

# **SAMPLE PROCEEDINGS PAPER FOR HILTON HEAD 2004: TITLE IS CENTERED, ALL CAPS., BOLD, 13-POINT TIMES TYPE**

**First Q. Author, Second Q. Author, and Third Q. Author (Bold, 11-point type)**

Department and 1st Affiliation, 11-point, not bold  
City, State ZZZZZ-XXXX

**Fourth Q. Author and Fifth Q. Author**

Department and 2<sup>nd</sup> Affiliation  
City, State ZZZZZ-XXXX

**Sixth Q. Author**

Department and 3rd Affiliation  
City, State ZZZZZ-XXXX

## **ABSTRACT**

This document provides instructions and an example of how to format your Late News proceedings paper. Please read it!

## **INTRODUCTION**

We hope that all authors will be able to print the text of their papers directly on 8.5 x 11" paper.

## **THEORY**

If all authors follow the format of this sample, using the same fonts and sizes, the resulting digest will have a professional look.

## **EXPERIMENTAL DETAILS**

The manuscript is to be printed on the **8.5 x 11"**. The length limit is **2 pages** for contributed papers. Up to two extra pages may be purchased at a cost of \$200 per page (check payable to Transducers Research Foundation).

The **margins** should be: **left and right, 0.75"**; **top, 0.5"**; **bottom, 1.0"** (NOTE THE CHANGE FROM THE EMAIL DIRECTIONS FOR THE TOP AND BOTTOM MARGINS). Paragraphs should be indented 0.3". The layout is **2 balanced columns, separated by 0.25"**. Please **do NOT number the pages**.

The preferred font is **Times**. Text should be in **9-point** type. Section headings should be all caps., 10-point type.

The title, authors, and affiliations should be centered at the top of the first page. The **title** should be in **13-point** type, the **authors and affiliations in 11-point** type. If there are multiple affiliations, try to avoid putting them in a long vertical column (see the example above for possibilities).

Text should be **single spaced**, 6.5 lines/inch (hopefully this is set by your word processor when 9-point type is selected). If feasible, the sections of your paper and their headings may be separated by 1.5 lines, as in this sample. Otherwise, use double spacing between sections and headings.

A sample figure is shown in the next column. Figures should be in black and white. Though not mandatory, it will reduce our printing costs if you concentrate any gray-scale images (SEMs, etc.) on one (or two) page(s) of your manuscript, rather than including some on every page.

**References** should be formatted as shown in the example at the end of this document for journal articles [1], or for books, proceedings volumes, digests, etc. [2]; the reference numbers should be given in square brackets using bold type.

The symbols used in equations, including sub/superscripts, should be italicized, both in the equation and in the text (e.g.,  $v$ ,

$c_m$ ,  $f_0$ ,  $m$ , etc. in Eq. 1) unless they are Greek letters or numbers (e.g.,  $\pi$ ), in which case they are unitalicized. If the equation is part of a sentence, then it should include any necessary punctuation:

## **DIRECTIONS FOR SUBMISSION**

**Deadline for the electronic copy to the web-site is March 29<sup>th</sup> and hardcopy to PMMI is April 1<sup>st</sup>.** To meet this deadline into the technical digest, we do not have the option to extend this deadline.

This year we are going to print the technical digest and CD ROM from your electronic original document with your hardcopy as back-up. Please submit **four complete hardcopies** of your manuscript and **2 electronic copies** on either a CD or zip disc (see electronic submission for details). Please submit **originals for all copies** of all pages. Please staple each set individually.



**Figure 1.** Captions should be italicized with the figure number and title in bold type.

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If you have not already done so, please submit your on-line **Application to Attend** form as soon as possible. You will find it on the web-site ([www.hh2004.org](http://www.hh2004.org)).

## INSTRUCTIONS FOR ELECTRONIC VERSION (CD ROM) OF PAPER

If you are unable to produce an electronic version of your paper, contact PMMI as soon as possible. Make sure your CD or ZIP discs (2) have your name, reference number, paper title, and type of application printed on the label. Include any notes or comments that may be helpful for the production company.

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3. You are requested to upload your PDF file to: [www.HH2004.org](http://www.HH2004.org) and click on "Authors" for the "Paper Preparation and Submission" page. Note that your file should not exceed 2 MB. Please optimize it accordingly. Upon initiating the upload process, you will be prompted to enter your paper ID (must be 3 digits). This is the reference number assigned to your paper during the abstract submission process. If you resubmit your paper, the old version will be replaced. Deadline for completion of the upload is **March 29, 2004, 5:00 p.m. Pacific Standard Time.**

4. Include both *ID.pdf* and *ID.ps* on two (2) CDs. If you used MS Word, PageMaker, Quark, or Acrobat FrameMaker, also include the original document file in a separate folder *ID\_CompleteDoc* on the CDs. Your document file should contain all figure files and not reference any items external to it. The document file will at most be used for generating a printer-friendly PDF version of your paper, and will be deleted once the proceedings are printed.

Deadline for receipt of the packages is **April 1, 2004, 5:00 p.m. Pacific Standard Time.**

### Media Requirements:

- CD ROM
- Iomega Zip disks (if not able to burn to a CD)

### Document Application Preferences:

- Microsoft Word 6.0 or upgraded version
- Quark (Mac or PC)
- PageMaker 6.5 (Mac or PC)
- Adobe FrameMaker 6 or 7

### Graphic Format Preferences:

- TIFF
- EPS

All images must be grayscale TIFF or EPS files PDF: images must be placed in the file at 300 dpi or higher. Compression has to follow the "Guidelines for Generating PDF and PS Versions of Your Contribution" in this Authors' Kit. Please have a close look at the PDF and PS file preparation guidelines included in this Authors' Kit.

## CONCLUSIONS

All papers will be printed in their as-received form and compiled into the Technical Digest, one copy of which will be distributed to each participant at the Workshop. The Digest is an archival publication, and a limited number of additional copies will be available for sale at the Workshop, and afterwards from the Transducers Research Foundation.

The above may seem like a lot of detail, but the format is basically identical to what has been used in previous versions of the digest from this workshop; the directions are now more explicit. We hope the ease of preparing manuscripts on 8.5 x 11" paper partly makes up for the added attention to details.

## REFERENCES

1. A. B. Author, C. D. Author, and E. F. Author, "Title of Article, Enclosed in Quotation Marks", *Thin Solid Films*, 206, 94 (1992).
2. 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.