

Hilton Head 2010

June 6 - 10, 2010
Crowne Plaza Resort
Hilton Head, South Carolina

Technical Digest Preparation Guidelines

DUE DATE: April 6, 2010

- Print-Ready PDF Manuscript
- On-Line Application to Attend
- Paid In-Full Workshop Registration
- Signed Copyright Form

Signed Copyright form may be sent by fax, mail or email to:

**Shirley J. Galloway
Preferred Meeting Management, Inc.
Attn: Hilton Head 2010 Workshop
140 Wolcott Drive
Boardman, OH 44512 USA
Fax: 1-330-629-2376
Email: sgalloway@pmmiconferences.com**

CONTENT INFORMATION

- **General Instructions to Authors**
 Oral and **Poster** Authors are required to submit a final manuscript for the Technical Digest.
- **Instructions for Preparation of the Technical Digest Manuscript**
- **Instructions for Creating a Compatible PDF**
- **Copyright Release Form**
 See separate file included with this email. Original signed form is MANDATORY for inclusion in the Technical Digest.
- **Technical Digest Extra Page Form (if applicable)**
 Each manuscript is expected to have a total length of four (4) pages. Longer manuscripts will be printed only if accompanied by a mandatory per page over-length charge of \$250 per page.
- **On-Line Application to Attend**
 Attendance will be limited to 450 participants, with preference given to authors. The application and registration process for the Hilton Head 2010 Workshop is a two-phase process. Previous Attendees will fill out a simple form indicating the last time they attended the Hilton Head Workshop. They will be notified within one business day of their acceptance. New Attendees will fill and complete an application to attend. They will be notified within two business days of their acceptance.
- **Paid Workshop Registration**
 Due on or before April 6, 2010. Please note that early bird registration closes on March 9, 2010. Your paid registration is MANDATORY prior to inclusion of your manuscript in the Technical Digest.
- **Template/Sample Paper**
 See separate file included with this email.

**Failure to respect the April 6th deadline
may ensue the EXCLUSION of your presentation from the Workshop and
Technical Digest.**

GENERAL INSTRUCTIONS TO AUTHORS

Workshop Date and Location: June 6 - 10, 2010
Crowne Plaza Hotel
130 Shipyard Drive
Hilton Head Island, SC 29928
Phone: 1-843-842-2400
Fax: 1-843-842-6503

Read **ALL** of the instructions carefully **BEFORE** proceeding.

Due April 6, 2010

- Final Manuscript PDF Format Submitted On-Line. Please see “Instructions for Creating a Compatible PDF” for information on how to correctly create your PDF file.
- PMMI receives completed and signed Copyright Release Form. Signed form is MANDATORY for inclusion in the Technical Digest.
- On-Line Application to Attend
<http://www.hh2010.org/registration.html>
- Technical Digest Extra Page Form (if applicable)

Please mail, fax OR email the signed Copyright form and Extra Page form (if applicable) to:

Mail to: **Shirley J. Galloway**
Preferred Meeting Management, Inc.
Attn: Hilton Head 2010 Workshop
140 Wolcott Drive
Boardman, OH 44512 USA
Telephone: 330-629-2375

or

Fax to: **1-330-629-2376**

or

email to: **sgalloway@pmmiconferences.com**

INSTRUCTIONS FOR PREPERATION OF THE TECHNICAL DIGEST MANUSCRIPT

READ ALL INSTRUCTIONS COMPLETELY AND CAREFULLY BEFORE PROCEEDING.

The Technical Digest will be printed from the electronic PDF file which you will submit and upload to the Workshop website. You are required to use the following style indicated below to allow us to maintain uniformity in the final printed copy of the Technical Digest. A Template/Sample Paper is available on the website and attached to this e-mail.

Your manuscript formatting and style **MUST** match the Template/Sample exactly to ensure inclusion in the digest. If you choose to use another program other than Word to develop your manuscript/source file, the format **MUST** match the Template/Sample or it will not be accepted.

Instructions (these perimeters must be adhered to):

- The Technical Digest will be printed in black & white. Please create all images, pictures, and charts using gray scale. If for some reason you cannot comply with this request, please keep in mind that we cannot guarantee that your images will be sharp/visible once printed.
- The manuscript that you prepare will be printed as it is received. Please make sure that you do not have double images and that all tables and chart lines are heavy and distinguishable.
- Prepare up to four (4) pages of text and figures.
 - Longer manuscripts will be printed only if accompanied by payment of a **mandatory over-length charge of \$250 per page**.
 - The absolute maximum page length with payment of the over-length charge is six (6) pages.
- **Do NOT number your pages**

Style:

- Do not overcrowd and create an unreadable manuscript by making the lettering or the spacing too small in the text.
- Font: **Times New Roman ONLY** for all text and the **Symbol Font** for symbols
- Paper Size: 8.5" x 11" Paper: Create all pages to be 8.5" x 11" page size
- Paper Margins: .75" on the left, the right, and the top. The bottom margin of each page must be 1".
- 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. Do not use a font size smaller than 9 points.
- Text should follow two (2) column layout and should be left-and right (full) justify within the column. Leave .25" between the columns. On the last page of your manuscript, 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. All figures should be placed as close to their mention as possible.
- 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 manuscript.
- Double check your sequence of figures and charts.

Format:

- Please have a close look at the Template/Sample paper which is accompanying this document. Your manuscript format **MUST** match the sample by style and format.
- Manuscript title is to appear in **CAPITAL LETTERS** centered across the top of the two columns on the first page. **13 POINT BOLD TIMES NEW ROMAN**
- Authors' names (*11 Point Times New Roman Italic*) and institutions (11 Point Times New Roman Regular) appear below the title, also centered, in capital and lower case letters. Give all authors' names; do not use et. al. Do **NOT** list contact author information here. Contact information should be at the end of your paper after References.
- When authors are from more than one institution, use ¹superscripts with the corresponding institution

EXAMPLE:

SAMPLE MANUSCRIPT TITLE
MANUSCRIPT PREPARATION GUIDELINES

J.Q. Public¹, J. Doe¹, and G.I. Joe²

¹The Technical Manuscript Design Group, San Diego, California, USA

²The Scientific Paper Formatting Initiative, Boardman, Ohio, USA

- Abstract: Each manuscript should contain an abstract of about 100 words that appears at the beginning of the paper. Be sure and head the paragraph with **ABSTRACT (left justify/BOLD 10 POINT and ALL CAPITALS)**. The abstract text body should be 9 points, regular, paragraph is to be indented .25".
- Section headings appear left justified, **BOLD, 10 point, ALL CAPITALS**. Suggestions for titles are:

INTRODUCTION
THEORY
RESULTS
CONCLUSIONS

ACKNOWLEDGEMENTS
REFERENCES
CONTACT

- Sub-Section Headers (to major headings): **9 Point Bold**, Upper Lower Case
- Text body: 9 points, regular: all paragraphs are to be indented .25".

- Illustrations, Figures, Charts and Tables must appear within the designated areas. Text should be *9 points, Italics*. All figures should be placed as close to their mention as possible. 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. 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.
- Photographs: No scanned copies of photos. All illustrations have to be in electronic format, with resolutions better than 300 dpi. Accepted formats are TIFF and EPS.
- 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. Double check your sequence of figures and charts. All figures should be placed as close to their mention as possible.
- Footnotes: Do **not** use footnotes. Rather write your text to include all essential ideas and to be free from material of low importance. If you have no other option and must use a footnote, number the footnotes separately in superscripts¹. Place the actual footnote at the bottom of the column in which it is cited. Do not put footnotes in the reference list or exceed the margins limits.
- References: List and number all references at the END of the manuscript (9 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.

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.

INSTRUCTIONS FOR CREATING A COMPATIBLE PDF

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, chairs, coordinators, and publishers miserable, authors are asked to briefly read through these recommendations by the printer of the Technical Digest and to follow them as closely as possible.

A. Generating a PDF Version of your Manuscript - 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. Screen shots given for each section are taken from a PC using Distiller 5 settings and can vary depending on your computer.

1. General

File Options:
Compatibility: Acrobat 5.0 (PDF 1.4)
Distill: All
Binding: Left
Resolution: 600 dpi
Default Page Size: 8 ½” x 11”

2. Images/Comp

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-Bold Oblique, 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
- Device-Dependent Data
- √ Preserve Overprint Settings
- √ Preserve Under Color Removal and Black Generation
- Preserve: Transfer
- √ Preserve Halftone Information

5. Advanced

- Options
- √ Preserve Level 2 copy page 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 Manuscript 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 Technical Digest.

TECHNICAL DIGEST EXTRA PAGE FORM
Hilton Head 2010 Workshop

Hilton Head, South Carolina, USA
June 6-10, 2010

First Name _____

Last Name _____

Degree - Ph.D./Other _____ Position/Title _____

Institute/Organization _____

Business Address _____

City _____ State/Province _____

Zip/Postal Code _____ Country _____

☎ Telephone _____ Fax _____

E-mail _____

TECHNICAL DIGEST EXTRA PAGE (US dollars only)

NOTE: Maximum manuscript length is 6 pages

Extra page **\$250 per page** x _____ pages \$ _____

FORM OF PAYMENT

Check Bankwire
 MasterCard Visa Expiration Date ____/____ (MM/YY) Verification Code _____

Card Number _____ Name on card _____

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If you prefer to pay by check or money order, please complete and mail this form with your check or money order payable to Hilton Head 2010 Workshop:

Hilton Head 2010 Workshop
c/o PMMI
307 Laurel Street, San Diego, CA 92101-1630
fax: 1-330-629-2376