



Technical Digest Preparation Guidelines

DUE DATE: 25 November 2015
23:59 Honolulu, Hawaii, USA time

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

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- IEEE Copyright Release Form Separate PDF File
- On-Line Registration is also due on or before 25 November 2015
 - On-line registration is **MANDATORY** prior to submitting your paper.

**Failure to respect the 25 November deadline
may ensure the EXCLUSION OR WITHDRAWL
of the contribution from the Conference.**

GENERAL INSTRUCTIONS TO AUTHORS

Conference Date and Location: 24-28 January 2016
Shanghai International Convention Center (SHICC)
2727 Riverside Avenue
Pudong, Shanghai, CHINA
www.shicc.net/shicc/

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

Due 25 November 2015

1. Final manuscript PDF file uploaded to website
2. Upload completed and signed Copyright Release Form.
 - <http://memsconferences.org/mems2016/authors/copyright.html>
3. On-Line completed Conference Registration Form and payment of registration fee:
 - <http://www.mems2016.org/registration.html>
4. Technical Digest Extra Page Order Form (if applicable).
 - If your paper exceeds 4 (four) pages, an additional 1,600 ¥ (approx. \$250) 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 created from the electronic PDF file which you submit to the web-site. It is very important that all papers be consistent and uniform 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 email. Also attached is a sample manuscript which was published in the MEMS 2015 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 24 January 2016 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 Proceeding 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 1,600¥ (approx. \$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 ¹superscripts for the corresponding institution.
- **NO blank lines** between, title, authors and institutions

EXAMPLE:

SAMPLE PAPER TITLE
MANUSCRIPT PREPARATION GUIDELINES FOR MEMS 2016

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 Headers (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

TECHNICAL DIGEST EXTRA PAGE FORM
MEMS 2016 Conference

Shanghai, CHINA
24-28 January, 2016

First Name _____

Last Name _____

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

Institute/Organization _____

Department _____ Division _____

Business Address _____

City _____ State/Province _____

Zip/Postal Code _____ Country _____

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TECHNICAL DIGEST EXTRA PAGE (Chinese Yuan Renminbi **only**)

NOTE: Maximum paper length is 6 (six) pages

Extra page 1,6900 ¥ (approx.. \$250) per page x _____ pages € _____

FORM OF PAYMENT

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Please complete and fax this form to MEMS 2016 Conference.

MEMS-16 Conference
c/o PMMI Global
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