
Re-read your paper to make sure that there are no grammatical, spelling, or content errors. Make sure that your paper format matches the template paper.

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

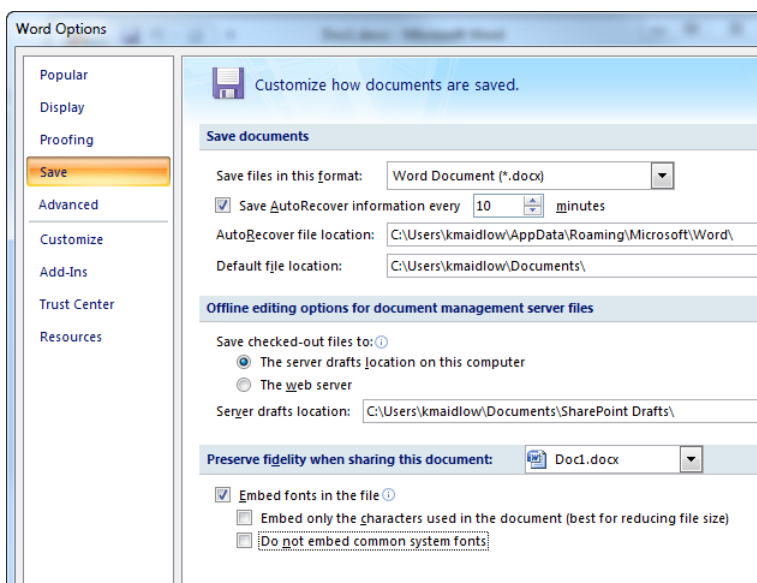
Generating PDF from Microsoft Word

Embedding Fonts in PDF from Microsoft Word 2007 and Later

1. Click on the *MS Office* button.
2. Choose *Word Options* at the bottom of the menu.



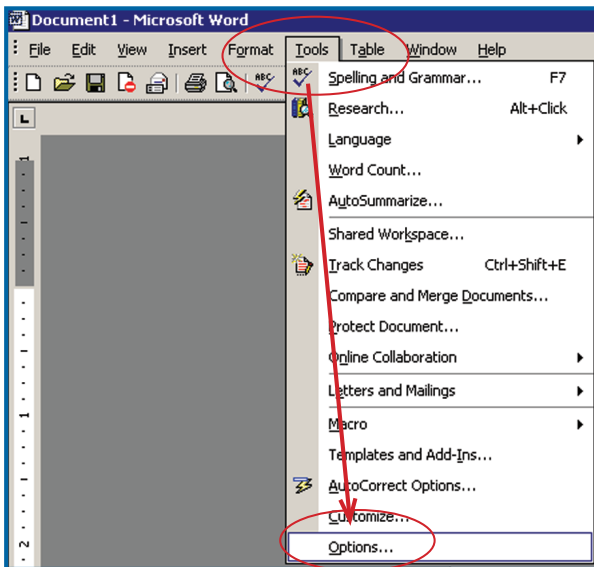
3. Click on *Save* in the pane to the left.
4. Check *Embed fonts in the file*.
5. Uncheck *Embed only the characters used in the document (best for reducing the file size)*.
6. Uncheck *Do not embed common system fonts*.
7. Click *OK*.



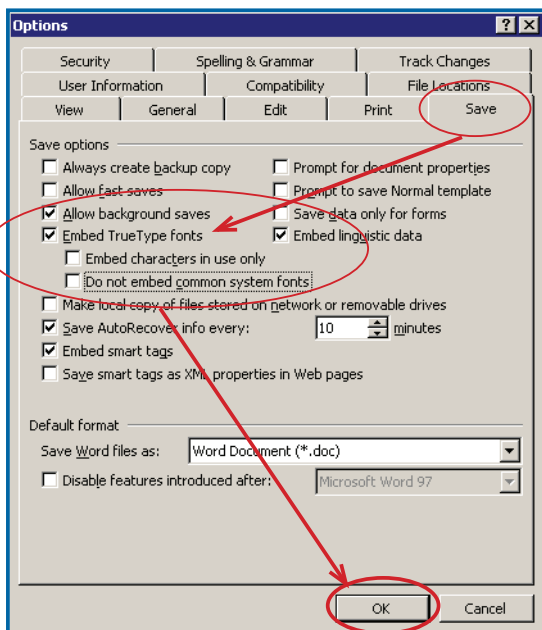
Generating PDF from Microsoft Word

Embedding Fonts in PDF Microsoft Word 2003 and Earlier

Click on the *Tools* in the Menu Bar and choose *Options...* from the drop down menu.



1. Click on the *Save* tab.
2. Click *Embed TrueType fonts*.
3. Uncheck *Embed characters in use only*.
4. Uncheck *Do not embed common system fonts*.
5. Click *OK*.



Generating PDF from Microsoft Word

How To Generate PDF from Microsoft Word

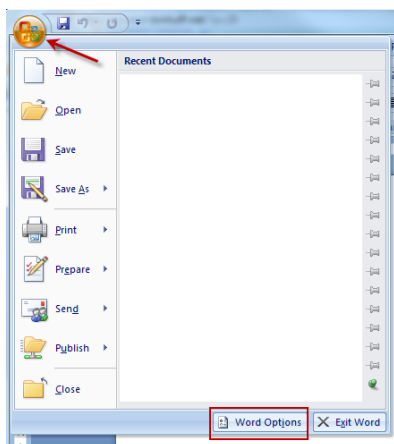
The following instructions for creating PDF from MS Word use Acrobat PDFMaker. See the section [Adobe PDFMaker](#) for instructions for configuring and making PDF. The most common issue we encounter with PDF from Word is that system fonts are not embedded. These include the TimesNewRoman and Arial families. See the next page for options to configure in Microsoft Word.

Adobe PDFMaker

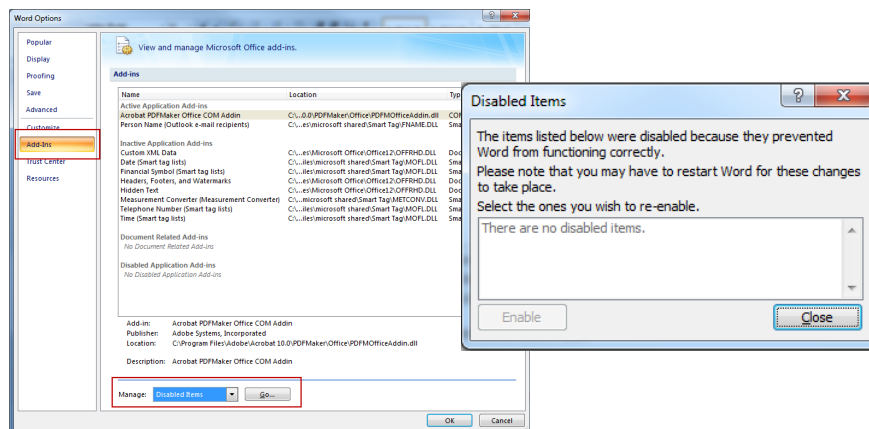
Sheridan Books, Inc. recommends using the Adobe PDFMaker add-in for generating PDF from Microsoft Word. **You must have Acrobat installed on your computer in order for this add-in to function properly.** Adobe PDFMaker is installed by default with MS Word 2003 and later. Below are instructions on how to enable the PDFMaker add-ins.

Enable PDFMakerOfficeAddin from the Microsoft Office application's Disabled Items List

1. Open the Microsoft Office program you are using (Word, Excel, Publisher or PowerPoint).
2. Click the *Office button* and choose '*[Application name] Options*'.

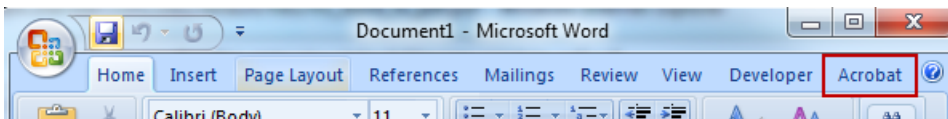


3. Click *Add-Ins*
 - a. Select *Disabled Items from the Manage:* drop down menu
 - b. Select *Go...*



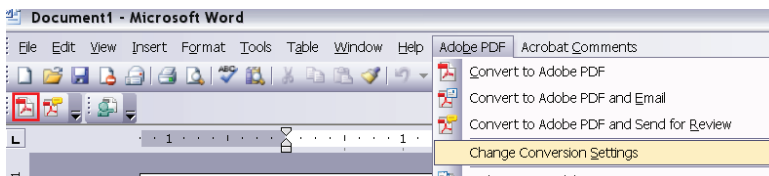
Generating PDF from Microsoft Word

4. Check the list for **PDFMakerOfficeAdd-in:**
 - a. If it is listed, then select it and click **Enable**. Close all dialog boxes and restart the Office application.
 - b. If it is not listed, then make sure that PDFMOOfficeAddin.dll is located in the '.../program Files/Adobe/Acrobat 8.0/PDFMaker/Office' folder. If the file is missing, then reinstall Acrobat.
5. The Acrobat tab should be visible in the ribbon at top of application. If the Acrobat tab does not appear in the menu bar, please consult your Microsoft Help Menu for information regarding the installation and use of Add-Ins. Please also see the document <http://kb2.adobe.com/cps/330/330984.html> from the Adobe web site for more information. Following are the instructions for creating PDF from MS Word.

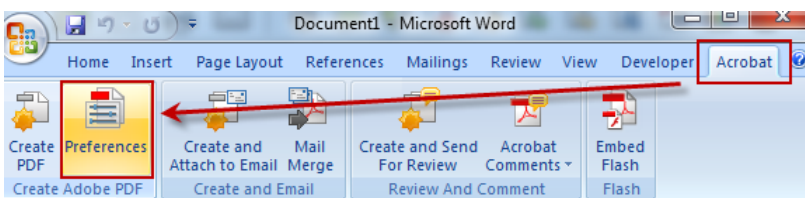


Configuring Preferences Adobe PDF Maker

In MS Word 2003 and earlier choose *Adobe PDF* from the menu and choose *Change Conversion Settings* from the drop down menu.



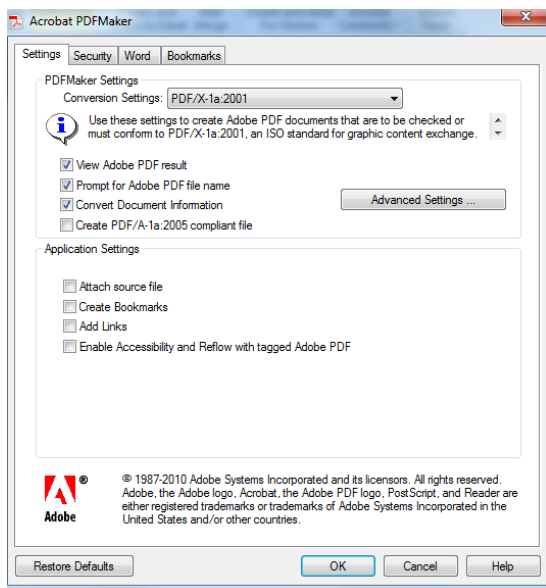
In MS Word 2007 and later choose *Acrobat* from the ribbon and select the *Preferences* button.



PDFMaker Settings:

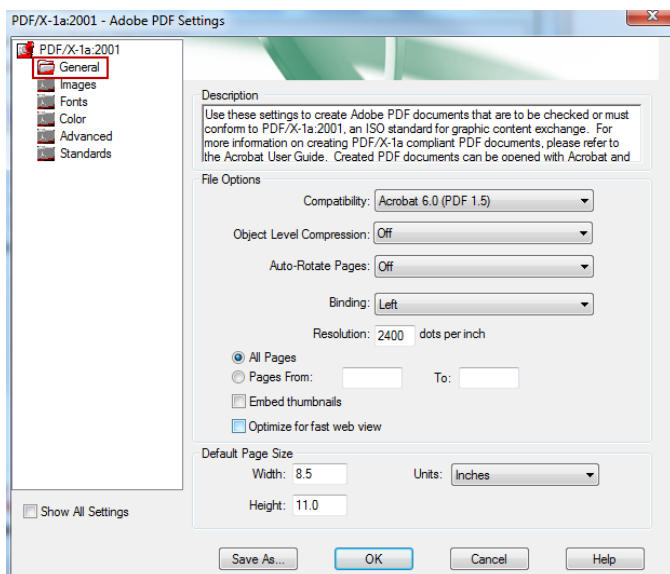
1. Select *PDF/X-1a:2001* from the *Conversion Settings:* drop down menu.
2. Check *View Adobe PDF result.*
3. Check *Prompt for Adobe PDF file name.*
4. Check *Convert Document Information.*
5. Uncheck *Create PDF/A-1a:2005 compliant file.*
6. Uncheck all boxes under *Application Settings.*
7. Click the *Advanced Settings...* button.

Generating PDF from Microsoft Word



Select General:

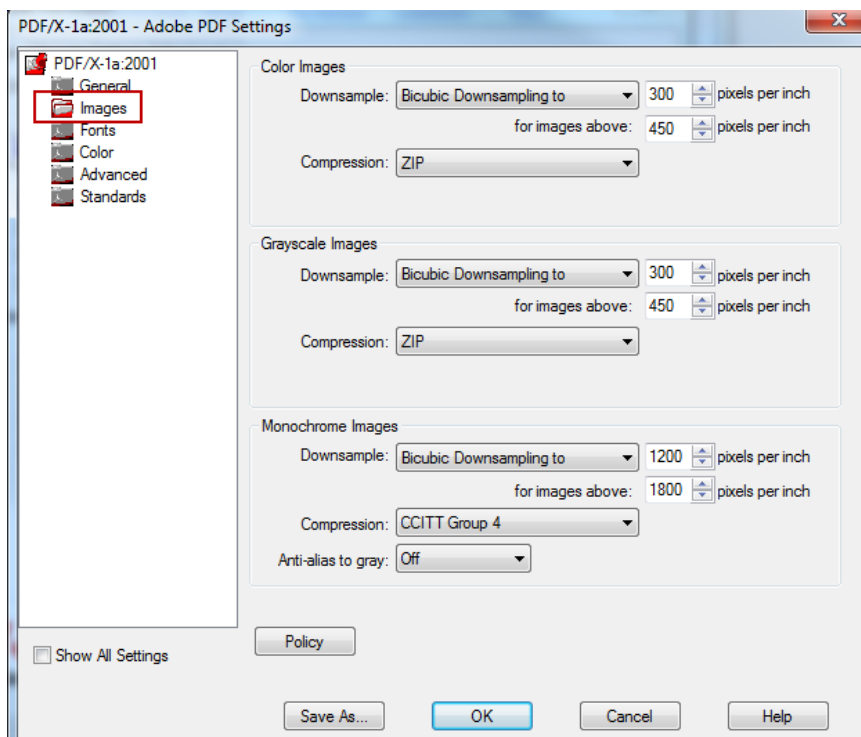
1. Select *Acrobat 6.0 (PDF 1.5)* from the *Compatibility*: drop down menu.
2. Select *Off* from the *Object Level Compression*: drop down menu.
3. Select *Off* from the *Auto-Rotate Pages*: drop down menu.
4. Select *Left* from the *Binding*: drop down menu.
5. The radio button for *All Pages* should be active unless only specific pages are being output. If only some pages are being output, activate *Pages From*: and enter page numbers.



Generating PDF from Microsoft Word

Select Images:

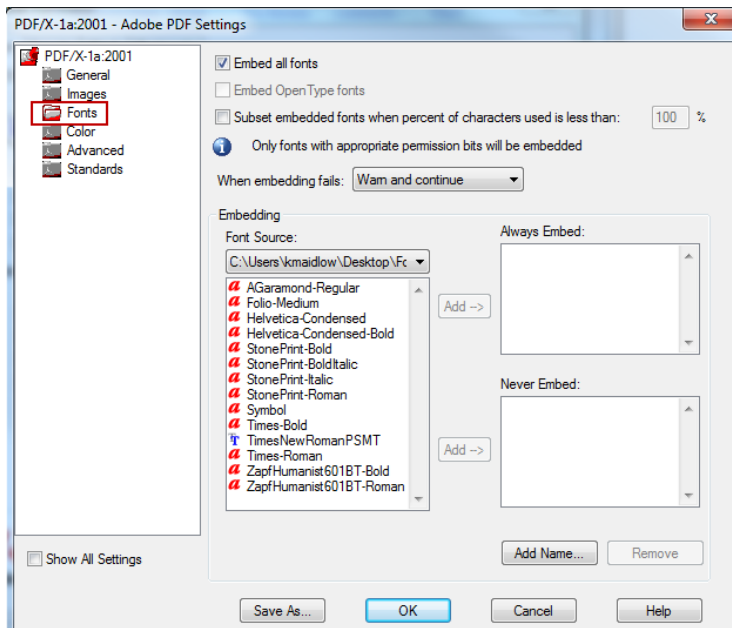
6. Color Images:
 - a. Select *Bicubic Downsampling* to from the *Downsample:* drop down menu.
 - b. Enter *300* in pixels per inch.
 - c. Enter *450* for images above:
 - d. Select *Zip* from the *Compression drop:* down menu.
7. Grayscale Images:
 - a. Select *Bicubic Downsampling* to from the *Downsample:* drop down menu.
 - b. Enter *300* in pixels per inch.
 - c. Enter *450* for images above:
 - d. Select *Zip* from the *Compression:* drop down menu.
8. Monochrome Images:
 - a. Select *Bicubic Downsampling* from the *Downsample:* drop down menu.
 - b. Enter *1200* pixels per inch.
 - c. Enter *1800* for images above:
 - d. Select *CCITT Group 4* from the *Compression:* drop down menu.
 - e. Select *Off* from the *Anti-alias to gray:* drop down menu.



Generating PDF from Microsoft Word

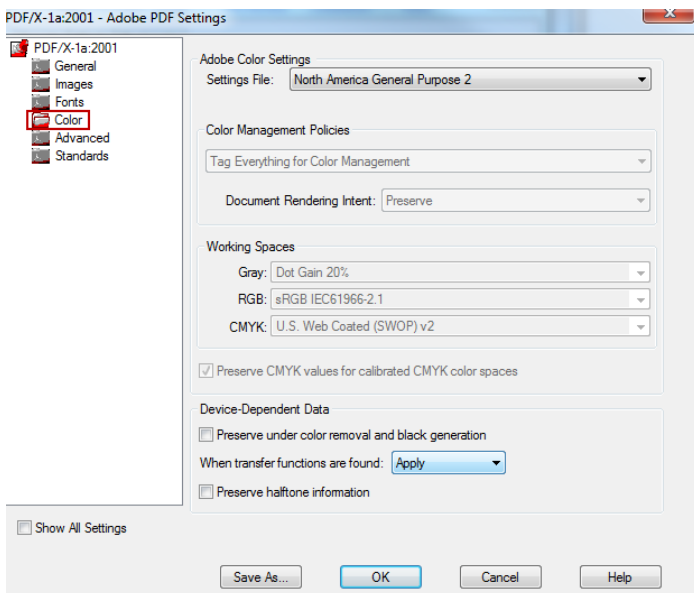
Select Fonts:

9. Check *Embed all fonts*.
10. Uncheck *Subset embedded fonts when percent of characters is less than:*
11. Select *Warn and continue* from the *When embedding fails:* drop down menu.
12. The *Always Embed* and *Never Embed* windows should be empty.



Select Color:

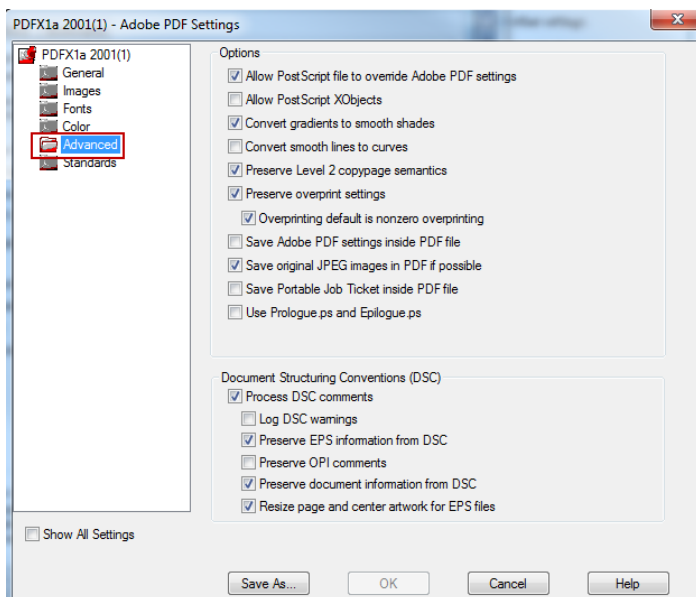
13. Select *North America General Purpose 2* from the Settings File: drop down menu.
14. Do not modify any other settings



Generating PDF from Microsoft Word

Select Advanced:

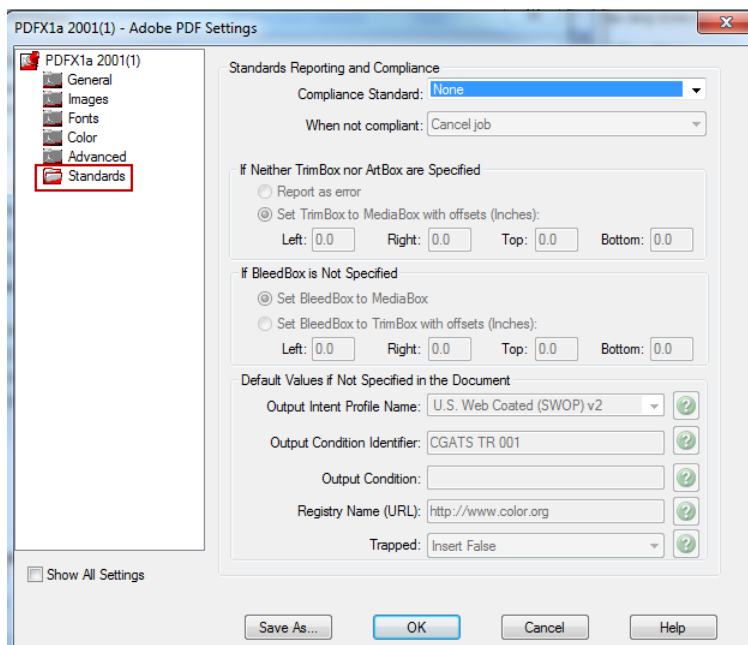
15. Do not modify any of the settings in this window. *Leave all settings at defaults.*



Select Standards:

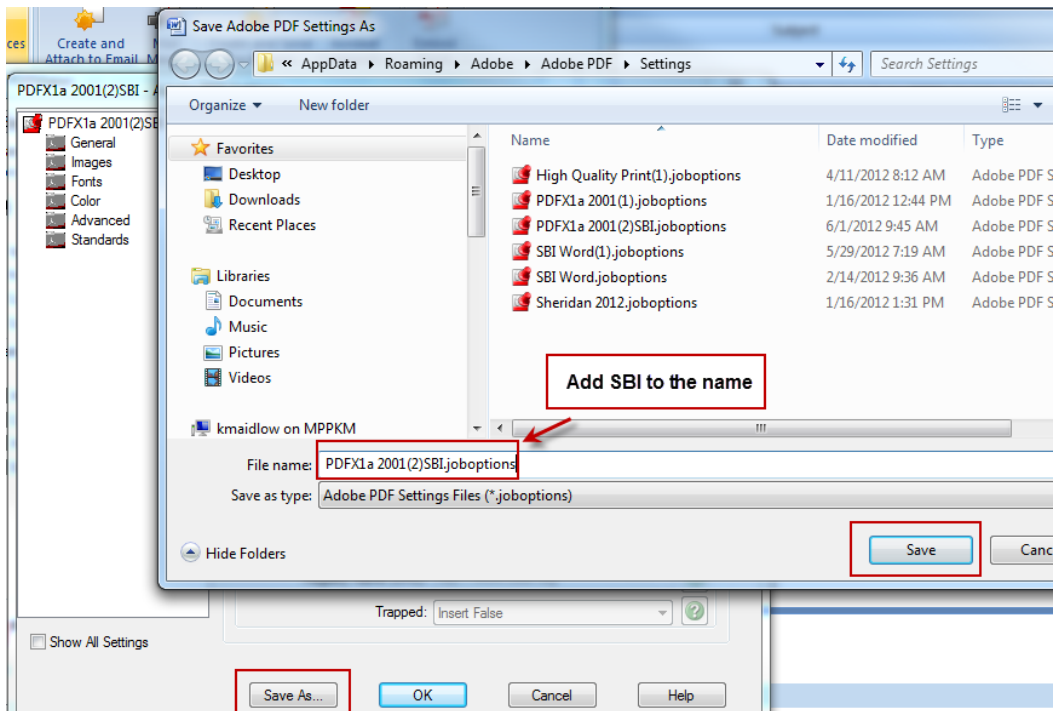
16. Choose *None* from the *Compliance Standard*: drop down menu.

17. All other settings will be grayed out.



Generating PDF from Microsoft Word

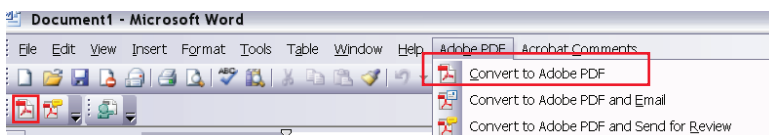
18. Click the *Save As* button.
19. Add *SBI* to the end of the settings name.
20. Select *Save*.
21. Click *OK*.



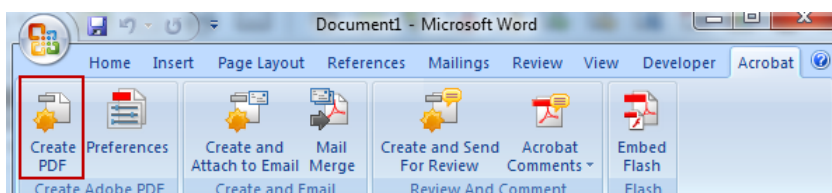
Generating PDF

Clicking the Acrobat button in Microsoft Word will generate a PDF file using the default settings just configured.

Microsoft Word 2003



Microsoft Word 2007 and later



TECHNICAL DIGEST EXTRA PAGE FORM
MEMS 2018 Conference
Belfast, Northern Ireland
21-25 January 2018

Paper Number

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Last Name _____

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

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TECHNICAL DIGEST EXTRA PAGE (Great Britain Pounds only)

NOTE: Maximum paper length is 6 (six) pages

Extra page **£250** per page x _____ pages £ _____

FORM OF PAYMENT

Bankwire (we will send you the information after we receive this form)

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