

# SAMPLE PAPER/TEMPLATE - MANUSCRIPT PREPARATION

## INSTRUCTIONS FOR HILTON HEAD

*John Q. Public<sup>1\*</sup>, Jane Doe<sup>1</sup>, and George I. Joe<sup>2</sup>*

<sup>1</sup>The Technical Manuscript Design Group, Santa Barbara, California, USA

<sup>2</sup>The Scientific Paper Formatting Initiative, Tempe, Arizona, USA

### ABSTRACT

**READ THIS ENTIRE DOCUMENT COMPLETELY AND CAREFULLY BEFORE PROCEEDING.** The manuscript should start with a brief abstract of approximately 100 words summarizing the main goals, developments, and achievements of the work. Consider that the abstract may be included in abstract search databases. Think of what requirements the abstract should fulfill in view of this perspective.

### KEYWORDS

A few meaningful keywords describing the essential topics of the paper.

### INTRODUCTION

#### Manuscript Length

Create all pages to be 8.5" x 11" page size. Late News manuscripts are expected to have a total length of two (2) pages. Longer manuscripts will NOT be printed.

The manuscript that you prepare will be printed as it is received. Since the Digest publication will be electronic, please feel free to use active hyperlinks in your manuscript.

#### General Layout

The Technical Digest will be published in 8.5" x 11" format. Define .75" wide left, right, and top margins. The bottom margin must be 1".

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If you choose to use another program other than Word to develop your manuscript/source file, the format **MUST match this template or it will NOT be accepted**. Do **NOT** number your pages or password protect your PDF file. Do **NOT** have your paper reference number in the body of your paper. **Re-read** your paper to make sure that there are no grammatical, spelling, or content errors.

All manuscripts must be typed single spaced to fit within the two column borders. Do not use smaller print than 9 point. Do not add a blank line between paragraphs in a section.

Your Technical Digest manuscript and all required items are **DUE** by **Thursday, April 16** (23:59 Honolulu, Hawaii, USA time).

It will not be possible to include late manuscripts in the Technical Digest. Please make sure that all your materials are received by 23:59 Honolulu, Hawaii, USA time on **Thursday, April 16**, and remember to obtain all necessary approvals in a timely fashion and any travel visas needed. If we do not receive a paper by the deadline, we may be forced to withdraw your presentation from the workshop. Please remember to allow enough time for your affiliation's review and approval process.

Please note that the publication date is **Monday, 22 May**, however, papers may not be distributed on this date. Be sure to complete all patents by this date.

#### Text Formatting

Please use Times New Roman throughout the entire manuscript, from title, authors, affiliation, headers, sub-header,

figures, table captions, and references. To achieve a unified look across the Technical Digest, the following formats must be used:

- **TITLE:** **13 POINTS, BOLD, ALL CAPITALS**
- *Authors:* *11 points, italic*
- Affiliation: 11 points, regular
- **SECTION HEADINGS:** **10 POINTS, BOLD, ALL CAPITALS**
- **Sub-Section Headings:** **9 points, bold**
- Text body: 9 points, regular
- *Figure captions:* *9 points, italic*
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- References: 9 points, regular, numbered

Adjust the two columns on the last page to equal length, as far as possible. All paragraphs are to be indented .25" and fully justified.

- Do not split words in paper title (i.e. NANOCANNELS should NOT be split so NANO- is on the first line and CHANNELS on the next line).
- When you have more than one author and/or affiliation, "and" must be added before the last author and/or affiliation.
- Authors' names (11 Point Times New Roman *Italic*) and affiliation (11 Point Times New Roman Regular) appear below the title, also centered, in capital and lowercase letters. Give all authors' names; do not use et. al.
- Author's FULL first/given name, middle initial (John Q. Public) and last name should be on the paper.
- Do not split author names (i.e. John Q. Public should not be split so John Q. in on the first line and Public on the next line).
- When authors are from more than one institution, use <sup>1</sup>superscripts with the corresponding institution. Do NOT number if authors are all from the same institution.
- Please include actual name of the institution and not only your Department, Center or Laboratory.
- As we want all papers to have uniformity, please **DO NOT** include contact information at the top of your paper. Contact information should be at the end of your paper after References.
- **NO blank lines** between title and authors.
- **NO blank lines** between authors and institutions/affiliations.
- Do not have any "widow or orphans" either in your text, charts, or tables. Widows and orphans are those words or short phrases at the end or beginning of paragraphs that are left to sit alone at the top or bottom of a column - separated from the rest of the paragraph. It leaves the reading of the information, table or chart unbalanced. Do not place the header at the bottom of one page and the text of that header on another page or the caption of the figure on one page and the actual figure on another.
- 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: )
- Photographs: All illustrations must be high quality with a resolution of at least 300 dpi.
- 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 superscripts<sup>1</sup>. 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.** They must be above the 2.54 cm (1”) bottom margin.
- References: List and number all references at the END of the paper. 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.

### ABBREVIATIONS AND ACRONYMS

Define abbreviations and acronyms the first time they are used in the text. Abbreviations such as IEEE, SI, MKS, CGS, sc, dc, and rms do not have to be defined. Do not use abbreviations in the title or section headers unless they are unavoidable.

### FIGURE AND TABLE FORMATTING

All figures should be placed as close to their mention as possible. Digital images, e.g., schematic drawings, photos, micrographs, etc., should have a resolution of at least 300 dpi. Each figure should be accompanied by a numbered caption, as shown in Fig. 1, placed right below the figure being described. Please double check your sequence order. All labels within the figure frame should be in font 9 point. Please ensure that all labels, arrows, lines, and other graphical elements superimposed on schematic drawings and micrographs print with sufficient contrast. Figure 2 shows a photograph with unfavorable resolution (72 dpi) and low contrast.

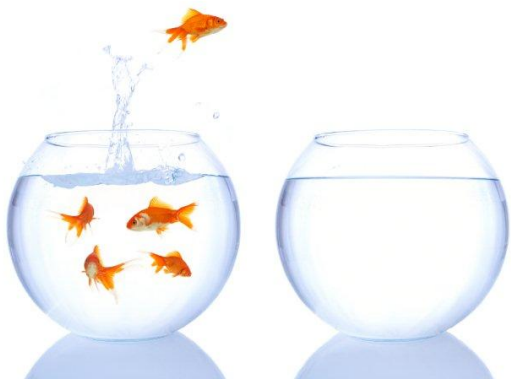


Figure 1: Reflections on corrugated liquid/gas interface, with obstacles. Rendering with 300 dpi.

Tables should span one column and should be preceded by a caption. Table 1 illustrates a possible design. Design details are left to the authors.

If a table or figure is too wide to be contained in a single column, extend it over both columns, preferable at the top or bottom of a page.

Table 1: Number *N* - registrations to Hilton Head and number *M* - submitting countries.

Region	N	M
Americas	255	1
Canada	14	1
Mexico	2	1
<b>Total</b>	<b>271</b>	<b>3</b>

### EQUATION FORMATTING

When numbering equations, enclose numbers in parentheses and place flush with right-hand margin of the column, i.e., with appropriate punctuation.

$$-1 \approx e^{i227} \tag{1}$$

The above equation is meant as an example only and has no reference or further content. **Please double check that your figures, tables, etc. are numbered in correct sequence.**

### CREATING A PDF

After creating your manuscript, you must convert it to a PDF. You are responsible for reviewing your PDF to ensure it looks as it did in the source file you created. Pay close attention to special characters, as these may not convert correctly. It is important that **all fonts are embedded.**

*Please check that the size converted correctly for your PDF. Some computers do not convert the page size automatically.* You may need to adjust your PDF creator settings or your printer default settings. Just printing the PDF from Microsoft Word may not work. To check your page size, in Acrobat under File >Document Properties – you will see your page size towards the bottom of the box.

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### REFERENCE FORMATTING

Please follow the Reference section of this sample manuscript, this is illustrated for contributions to Workshop Technical Digest [1], journals [2], and books [3].

### ACKNOWLEDGEMENTS

Nice words and appreciation to someone for something they’ve done to assist you with your paper.

### REFERENCES

- [1] A.B. Author, C.D. Author, and E.F. Author, “Title of Article, Enclosed in Quotation Marks”, Technical Digest of the 1994 Solid-State Sensor and Actuator Workshop, Hilton Head Isl., SC, 6/13-16/94, Transducer Research Foundation, Cleveland (1994), pp. xx - xy.
- [2] A.B. Author, C.D. Author, and E.F. Author, “Title of Article, Enclosed in Quotation Marks”, *Thin Solid Films Journal*, 206, 94 (1992).
- [3] M. Crichton, *Prey*, Harper Collins Publishers, Inc., New York, 2002.

### CONTACT

\*J.Q. Public, tel: +1-555-123-1234; [JQ@TMDG.com](mailto:JQ@TMDG.com)