Hilton Head 2018
Technical Digest Manuscript Instructions

June 3 - 7, 2018
Sonesta Resort
Hilton Head, South Carolina

DUE DATE: April 3, 2018

- Upload PDF Manuscript
- Upload Completed and Signed Copyright Form
- Presenting Author MUST Register and Pay On-Line
- Extra Page Form Received (if applicable)

CONTENT INFORMATION

**Failure to respect the April 3rd deadline
may ensure the EXCLUSION of your presentation from the
Workshop and Technical Digest.**

GENERAL INSTRUCTIONS TO AUTHORS

Workshop Date and Location: June 3 - 7, 2018
Sonesta 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 3, 2018

1. Upload PDF Final Manuscript

   http://hiltonhead2018.org/authors/manuscript.html

   * The link for uploading will open by Thursday, March 8, 2018

2. Upload completed and signed Copyright Release Form - Signed form is MANDATORY for inclusion in the Technical Digest.

   http://hiltonhead2018.org/authors/copyright.html

   * The link for uploading will open by Thursday, March 8, 2018

3. On-Line Completed Registration and Payment of Registration Fee
   Attendance will be limited to 450 participants, with preference given to authors.
   Please note that early bird registration closes on March 20, 2018.
   Your paid registration is MANDATORY prior to inclusion of your manuscript in the Technical Digest.

   https://www.hiltonhead2018.org/cgi-bin/registration.cgi

4. Technical Digest Extra Page Form (if applicable)
   o If your paper exceeds 4 pages, an additional $250 per page charge must be included.
   o Maximum paper length is 6 (six) pages.
   o Form can be found on page 7 of this document.

INSTRUCTIONS FOR FORMAT/STYLE OF THE
FINAL MANUSCRIPT

READ ALL INSTRUCTIONS COMPLETELY AND CAREFULLY BEFORE PROCEEDING.

The Technical Digest will be created from the electronic PDF file which you 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 Sample Paper/Template is available on the website and attached to this e-mail.

Your manuscript formatting and style **MUST** match the Sample Paper/Template 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 Sample Paper/Template or it will not be accepted.

Instructions (these perimeters must be adhered to):

- The manuscript that you prepare will be used <u>as it is received</u>. Please make sure that you do not have double images and that all tables and chart lines are heavy and distinguishable.

**Important note to authors who plan to submit patent applications: May 21, 2018, is the date when the content of your paper will be disclosed to the public.

- The electronic Digest will be in color.

- Since the Digest publication will be electronic, please feel free to use active hyperlinks in your manuscript.

- Clarity and Uniformity are 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 $250 per page**.
    - The absolute maximum length with payment of the over-length charge is six (6) pages.

- Do **NOT** number your pages

- Do **NOT** password protect your PDF file.

- All fonts **MUST** be embedded.

Style:

- 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.

- Do not overcrowd and create an unreadable paper by making the lettering or the spacing to small in the text.

- 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 sample paper which is accompanying this document. Your paper format **MUST** match the sample by style and format. All papers will be reviewed and those that do not MATCH this format will be rejected and returned for correction. Please pay attention to the instructions and prepare your file correctly the first time. The sample paper may act as a template for you.

- 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**

- Do NOT split words in your title between two lines. If a word splits at the end of the line and adds a hyphen, please move the entire word down to the next line.

- 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.

- Do NOT split author names between two lines. First and last names should stay together.

- Do **NOT** have your paper reference number in the body of your paper.

- **NO blank lines** between, title, authors and institutions

- When authors are from more than one institution, use [1]superscripts with the corresponding institution

EXAMPLE:
SAMPLE MANUSCRIPT TITLE
MANUSCRIPT PREPARATION INSTRUCTIONS
J.Q. Public[1], J. Doe[1], and G.I. Joe[2]
[1]The Technical Manuscript Design Group, San Diego, California, USA
[2]The 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	**ACKNOWLEDGEMENTS**
THEORY	**REFERENCES**
RESULTS	**CONTACT**
CONCLUSIONS	

- 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. 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.

- 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.

- Double check your sequence numbering of figures and charts.

- 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 us a footnote, number the footnotes separately in superscripts[1]. 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.

Re-read your paper to make sure that there are no grammatical, spelling, or content errors. Make sure that your paper format matches the sample paper.

If you have **any questions regarding formatting**, please contact Shirley Galloway at 1-330-629-2375 or send an email to her at sgalloway@pmmiconferences.com

TECHNICAL DIGEST EXTRA PAGE FORM
Hilton Head 2018 Workshop

Hilton Head, South Carolina, USA
June 3 - 7, 2018

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 _____

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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 2018 Workshop:

Hilton Head 2018 Workshop
c/o PMMI
307 Laurel Street, San Diego, CA 92101-1630
fax: 1-330-629-2376

Embedding Fonts in PDF from Microsoft Word 2007 and Later

1. Click on the *MS Office* button.
2. Choose *Word Options* at the bottom of the menu.
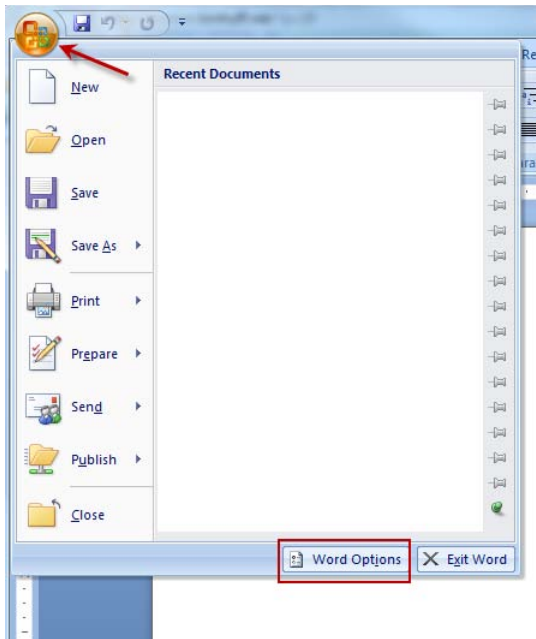
3. Click on *Save* in the pane to the left.
4. Check *Embed fonts in the file*.
5. Uncheck *Embed only the characters used in the document (best for reducing the file size)*.
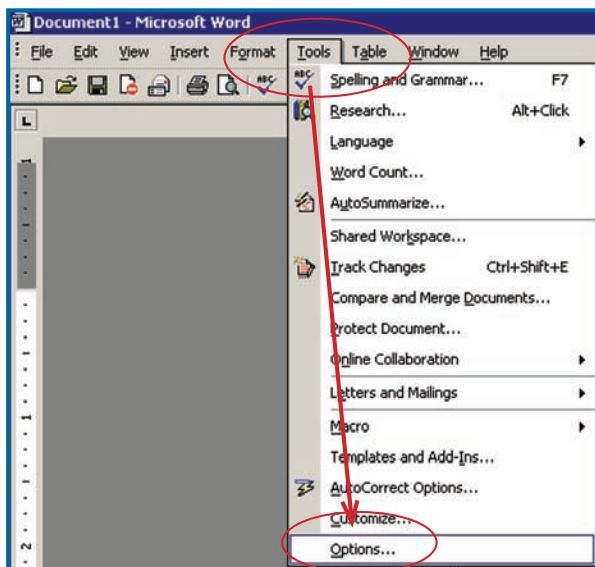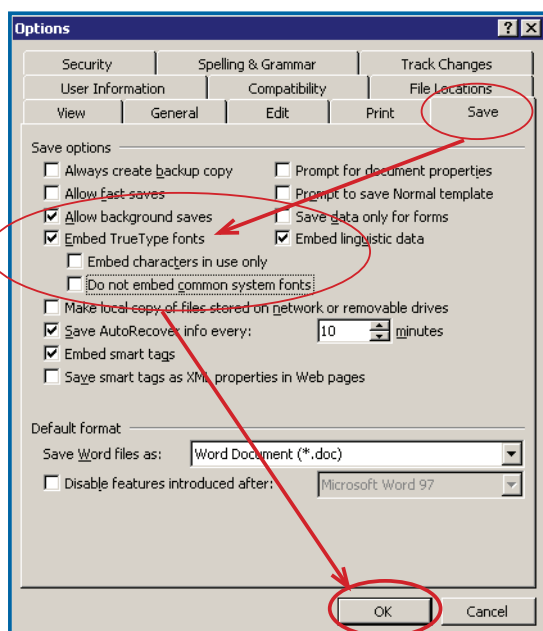6. Uncheck *Do not embed common system fonts*.
7. Click *OK*.

Embedding Fonts in PDF Microsoft Word 2003 and Earlier

Click on the *Tools* in the Menu Bar and choose *Options...* from the drop down menu.

1. Click on the *Save* tab.
2. Click *Embed TrueType fonts*.
3. Uncheck *Embed characters in use only*.
4. Uncheck *Do not embed common system fonts*.
5. Click *OK*.

How To Generate PDF from Microsoft Word

The following instructions for creating PDF from MS Word use Acrobat PDFMaker. See the section Adobe PDFMaker for instructions for configuring and making PDF. The most common issue we encounter with PDF from Word is that system fonts are not embedded. These include the TimesNewRoman and Arial families. See the next page for options to configure in Microsoft Word.

Adobe PDFMaker

Sheridan Books, Inc. recommends using the Adobe PDFMaker add-in for generating PDF from Microsoft Word. **You must have Acrobat installed on your computer in order for this add-in to function properly.** Adobe PDFMaker is installed by default with MS Word 2003 and later. Below are instructions on how to enable the PDFMaker add-ins.

Enable PDFMakerOfficeAddin from the Microsoft Office application's Disabled Items List

1. Open the Microsoft Office program you are using (Word, Excel, Publisher or Power-Point).
2. Click the *Office button* and choose *'[Application name] Options'*.

3. Click *Add-Ins*
   a. Select *Disabled Items from the Manage:* drop down menu
   b. Select *Go...*

4. Check the list for **PDFMakerOfficeAdd-in:**
   a. If it is listed, then select it and click **Enable**. Close all dialog boxes and restart the Office application.
   b. If it is not listed, then make sure that PDFMOfficeAddin.dll is located in the '.../program Files/Adobe/Acrobat 8.0/PDFMaker/Office' folder. If the file is missing, then reinstall Acrobat.
5. The Acrobat tab should be visible in the ribbon at top of application. If the Acrobat tab does not appear in the menu bar, please consult your Microsoft Help Menu for information regarding the installation and use of Add-Ins. Please also see the document http://kb2.adobe.com/cps/330/330984.html from the Adobe web site for more information. Following are the instructions for creating PDF from MS Word.
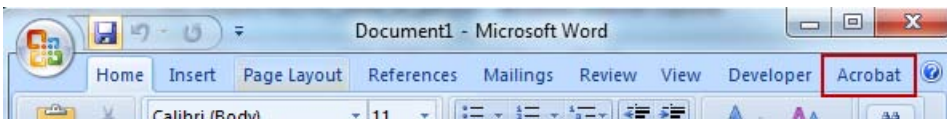
Configuring Preferences Adobe PDF Maker

In MS Word 2003 and earlier choose *Adobe PDF* from the menu and choose *Change Conversion Settings* from the drop down menu.
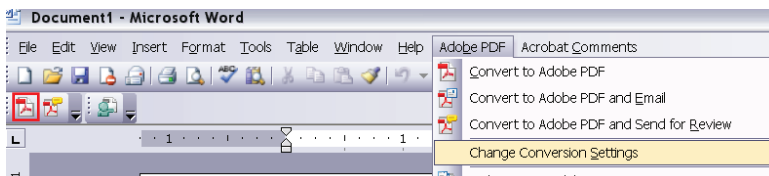

In MS Word 2007 and later choose *Acrobat* from the ribbon and select the *Preferences* button.
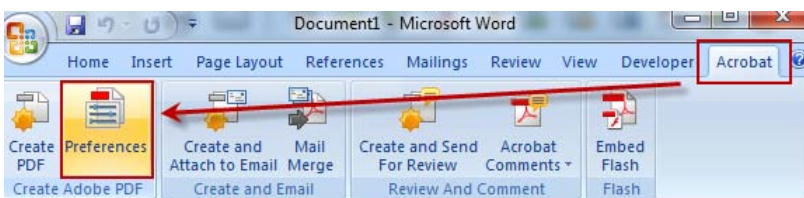

PDFMaker Settings:
1. Select *PDF/X-1a:2001* from the *Conversion Settings:* drop down menu.
2. Check *View Adobe PDF result*.
3. Check *Prompt for Adobe PDF file name*.
4. Check *Convert Document Information*.
5. Uncheck *Create PDF/A-1a:2005 compliant file*.
6. Uncheck all boxes under Application Settings.
7. Click the *Advanced Settings...* button.
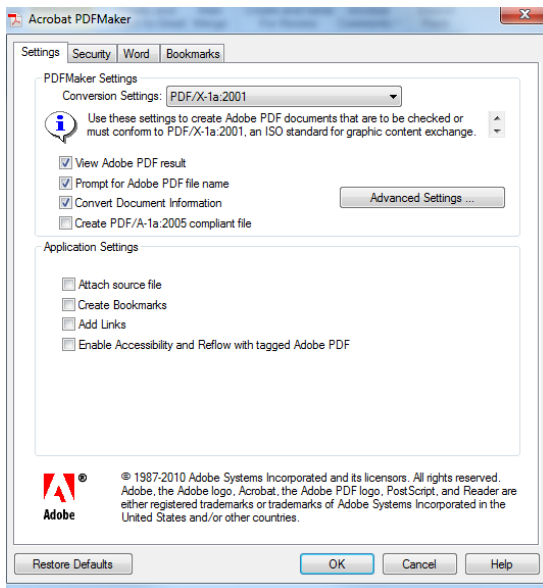
Select General:

1. Select *Acrobat 6.0 (PDF 1.5)* from the *Compatability:* drop down menu.
2. Select *Off* from the *Object Level Compression:* drop down menu.
3. Select *Off* from the *Auto-Rotate Pages:* drop down menu.
4. Select *Left* from the *Binding:* drop down menu.
5. The radio button for *All Pages* should be active unless only specific pages are being output. If only some pages are being output, activate *Pages From:* and enter page numbers.
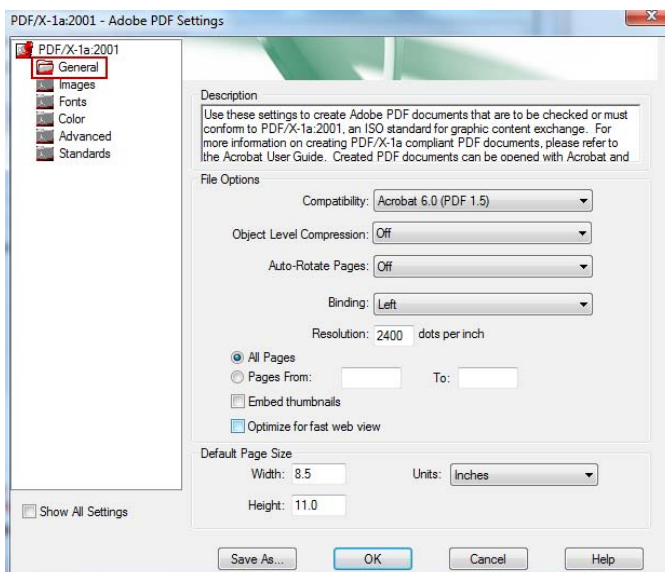
Select Images:

6. Color Images:
   a. Select *Bicubic Downsampling* to from the *Downsample:* drop down menu.
   b. Enter *300* in pixels per inch.
   c. Enter *450* for images above:
   d. Select *Zip* from the *Compression drop:* down menu.
7. Grayscale Images:
   a. Select *Bicubic Downsampling* to from the *Downsample:* drop down menu.
   b. Enter *300* in pixels per inch.
   c. Enter *450* for images above:
   d. Select *Zip* from the *Compression:* drop down menu.
8. Monochrome Images:
   a. Select *Bicubic Downsampling* from the *Downsample:* drop down menu.
   b. Enter *1200* pixels per inch.
   c. Enter *1800* for images above:
   d. Select *CCITT Group 4* from the *Compression:* drop down menu.
   e. Select *Off* from the *Anti-alias to gray:* drop down menu.
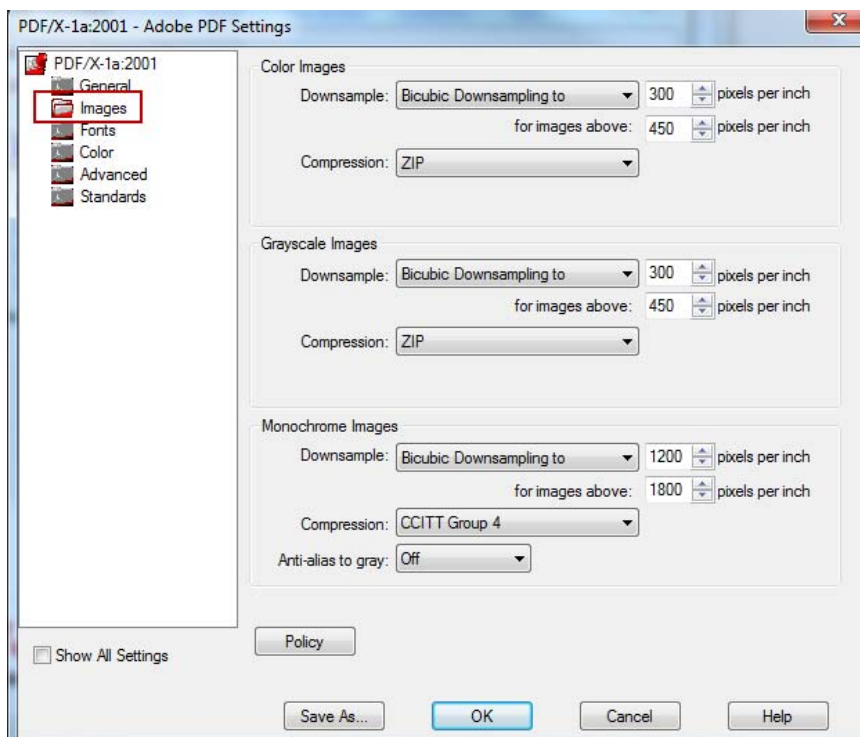
Select Fonts:

9. Check *Embed all fonts*.
10. Uncheck *Subset embedded fonts when percent of characters is less than:*
11. Select *Warn and continue* from the *When embedding fails:* drop down menu.
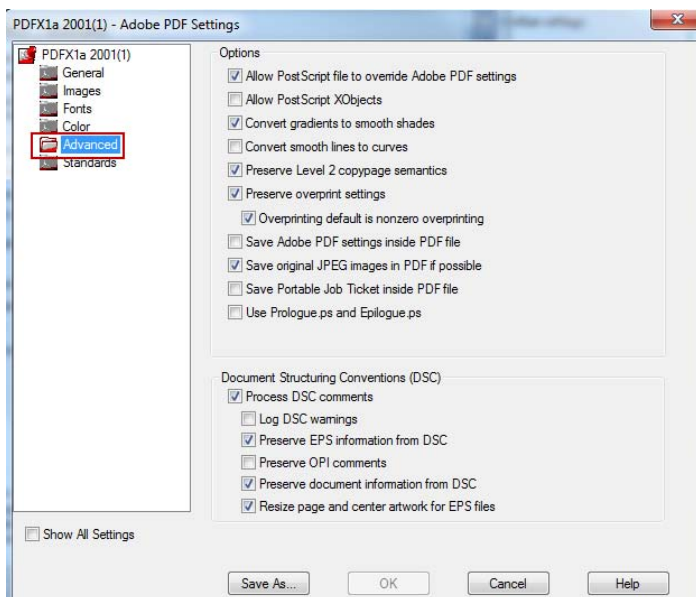12. The *Always Embed* and *Never Embed* windows should be empty.
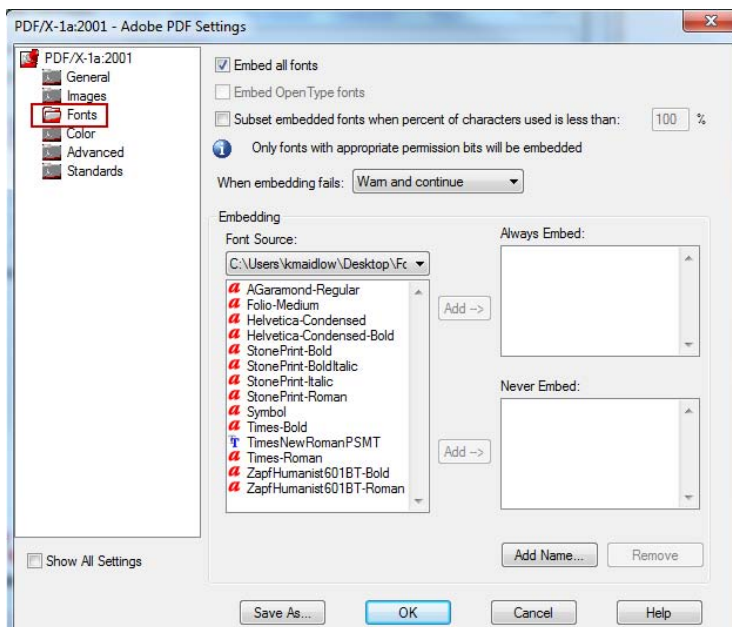
Select Color:

13. Select *North America General Purpose 2* from the Settings File: drop down menu.
14. Do not modify any other settings
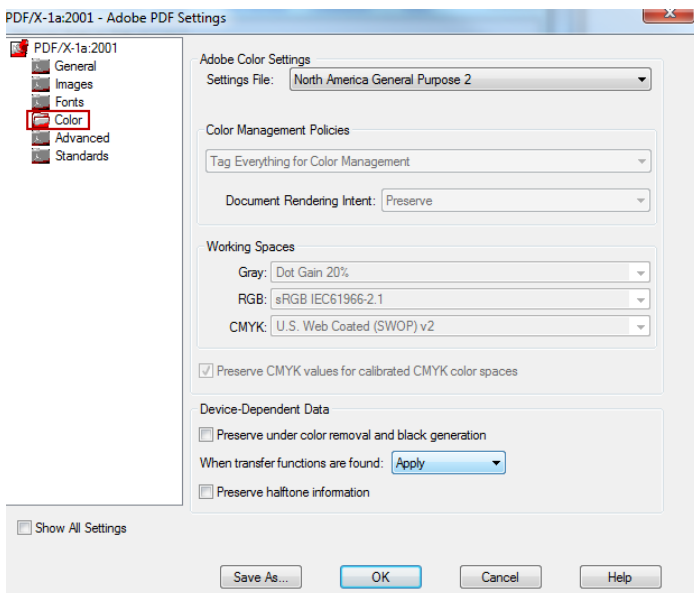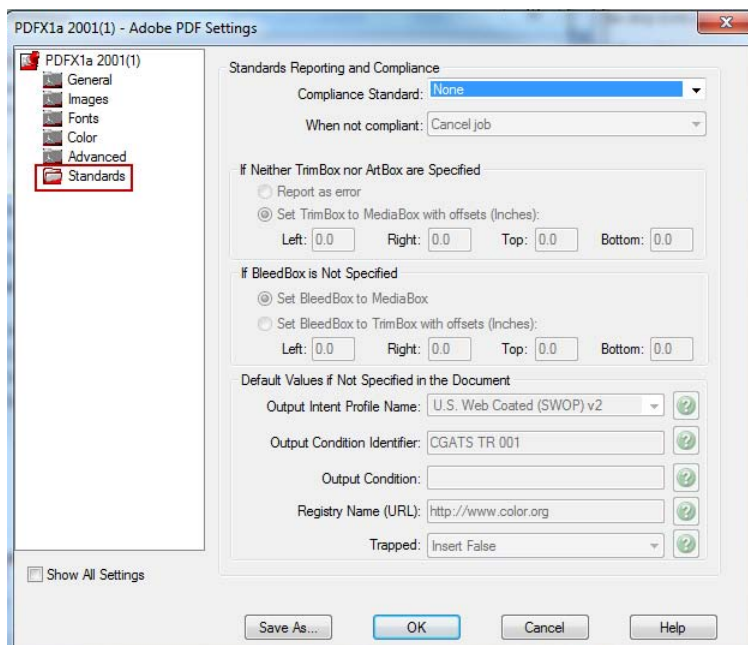
Select Advanced:

15. Do not modify any of the settings in this window. *Leave all settings at defaults*.

Select Standards:

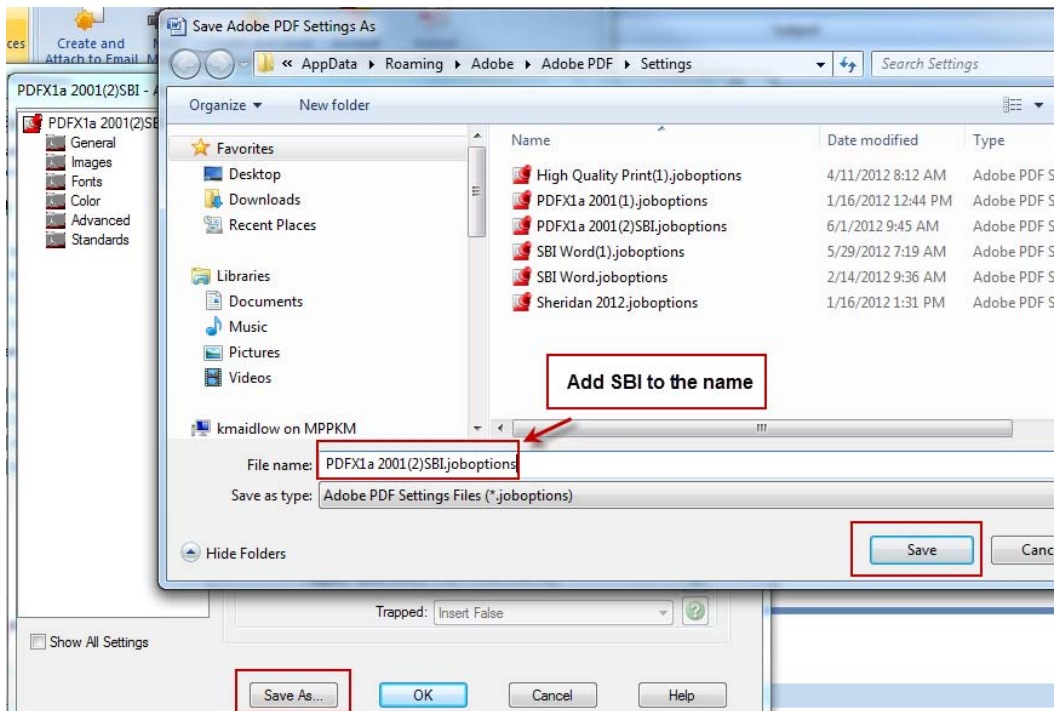16. Choose *None* from the *Compliance Standard:* drop down menu.
17. All other settings will be grayed out.

18. Click the *Save As* button.
19. Add *SBI* to the end of the settings name.
20. Select *Save*.
21. Click *OK*.

Generating PDF
Clicking the Acrobat button in Microsoft Word will generate a PDF file using the default settings just configured.

Microsoft Word 2003

Microsoft Word 2007 and later