Information for Authors of Conference Papers
--- with Multimedia Addition
(Updated October 3, 2008)

Information for All Authors

General: The 2008 IEEE International Ultrasonics Symposium (IUS) will publish PDF (Portable Document Format)-based, context-sensitive multimedia conference proceedings based on the multimedia technique we developed for the IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control (TUFFC). The multimedia addition to the conference proceedings will be the first in the 46-year history of the IEEE International Ultrasonics Symposia. To accommodate the expected increase of contents due to multimedia, DVD, instead of CD proceedings will be produced. The DVD will be designed to not only allow the traditional PDF-based navigation, but also take advantage of the power of the web-based browsing and searching capability of the indexSMART™ technology of Mira Digital Publishing, St. Louis, MO, USA. The DVD will also be placed on the website of the IEEE Ultrasonics, Ferroelectrics, and Frequency Control (UFFC) Society after the conference for IEEE UFFC members to access. On web, all the multimedia contents will be accessible online directly via links embedded in PDF papers (similar to access multimedia contents of papers published in TUFFC). The papers will also be included in IEEE Xplore. A printed version of the proceedings will only be available through IEEE directly after the conference. If you plan to include multimedia contents in your papers, please also read the requirements for multimedia papers in the later part of this document.

Preparation: Conference papers must be prepared carefully and written in a clear and concise style. Since the 2008 IEEE International Ultrasonics Symposium only publishes proceedings in English, authors for whom English is not a native language should consult a colleague with a good mastering of English for the purpose of editing the paper. Please notice that since there will be no copy-editing process for conference papers, what you submit will be what to appear in the conference proceedings.

The text of manuscripts must be prepared according to the guidelines in the IEEE template (a Microsoft Word version with a paper size of 11 inches by 8.5 inches, or US Letter size).

The electronic file of your paper must be self-contained; that is, there should be no pointers from your file to your computer system setup other than links to multimedia files. Please avoid using links to websites since they may disappear anytime, which would permanently break links in your paper and annoy your readers.

Each figure and table in your paper should have a caption that is intelligible without requiring reference to the text. Illustrations and tables should be inserted into the text sections. References must be complete, in IEEE style, with corresponding items in the text referred to by numerals in square brackets. These style requirements are also in the IEEE template.

This paragraph provides you with one method to produce graphics for your conference paper. The same principle to reduce file sizes is applicable to other software too. To produce a figure that can be embedded into your word processor such as Microsoft Word, you can "Save as" or "Exp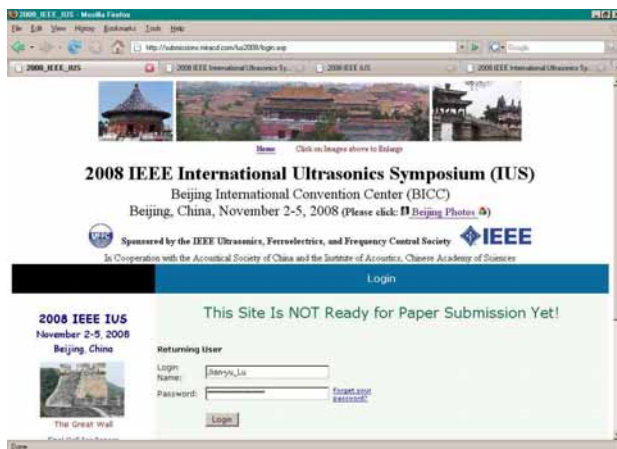ort" your graphics to EPS (encapsulated PostScript) format after selecting the graphics you want to export from your graphic application software such as Adobe PhotoShop or Corel Draw. You can also print your graphics to a file with a PostScript driver instead of to a printer from your graphic application. Rename the filename from an extension such as "PRN (print)" to EPS. The EPS file can then be opened with the free software named GhostView (http://www.cs.wisc.edu/%7Eghost/) and then copy/paste into your word processing file. To avoid a large white space around your graphics, you can select "EPS Clip" in the pull-down menu "Options" of the GhostView. To produce graphics of sufficiently high quality, authors should control the resolution and size with GhostView before copy/paste. (For example, in the pull-down menu "Media", selecting "Display Settings …", and then setting the "Resolution" to **100** ppi (pixels per inch) will be sufficient in most cases.) Strike a balance between resolution and the file size of the paper you can handle. For example, a 7 inch x 10 inch figure of 100 ppi resolution with 24-bit RGB color will result in an uncompressed file size of 2.1 Mega Bytes (MB). There is no need to produce a figure size that is larger than **7** inch x **10** inch because the text area of the printed proceedings is smaller. To further avoid unnecessarily large file sizes and thus a long downloading time for your paper, in the "Depth" setting of the GhostView, selecting "8-bit" for grayscale or color images will usually result in a satisfactory quality with only 1/3 of the file size as compared to "24-bit". For black-and-white line drawings, selecting "1-bit" is appropriate for an 8-fold reduction in file size as compared to choosing "8-bit". The figure quality of the final PDF file can be verified during the proofreading stage of your paper submission.

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Ethics: It is the responsibility of authors to obtain all necessary approval and to follow ethics when treating human subjects and animals. A footnote should appear in the papers to indicate such approval. **Plagiarism** in any form is strictly prohibited and **punishments** are listed in the Section 8.2 of the IEEE Publication Services and Products Board (PSPB) Operation Manual accessible from: http://www.ieee.org/web/publications/rights/. The IEEE Code of Ethics can be found at: http://www.ieee.org/portal/pages/iportals/aboutus/ethics/code.html.

Submit Your Paper: Detailed procedure for submitting your paper can be found at the website of the 2008 IEEE International Ultrasonics Symposium at http://ewh.ieee.org/conf/ius_2008/.

Paper Submission Website: You can login to the paper submission website by providing the same Login Name and Password as those you have used when you submitted your abstracts. If you forget your Login Name and/or Password, you can click on the link "Forget your password?" and you will receive your account information via email.

Multimedia Addition

Multimedia Files: For conference paper publication purposes, multimedia files are defined as the following three categories: (1) color figures corresponding to grayscale figures in print, (2) sound only, and (3) movies or animations with or without sound. These files can be accessed online via links through the three types of multimedia icons below:

 Icon for color figures.

 Icon for sound only.

 Icon for movies or animations with or without sound.

When authors include color figures in an electronic file, the color figure icon above can be placed at the end of figure caption to link to the original figure files that are free from distortions caused by conversion to PDF (Portable Document Format). The icon will also appear in the print to indicate that a color version of the figure is available online or in DVD.

Preparation of Multimedia Files: There are multiple ways to produce multimedia files. This paragraph provides you with some methods as examples. **Color figures** can be produced easily by modern software. To prepare **sound** files, the current standard compressed file type is MP3 (Motion Picture Level 3). Authors may record their voices or the sounds of a phenomenon such as ultrasound cavitation with software such as Microsoft Sound Recorder (comes standard with Microsoft Windows Operating System) and save them as ".wav" files. Then, use free software from the internet (for example, searching http://www.google.com with key words "MP3 freeware") or purchase a shareware and convert ".wav" files to MP3 files. When selecting the quality of MP3 files during conversion, select 96kbs (kilobits per second) for radio quality sound. This reduces the file size from that of the uncompressed ".wav" files by about a factor of 20. For making a **movie** (such as a beating fetus heart), you may record the video output of your camcorder or an imaging system directly into ".avi" (AVI - Audio Video Interleaved) files or ".mpg" (MPEG - Motion Picture Expert Group) files with software such as Microsoft Windows Movie Maker that is standard with Microsoft Windows such as XP or Pinnacle Studio from Pinnacle System, Inc. The ".avi" files may result in a huge file size (could be 4MB or larger for every second of movie if the resolution of the movie is high). For this reason, the preferred non-interlaced resolution of movie files is **320X240** or **less** (a lower resolution such as 160X120 may further reduce the file size by 4 folds and thus is desirable if it is adequate for your illustration). In addition, keep the

movie as short as possible (for example, less than **10** seconds) and make the compression level high (i.e., choose the smallest video stream rate for your illustration purpose). For example, a highly compressed video allows readers to view it via a fast modem (e.g., 56 kb/s) without dropping frames. The compressed file type acceptable is ".mpg". The completed movie files or MP3 files can be viewed or heard with software such as Microsoft Windows Media Player (standard with Microsoft Windows such as XP). For **animation**, you may use software such as Microsoft Power Point to produce slides. Then, save all the slides with the "Save As" function into individual ".gif" (GIF - Graphics Interchange Format) or ".jpg" files that can be combined into a single GIF animation file with software such as Adobe ImageReady. Software such as Microsoft Picture and Fax Viewer that is standard with Microsoft Windows can be used to view the GIF animation file in a slide show without having to have Microsoft Power Point installed. Alternatively, you may record your animation via video output of your computer (most laptop computers have video output) into your digital camcorder and then transfer it back using software such as Microsoft Windows Movie Maker or Pinnacle Studio.

Acceptable Multimedia File Types and Total File Sizes: For color figures, the file types must be JPEG (.jpg) or GIF (.gif). For sound, the only acceptable file type is MP3 (.mp3). The file type for movies or animations should be MPEG (.mpg) or GIF (.gif). (For the compatibility with older versions of movie viewing software and thus to avoid difficulties to readers, the desirable MPEG format is MPEG1.) For each paper, the **TOTAL** size of all multimedia files to be linked should be less than or equal to **15MB**. This is important to avoid overloading UFFC internet server when the multimedia DVD proceedings are placed on web. Papers containing file types other than those listed in this paragraph may create difficulty for readers.

Producing Multimedia Paper: Detailed steps for producing a multimedia paper is on the conference web through the link "Paper Submission" at: http://ewh.ieee.org/conf/ius_2008/. Multimedia paper examples are also given there.