

μ TAS 2005

Ninth International Conference on Miniaturized Chemical and Biochemical Analysis Systems

**October 9 - 13, 2005
Boston, MA USA**

Technical Digest Preparation Guidelines

DUE DATES

- Keyword Category Index form due: **June 13, 2005**
- Camera-ready manuscript, on-line registration and remaining forms due: **June 23rd, 2005**
 - **After July 1st** papers will not be accepted

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CONTENT INFORMATION

- General Instructions to Authors (Oral and Poster 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
- Copyright Release Form
*MANDATORY for inclusion in the technical digest.
Signed original copy must be received with original hardcopies & CD*
- Keyword Index Category Form
*Due by **June 13th** - faxed to PMMI at +1-619-232-0799*
- Technical Digest Extra Page Form
- On-Line Registration is also due on or before July 1st.
(due to electronic format this is not included with the package but on-line registration is MANDATORY prior to printing of your paper in the Technical Digest)

**Failure to submit a paper by the
July 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Your paper will be WITHDRAWN from the conference.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: October 9-13, 2005
Boston Marriott Copley Place
Boston, MA USA

- Read ALL of the instructions carefully BEFORE proceeding

Due Monday, June 13th

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

Due Thursday, June 23rd (with an absolute final deadline of July 1st. Papers received after July 1st will be excluded from the Conference)

- On-Line Completed Conference Registration Form and registration fee (<http://www.microtas2005.org/attendeas/registration.html>)
- Camera-Ready Manuscript PDF Format Submitted On-Line. Please see “Instructions for Electronic Version (CD ROM) of Paper” and the attached file “Creating a PDF” for instructions on how to correctly create your PDF file.
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INSTRUCTIONS FOR PREPARATION for the Technical Digest

The μ TAS 2005 Technical Digest will be printed from the electronic PDF file prepared by you. 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 μ TAS 2005 web-site.**

Instructions (These perimeters must be adhered to):

- The manuscript that you prepare will be used and printed as it is received.
- Neatness is of paramount importance.
- Prepare three (3) pages of text and figures.
 - The digest will not be printed in color so please prepare all your figures, charts and photos in black and white.
 - Do not number your pages.

Due Thursday, June 23rd (with an absolute final deadline of July 1st. Papers received after July 1st will be excluded from the Conference)

- Submit your electronic version on the web-site www.microtas2005.org (click abstract tab and follow the directions on that page).
- Submit your 3 hardcopy copies, 2 back-up discs (Zip or CD-ROM) of your electronic document. Copyright form and the Extra Page form (if needed) to PMMI (address on cover page).
- Your electronic copy submitted to the web-site and your mailed in hardcopies must be identical.
- Whether you use either (US Letter size) (8.5" x 11") Paper (21.59 cm x 27.94 cm) or metric A4 (8.268" x 11.693") paper (21 cm x 29.7 cm) **you must create** the page to be 6.125" wide x 9.5" high (15.55750 cm wide x 24.13000 cm high). The margins listed match this size of setting only. If you cannot create your page to be 6.125" x 9.5", please let us know ASAP for us to work out your special dimensions.
- Type and text area on the page is 5.125" wide x 7.75" high (13.01750 cm wide x 19.68500 cm high).
- No text, figures, charts or tables should fall out of this text page area. All text in the body of the manuscript should be fully justified.
- The title, author's names and affiliations need to be centered. *As we want all papers to have uniformity, please do not include contact information at the top of your paper. Please place this information at the end of your paper after References.*
 - **Title:** Bold in New Times Roman; Font - 14 point; Type - all UPPER CASE
 - **Author(s):** Bold in New Times Roman; Font - 11 point; Type - Upper/Lower Case with a superscript number corresponding with their affiliation. Give all authors' names; do not use et. al.
 - **Affiliation(s):** Italic in New Times Roman; Font - 10 point; Type - Upper/Lower Case. Affiliations are summarized and are marked with a superscript number.

Example #1:

**FABRICATION AND EVALUATION OF 2D CONFINED
NANOCHANNELS USING FOCUSED ION BEAM MILLING**
J.P. Alarie, A.B. Hmelo, S.C. Jacobson, A.P. Baddorf, L. Feldmen and J.M. Ramsey
Oak Ridge National Laboratory, USA

Example #2:

**SEPARATION, TRAPPING AND ANALYSIS OF BIOLOGICAL
NANO-PARTICLES IN BIOMEMS**
**M. Stelzle¹, M. Dürr¹, G. Gradl³, P. Geggier², A. Haage⁴, R. Hagedorn⁵, M. Jäger², J. Kentsch¹,
T. Müller⁵, A. Normann⁴ and T. Schnelle³**
*¹Natural and Medical Sciences Institute, ²Fraunhofer Institute for Biomedical Engineering,
³Evotec Technologies GmbH, ⁴Mediagnost GmbH and ⁵Humboldt University, Berlin*

- The remaining body of the manuscript should be formatted in one column, and should be left and right justified.
 - Two columns **will not** be allowed.
- Do not overcrowd and create an unreadable paper by making the lettering or the spacing too small in the text.
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WE WILL ADD PAGE NUMBERS after all the manuscripts are in place.

- All text in the body of the manuscript must be typed single space and New Times Roman 10 point font
- Please remember to spell check your entire paper.
- Use two spaces after periods at the end of sentences.
- Define abbreviations and acronyms the first time they are used.

Format:

- Abstract: Each paper should contain an abstract not to exceed 100 words that appears at the beginning.
- 3-4 Keyword list should follow the abstract.
- Major headings appear in **CAPITAL LETTERS** and left flush/bold.
- 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. e.g.:

[1] R.N. Hall, "Power Rectifiers and Transistors", Proc. IRE. Vol. 40pp. 1512-1518:Nov.

- Illustrations, Figures, Charts and Tables must appear within the designated areas. Text should be 10 points, Italics. Caption and number every illustration. Figure captions should be below the figures; table captions should be above the tables. **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. **No color photos** nor scanned copies of photos. Only black and white. Scanned copies will print very blurry. Do not use LZW compression and do not use RGB images. Black and white only. Do not have any "noise" behind your tables and charts that are not necessary. "Noise" is unnecessary background fuzz. To remove "noise" in PhotoShop use the de-speckle or dust/scratches features.
- The charts, graphs and tables need to be created and placed in the file at 100% . If they are not placed at 100% or scaled to fit the size of the rules (lines) will change accordingly. Example: A chart prepared at 6.125" x 9.5" using .5 rules and then scaled by 50% to fit in the document the rules will reduce to .25 thus causing the rules to not show up in the digest when it is printed.
- Do not shade the charts, graphs and tables with patterns within the software that you are using. You can create simple patterns (vector art) or use tints of black. Make sure there is a lot of distinction between the patterns and/or shades used. Do not go below 10% of black or it will not show up when printed in the digest.
- DO NOT HAVE YOUR ID NUMBER in the body of your paper.
- Photographs: All halftone illustrations must be high quality. **No color photos.**
- 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.
- Footnotes: Number the footnotes separately in superscripts¹. Place the actual footnote at the bottom of the page in which it is cited. Do not put footnotes in the reference list.

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DO NOT password protect your files.

Style and Format:

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Electronic File Requirements:

1. Once your paper is finished, distill a PDF file from your paper. Although the PDF format is supposed to be portable, there are numerous pitfalls leading to incompatible files resisting the straightforward printing in conference proceedings and flawless inclusion in CD-ROMs. To ensure as smooth a process as possible, please follow the electronic file generation guidelines (PDF document). **NOTE:** For those using Word, once your paper is finished, use Adobe Acrobat Distiller and be sure to embed fonts and graphics. Be sure to follow procedures in the electronic file generation guidelines (PDF document). If this procedure is not followed properly, the text could reflow, or drop off of the page all together.

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Media Requirements:

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

Graphic Format Preferences:

- 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)

All images must be grayscale TiF or EPS files

1. PDF images must be placed in the file at 300 dpi. - using the lowest compression level (not the smallest level).

μ TAS 2005 Conference

KEYWORD CATEGORY INDEX FORM DUE June 13, 2005

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