

# INSTRUCTIONS FOR TECHNICAL DIGEST PAPER

The MEMS Technical Digest will be printed from your electronic pdf file. The instructions assume that you have computer equipment capable of using several fonts. Please use the following style indicated below to allow us to maintain uniformity in the final printed copy of the Technical Digest. A Sample Paper is available on the web-site and attached to this e-mail.

## Instructions (These perimeters must be adhered to):

- The manuscript that you prepare will be printed as it is received.
- Neatness is of paramount importance.
- Prepare up to four (4) pages of text and figures.
  - Longer papers will be printed only if accompanied by payment of a **mandatory over-length charge of \$200 per page**. The absolute maximum length with payment of the over-length charge is six (6) pages.
  - **Do not number your pages**
  - Staple each individual set in the top left corner
  - In the top right corner of each individual set, IN PENCIL, please write your reference number.

## Style:

- Do not overcrowd and create an unreadable paper by making the lettering or the spacing to small in the text.
- Font: Times or Times New Roman (Type 1)
- Paper Size:
  - 8.5" x 11" Paper: Paper margins: 3/4" (.75) on the left, the right, the top, and on the bottom of each page. Create all pages to be 8.5" x 11" page size
  - A4 Paper: Create a special size document in document set-up: 21.59 cm x 27.94 cm. For unit conversion: 1 inch = 2.54 cm
- All manuscripts must be typed single space (or equivalent) to fit within the two column borders. Small type faces can create severe readability problems when printed. Please do not use a smaller print than 10 point.
- Two (2) Column style of text and should left-and right-justify. 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 spaces between sections and between text and 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.

**Format:** (please see attached sample paper)

- 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**

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<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:

**1. INTRODUCTION**

**2. DESIGN**

**3. FABRICATION**

**4. RESULTS**

**5. CONCLUSIONS**

**6. REFERENCES**

- Sub-Section Headers (to major headings): **10 point bold**, without numbering
- Text body: 10 points, regular: first paragraph without indent – following paragraphs indented.
- Illustrations, Figures, Charts and Tables must appear within the designated areas. Text should be *10 points, Italics*. They may span two columns if necessary. Caption and number every illustration. Figure captions should be below the figures; table captions should be above the tables. Up to 6 illustrations can fit neatly on a page of the Technical Digest. **Do not use very thin lines (hairline rules) in any of your Illustrations, Figures, Charts and Tables. All lines need to be .5 rule or higher.** Line drawings must be made in black ink. Shading is permitted.
- SEND ORIGINALS. Do not send poor photostats, ozalids, blueprints, hectos, photocopies
- Photographs: No color photos or scanned copies of photos.
- Footnotes: 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.
- 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.: [1] R.N. Hall, "Power Rectifiers and Transistors", Prox. IRE. Vol. 40pp. 1512-1518: Nov. 1998