



**January 30 – February 3, 2005  
Fontainebleau Hilton Resort  
Miami, Florida, USA**

## **Technical Digest Preparation Guidelines**

### **DUE DATES:**

Keyword Category Index Form due: **October 15, 2004**

Camera-ready manuscript, on-line registration and  
remaining forms due: **November 1, 2004**

**Send hardcopy package and forms to:**

**Shirley J. Galloway  
Preferred Meeting Management, Inc.  
Attn: IEEE MEMS-05 Conference  
140 Wolcott Drive  
Boardman, OH 44512**

## CONTENT INFORMATION

- General Instructions to Authors (Oral and Poster/Oral Authors are required to submit their paper for the Technical Digest)
- Instructions for Technical Digest
- Instructions for Electronic Version (CD ROM)
- Simplified Instructions for Creating a PDF
- Sample Paper
- IEEE Copyright Release Form  
Original signed form is MANDATORY for inclusion in the Technical Digest, it is not acceptable as an electronic document as signature is required.
- Keyword Index Category Form  
This form is due on Friday, October 15, 2004, and should be faxed to 1-619-232-0799
- Technical Digest Extra Page Form
- On-Line Registration is also **due on or before November 1, 2004**  
(due to electronic format this is not included with this package but on-line registration is **MANDATORY** prior to printing of your paper in the Technical Digest)

**Failure to submit a paper, to register, and to respect the November 1st deadline will ensue the EXCLUSION of the contribution from the conference.**

**Your paper will be WITHDRAWN from the conference.**

# GENERAL INSTRUCTIONS TO AUTHORS

**Conference Date and Location:** January 30 – February 3, 2005  
Fontainebleau Hilton Resort  
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Read ALL of the instructions carefully **BEFORE** proceeding.

## **Due October 15, 2004**

- Keyword Category Index Form - faxed 1-619-232-0799

## **Due Monday, November 1, 2004, 11:59 p.m. Pacific Standard Time**

- On-Line Completed Conference Registration Form and registration fee (<http://www.mems2005.org/attendees/registration.html>) -
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## Instructions (These perimeters must be adhered to):

- The manuscript that you prepare will be printed as it is received.
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- Paper title is to appear in SMALL CAPITAL LETTERS centered across the top of the two columns on the first page. **14 POINT BOLD**
- Authors' names (*12 Point Italic*) and institutions (12 Point Regular) appear below the title, also centered, in capital and lower case letters. Give all authors' names; do not use et. al.
- When authors are from more than one institution, use <sup>1</sup>superscripts with the corresponding institution

EXAMPLE:

**SAMPLE PAPER TITLE**  
**MANUSCRIPT PREPARATION GUIDELINES FOR MEMS 2005**

*J.Q. Public<sup>1</sup>, J. Doe<sup>1</sup>, and G.I. Joe<sup>2</sup>*

<sup>1</sup>The Technical Manuscript Design Group, Boulder, Colorado, USA

<sup>2</sup>The Scientific Paper Formatting Initiative, Pittsburgh, Pennsylvania, USA

- Abstract: Each paper should contain an abstract of about 100 words that appears at the beginning of the paper.
- Section headings appear left justified, **BOLD, 12 POINT, SMALL CAPITALS**, and are numbered. They are to be titled:

<b>1. INTRODUCTION</b>	<b>4. RESULTS</b>
<b>2. DESIGN</b>	<b>5. CONCLUSIONS</b>
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- Photoshop 3.0/2.0
- TIFF
- EPS

## **Document Application Preferences:**

- Microsoft Word 6.0 or upgraded version
- Quark (Mac or PC)
- PageMaker 6.5 (Mac or PC)

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Please fill out one of these forms **for each paper being presented**. This information will be used for the Technical Digest and the final program.

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January 30 – February 3, 2005

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