

SAMPLE PAPER – ABSTRACT/MANUSCRIPT PREPARATION

GUIDELINES FOR MMB 2020

J.Q. Public¹, J. Doe¹, and G.I. Joe²

¹Brown University, USA

²University of Bern, SWITZERLAND

ABSTRACT

The paper should start with a brief abstract of approximately 100 words summarizing the main goals, developments, and achievements of the work. Consider that the abstract may be included in abstract search databases. Think of what requirements the abstract should fulfill in view of this perspective, taking into account the fact that the main text part will not be accessible to the searching person. **DO NOT** include your abstract reference number on your paper.

KEYWORDS: Paper Structure, Style, Length, Electronic Version

INTRODUCTION

Paper Length

Your paper is expected to have a total length of two (2) pages. Longer papers will be NOT be accepted. *Note that this sample abstract is a representative of the expected paper length.*

The abstract that you prepare will be evaluated and accepted 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. This year, the technical digest will be published and available for downloading two weeks (June 1, 2020) prior to the Conference. Obtaining the Conference technical digest prior to the meeting will allow you to familiarize yourself with the papers prior to coming to the Conference.

General Layout

This template is an example for the submission of your abstract/manuscript. Applying guidelines as described in this paper should guarantee excellent readability of your submitted material. Please do not forget to check if any characters are smaller than 10-point which sometimes are accidentally produced by resizing figures or charts. If there are any problems with your PDF file or you have not followed the guidelines in preparing your paper, you will be asked to submit a revised paper.

As the technical digest will not be printed, please design your paper to be in 8.5” x 11” (21.59 cm x 27.94 cm) paper and have 0.75” (1.905 cm) margins on the left, the right, and the top. The bottom margin of each page must be 1” (2.54 cm). This will allow the printer to place the poster number, page number and Conference title on the appropriate pages.

The title/author/affiliation section should be centered at the top of the page. **NO blank** lines between, title, authors and institutions. All paragraphs are to be indented 0.25” (0.635 cm).

Text Formatting

The technical digest will be printed from the electronic PDF file in which you submit to the website. Your paper formatting and style **MUST** match the sample exactly to ensure inclusion in the technical digest.

Please use Times New Roman throughout the entire manuscript, from title, authors, affiliation, headers, and sub-header, to figure and table captions, and references. To achieve a unified look across the technical digest, the following formats should be used for the main paragraph types, as illustrated also by this sample manuscript:

- **TITLE:** **14 POINTS, BOLD, ALL CAPITALS;**
- *Authors:* *12 points, italic;*
- Affiliation: 12 points, regular;
- **ABSTRACT HEADINGS:** **12 POINTS, BOLD, ALL CAPITALS, DO NOT NUMBER;**
- **SECTION HEADINGS:** **12 POINTS, BOLD, ALL CAPITALS, DO NOT NUMBER;**
- **Sub-section headings:** **10 points, bold, do not number;**
- Text body: 10 points, regular; all paragraphs indented 0.25” (0.635 cm);
- *Figure captions:* *10 points, italic;*
- *Table captions:* *10 points, italic;*
- References: 10 points, regular, numbered.

FIGURE AND TABLE FORMATTING

All figures and illustrations should be placed as close to their mention as possible. Digital images, e.g., schematic drawings, photos, micrographs, etc., should have a resolution of at least 300 dpi. Each figure should be accompanied by a numbered caption, as shown in Figure 1, placed right below the figure being described and the number should be followed by a colon “:”. All labels within the figure frame should be in font 10 point or larger. 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.



Figure 1: Reflections on corrugated liquid/gas interface, with obstacles, observed by Monet. Rendering with 300 dpi.



Poor contrast and small labeling

Figure 2: Reflection on life, originally shaped by Rodin: rendering with low resolution (75 dpi), unfavorable size, and other deficiencies.

No scanned copies of photos as they are quite blurry. Do not have any “noise” or unnecessary background fuzz behind your tables and charts that are not necessary. To remove “noise” in PhotoShop use the de-speckle or dust/scratches features. Please ensure that all labels, arrows, lines, and other graphical elements superimposed on schematic drawings and micrographs print with sufficient contrast. Figure 2 shows a photograph with unfavorable resolution (72 dpi) and low contrast.

Tables should be preceded by a caption and Table 1 illustrates a possible design. Design details are left to the authors.

Table 1: Number N of abstracts submitted to MMB and number M of submitting countries.

Region	N	M
Americas	36	3
Asia/Oceania	42	6
Europe/Africa	28	11
Total	106	20

CREATING A PDF

After creating your paper you must convert it to a PDF. You are responsible for reviewing your PDF to ensure it looks as it did in the source file you prepared. As special characters may not convert correctly, please pay close attention to them.

REFERENCE FORMATTING

Refer to the reference section of this sample paper, for samples for contributions to the technical digest [1], journals [2], and books [3].

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

- [1] S. Senturia, “Perspectives on MEMS Past and Future: the Tortuous Pathway from Bright Ideas to Real Products”, in *Digest Tech. Papers Transducers '03 Conference*, Boston, June 8-12, 2003, pp. 10-15.
- [2] T. Tsuchiya, O. Tabata, J. Sakata, Y. Taga, “Specimen Size Effect on Tensile Strength of Surface Micromachined Polycrystalline Silicon Thin Films”, *J. Microelectromech. Syst.*, vol. 7, pp. 106-113, 1998.
- [3] M. Crichton, *Prey*, Harper Collins Publishers, Inc., New York, 2002.