

**$\mu$ TAS 2003**  
**Seventh International Conference on**  
**Miniaturized Chemical and**  
**Biochemical Analysis Systems**

**October 5-9, 2003**  
**Squaw Valley, California USA**

**Technical Digest Preparation Guidelines**

**DUE DATES**

**Index Form Due: June 23, 2003**  
**Camera-ready manuscript and remaining forms**  
**Due: July 1, 2003**

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**Shirley Galloway**  
**Preferred Meeting Management, Inc.**  
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(Please note: items in *italics* must be returned to PMMI by July 1, 2003)

# GENERAL INSTRUCTIONS TO AUTHORS

**Conference Date and Location:** October 5-9, 2003  
The Resort at Squaw Creek  
Squaw Valley, California USA

- Read ALL of the instructions carefully **BEFORE** proceeding
- **Index Form - due June 23rd - faxed to +1-330-757-3598**
- All other **FORMS** must be received by July 1st
- Your **CAMERA-READY MANUSCRIPT** must be received by July 1<sup>st</sup> both to the
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  - 2) in electronic and hardcopy delivered to the address listed below.
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  - Two (2) Zip discs or CD's with identical versions of your electronic document in both original and pdf (Adobe Acrobat) format.
  - Completed and signed Copyright Release Form
  - Technical Digest Extra Page Form (if applicable)
  - Stiffener boards to prevent wrinkling

# INSTRUCTIONS FOR PREPARATION for the Technical Digest

The  $\mu$ TAS 2003 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  $\mu$ TAS 2003 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 four (4) 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 July 1<sup>st</sup>
  - Submit your electronic version on the web-site [www.microtas2003.org](http://www.microtas2003.org) (click abstract tab and follow the directions on that page).
  - Submit your 4 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 need to **create the page to be 6 1/4" x 9 3/8"**. **The margins listed below match this size of setting only.** If you can not create your page to be 6 1/4" x 9 3/8, please let us know ASAP for us to work out your special dimensions.
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- 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.
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  - Authors: **Bold** Upper/Lower case, New Times Roman font/11 point type with a superscript number corresponding with their affiliation/ Give all authors' names; do not use et. al.
  - Affiliation(s): Upper/Lower case, Italic, New Times Roman font/10 point type Affiliations are summarized and are marked with a superscript number.

Example:

## **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*

## **SEPARATION, TRAPPING AND ANALYSIS OF BIOLOGICAL NANO-PARTICLES IN BIOMEMS** **M. Stelzle<sup>1</sup>, M. D rrr<sup>1</sup>, G. Gradl<sup>3</sup>, P. Geggier<sup>2</sup>, A. Haage<sup>4</sup>, R. Hagedorn<sup>5</sup>, M. J ger<sup>2</sup>, J. Kentsch<sup>1</sup>, T. M ller<sup>5</sup>, A. Normann<sup>4</sup> and T. Schnelle<sup>3</sup>**

<sup>1</sup>Natural and Medical Sciences Institute, <sup>2</sup>Fraunhofer Institute for Biomedical Engineering,  
<sup>3</sup>Evotec Technologies GmbH, <sup>4</sup>Mediagnost GmbH and <sup>5</sup>Humboldt University, Berlin

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- 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 of the paper.
- 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 must appear within the designated areas.
- 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 superscripts<sup>1</sup>. 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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- EPS

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