

SAMPLE PROCEEDINGS PAPER FOR HILTON HEAD 2006: 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 COUNTRY

Fourth Q. Author and Fifth Q. Author
Department and 2nd Affiliation
City, State COUNTRY

Sixth Q. Author
Department and 3rd Affiliation
City, State COUNTRY

ABSTRACT

This document provides instructions and an example of how to format your 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" paper**. The length limit is **4 pages** for contributed papers, 6 pages for invited papers. Up to two extra pages may be purchased at a cost of \$200 per page (check payable to Hilton Head Workshop).

The **margins** should be: **left and right, 0.75"; top, 0.5"; bottom, 1.0"**. 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., &), in which case they are unitalicized. If the equation is part of a sentence, then it should include any necessary punctuation.

DIRECTIONS FOR SUBMISSION

We are going to print the technical digest from your electronic original document. Your hardcopies will be used for proofing. Please mail **four complete hardcopies** of your manuscript and **2 CD's with all electronic files** (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.

Use a rigid envelope and/or cardboard stiffeners to insure that your manuscript is not folded or wrinkled. Kindly mail the **four copies**, along with the **two CD's** containing electronic copies of the manuscript and the TRF Copyright Form, in time to reach the conference organizer by **March 21, 2006** to:

Shirley Galloway
Hilton Head 2006 Workshop
c/o PMMI
140 Wolcott Drive
Boardman, OH 44512

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.hh2006.org).

INSTRUCTIONS FOR ELECTRONIC VERSION OF PAPER

If you are unable to produce an electronic version of your paper, contact PMMI as soon as possible. Make sure your CD's (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.

Refer to the *EXPERIMENTAL DETAILS* in this Authors' Kit regarding the style and format of your manuscript as it should be identical in format. You must submit your manuscript on-line in a PDF format (saving instructions below).

Electronic File Requirements:

1. Once your paper is finished, embed all your fonts and 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 the proceedings and flawless inclusion in CD-ROMs. To ensure a smooth a process as possible, please follow the appropriate section in the "Guidelines for Generating PDF and PS Versions of Your Contribution" in this Authors' Kit. Name your file *ID.pdf*, where *ID* denotes the abstract reference number you secured during the abstract submission process. The number should be a three-digit number. Examples of valid names are *001.pdf*, *423.pdf*, etc. Please contact us if you cannot locate your reference (ID) number.

2. You are requested to upload your PDF file to: www.HH2006.org and click on "Authors" for the "Paper Preparation and Submission" page. Upon initiating the upload process, you will be prompted to enter your paper ID (must be 3 digits). If you resubmit your paper, the old version will be replaced. Deadline for completion of the upload is **March 21, 2006, 5:00 p.m. Pacific Standard Time.**

3. Include both *ID.pdf* and a folder with *original document file(s)* (MS Word, PageMaker, Quark, Acrobat FrameMaker, etc.) on two (2) CDs. Your document file folder should contain all figure files and not reference any items external to it.

Deadline for receipt of the packages and for paper upload is **March 21, 2006, 5:00 p.m. Pacific Standard Time.**

Media Requirements:

- CD ROM (remember to embed all fonts)

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.

GUIDELINES FOR GENERATING PDF AND PS VERSIONS OF YOUR CONTRIBUTION

Although the generation of postscript and PDF files is close to a routine job for many of us, in view of unobvious pitfalls with the potential of making the life of authors, conference chairs and coordinators, and publishers miserable, authors contributing to the HH 2006 Workshop are asked to briefly read through these recommendations by the printer of the

proceeding and to follow them as closely as possible.

A. Generating a PDF Version of your Paper - The generation of a PDF document from a source document usually proceeds in two steps:

- generation of a postscript file, i.e., the raw code interpretable by commercial printers (so-called postscript printers);
- distillation of the PDF file from this postscript code; the PDF file is basically a boiled down postscript file stripped of lots of unnecessary pieces of information.

This two-step procedure is often hidden to the users. This is the case in particular if the PDF is generated directly from some application such as MS Word, where pushing an appropriate menu button named "generate PDF" or so evokes the hope that just the right kind of PDF will be distilled. Which is not necessarily true.

One safe way to generate a PDF file is to perform the two steps consciously. For the ps file generation, cf. below. For the distillation process, an Acrobat Distiller program, version 4, 5, or 6 is best used. The Distiller performs its task according to a set of job-options which should be defined in the "Settings" "Job Options" menu in Distiller 4 and 5 or the "Edit PDF Settings" in the Distiller 6 Settings menu as described below. These settings were recommended by the company in charge of printing the proceeding:

1. General

File Options:

Compatibility: Acrobat 4.0 (PDF 1.3)

VERY IMPORTANT: don't select a higher PDF level!

Distill: All

Binding: Left

Resolution: 2400 dpi

Default Page Size:

Width: 100 cm

Height: 100 cm

2. Compression

Color Images:

√ Bicubic downsampling to: 350 dpi

for images 350 dpi

√ Compression: Automatic

Quality: High

Grayscale Images:

√ Bicubic downsampling to: 350 dpi

for images 350 dpi

√ Compression: Automatic:

Quality: High

Monochrome Images:

√ Bicubic downsampling to: 2400 dpi

for images 2400 dpi

√ Compression: CCITT Group 4

√ Compress Text and Line Art

3. Font

√ Embed All Fonts

√ Subset Embedded Fonts When Percent of Characters

Used is Less Than: 100%

When embedding: Warn and Continue

Embedding:

Base 14 Fonts (Courier, Courier-Bold, Courier-

BoldOblique, Courier-Oblique, Helvetica, Helvetica-
Bold, Helvetica-BoldOblique, Helvetica-Oblique,
Symbol, Times-Bold, Times-BoldItalic, Times-Italic,
Times-Roman, ZapfDingbats)

Always: same list of fonts

Transfer them all with the >> button, if necessary)

4. Color

Settings: Color Management Off *This should not play a role since your document should only contain black-and-white and greyscale figures.*

Device-Dependent Data

- √ Preserve Overprint Settings
- √ Preserve Under Color Removal and Black Generation
- Preserve: Transfer
- √ Preserve Halftone Information

5. Advanced

Options

- √ Preserve Level 2 copypage Semantic
- √ Illustrator Overprint Mode
- √ Convert Gradients to Smooth Shades
- Document Structuring Conventions (DSC)
- √ Process DSC Comments
- √ Resize Page and Center Artwork for EPS Files

Other parameters not appearing in this list should remain UNSELECTED.

Some printer drivers enable documents to be saved directly in the PDF format. This is a wide-spread and comfortable way of producing PDF files. At one point, the printer driver will call upon the Acrobat Distiller. Consequently even in this case, care should be taken to set the job-option parameters in the Acrobat Distiller as described above.

If you use Acrobat Distiller 6, do NOT enforce PDF/X-1 or PDF/X-3 compliance. This will unnecessarily blow up your PDF file.

B. Generating a Postscript Version of Your Paper This requires the use of a printer driver for a postscript printer. Such printer drivers can be downloaded, e.g., from Adobe's website or that of any larger printer company/brand, such as Tektronix, HP, etc.. The postscript file is usually generated by printing the document to a postscript file (meaning that the postscript file is stored on the hard-disk) rather than to the printer (where the postscript is printed on paper). Usually, printer drivers allow settings concerning font inclusion, postscript level and data format to be selected. Please ensure that:

- ALL fonts are included
- Postscript level compatibility is AS HIGH AS POSSIBLE, i.e., level 2 or 3 rather than level 1
- Preferred data format is: ASCII (Windows)
BINARY (Mac OS)

C. Figures: Please make sure that your original digital figures have a resolution of 300 dpi or higher. Preferred graphic formats are:

- TIFF
- EPS
- Photoshop

Import figures in your document in the original FULL-SIZED format. Do not import them in some compressed format such as jpeg. The compression should be performed only at the FINAL distillation stage. Smaller resolution of your figures will result in smaller resolution in the final PDF file and in the proceedings. Further, it is preferable to import BLACK-AND-WHITE or GREYSCALE originals rather than color graphs, even if it may represent a little extra effort to translate the visually attractive color figures into optimized greyscale figures. During the preparation phase at the printer's, your color graphs and pictures will be translated into greyscale objects, likely with low visibility and contrast or unintuitive greyscale transitions.

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 Transducer 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.