

RWS2006 Final Manuscript Submission and Authors Guide

Detailed Version

This detailed version of the instructions is intended to provide authors with a step-by-step guide to upload the final version of their manuscript and to provide some comments on Podium and Poster Session Presentations.

Final Manuscript Submission

These detailed instructions are intended to guide authors through the Final Manuscript Submission process for RWS2006. Authors may wish to print out these instructions and follow them very carefully!

The deadline for final submissions is 1 November 2005 in PDF-format ONLY!

The final submission must be IEEE Xplore compatible or it can not be accepted.

1.0 Summary:

Manuscripts of all papers accepted for presentation at RWS 2006 must be submitted in their Final Version no later than 1 November 2005. Please note that no additional editing will be performed by the RWS2006 Publications Committee. Authors must resubmit their paper, *even if no changes were made to their initial Summary submission!* The final submission has to comply with the [Proceedings Template](#) or equivalent and should not include page numbers (the IEEE footer and Proceedings page numbers will be inserted by the editors). Index Terms should be chosen from the list of [official IEEE Keywords](#). As usual, there is a four-page length limit and a 1-Megabyte file size limit on all submissions. Note that these 4-page and 1-Megabyte limits apply to the final PDF version to be uploaded to the web site. Please don't ask for exceptions to these limits!

All uploaded papers must be IEEE Xplore compatible pdf files. RWS 2006 has registered for use of a new IEEE tool: IEEE PDFeXpress. This tool provides a free service to IEEE conferences, allowing their authors to **convert** from their originally created file types to IEEE Xplore-compatible PDF files (Conversion function) or to **check** PDF files that authors have created for IEEE Xplore compatibility (PDF Check function). The final manuscript will appear in the Proceedings in black and white print and on the CD-ROM exactly as submitted (including colors). Authors are requested to check the appearance of both presentations before submission.

A Symposium Registration Number is required at the beginning of the submission process. At least one of the authors has to log onto the [Symposium Registration Site](#) and complete a registration.

Copyright forms **are required** for each final manuscript. Authors should print out a copy of the [Copyright Form](#), located on the Author Information web page. This form can be sent by FAX to: +1 480.998.0248 or can be U.S. mailed or sent by an express shipper to:

RWS 2006 Submissions
c/o [Arizona High Tech Talent Partnership](#) (AZhttp)
6302 E. Paradise Lane
Scottsdale, AZ, 85254, USA
Tel: 480.998.0246, Fax: 480.998.0248
e-mail: kathee@azhttp.com

on or before the **1 November 2005** deadline. Manuscripts without IEEE copyright release forms can not be published.

2.0 Final Paper Submission:

NOTE: If you are submitting more than one paper, you will need to complete all of the steps below for each of your papers.

A complete submission requires five actions:

- (1) Create, proofread, and check the layout of your final manuscript using any of the formats acceptable to PDFeXpress.
- (2) Use the IEEE PDFeXpress web site to generate an IEEE Xplore compatible pdf file of your final paper (please note that you must do this even if you are not making any changes to the summary paper you originally submitted).
- (3) [Register](#) for the symposium and obtain a *Registration Number*.
- (4) Upload the new electronic copy of your final paper.
- (5) FAX to 480.998.0248 (or mail) a signed copy of the IEEE [Copyright Form](#) .

**All of these actions must be completed prior to the final paper submission deadline of
1 November 2005.**

In the following sections it is assumed that you have completed action (1) and created the final manuscript of your paper.

2.1 Creation of IEEE Xplore Compatible PDF File using PDFeXpress:

Step 1. Create your final manuscript in any format acceptable to the IEEE PDFeXpress web site; these include: .pdf, MS Word, (La)Tex and others found in the IEEE PDFeXpress instructions.

Step 2. Login to the IEEE [PDFeXpress](#) web site from [here](#), or access IEEE PDFeXpress through the RWS2006 author homepage (<http://www.radiowireless.org/rws2006/authguide.html>) by clicking on the PDFeXpress site link. You should now be at the “**Login**” screen.

- a. **First-time users** – (1). Click “New Users - Click Here”. (2) Enter: **rws06** for the Conference ID, your email address, and choose a new password. Continue to enter information as prompted. (3) You will receive online and email confirmation of successful account setup.
- b. **Previous PDFeXpress users, but using it the first time for RWS 2006:** - (1) Enter **rws06** for the Conference ID, your previously used email address, and the password you used for your old account. (2) When you click “Login”, you’ll receive an error saying you need to set up an account. Simply click “Continue”. By entering your previously used email address and password combination, you will enable your old account for access to this new conference. (3) Check that the contact information is still valid, update as required and click “Submit”. (4) You will receive online and email confirmation of successful account setup.
- c. **Returning users** - Enter **rws06** for the Conference ID, your email address and password.

Step 3. Click “Create New Title” and enter identifying text for the paper (title is recommended but not required). You will need to do this separately for each conference paper to be submitted.

Step 4. Click “Submit Source Files for Conversion” to *convert* your manuscript from a file type acceptable to PDFeXpress to an IEEE Xplore compatible PDF, or you can alternatively *check* if an existing PDF file is already Xplore compatible by clicking “Submit PDF for Checking”.

Step 5. Indicate platform, source file type (if applicable), click “Browse” and navigate to file, and click “Upload File”. Click “Submit Source Files for Conversion”. You will receive online and email confirmation of successful upload

Step 6. You will receive an email with your Checked PDF or IEEE PDFeXpress-converted PDF attached. If you submitted a PDF for Checking, the email will show if your file passed or failed.

Step 7. Carefully check your file to make sure your text, equations and figures converted properly, your file contains a maximum of 4 pages and its size is less than 1 Mb.

*If you are **not satisfied** with the IEEE PDFeXpress-converted PDF:*

Option 1: Resubmit your source file with corrections (“**Try again**”, then “**Submit Source Files for Conversion**”)

Option 2: “**Request a Manual Conversion**” through your account.

2.2 Uploading of IEEE Xplore Compatible PDF File using the RWS2006 Submission Site:

Step 1. Log on to the [Final Paper Submission Site](#) from [here](#), or access the paper submission site through the RWS 2006 author homepage (<http://www.radiowireless.org/rws2006/authguide.html>) by clicking on the final Paper Submission Site link. You should now be at the “**Start**” screen.

Enter the *Registration number* you received when you (or one of your co-authors) registered for the Symposium. If you have not yet registered, please go to the [Registration Site](#) and complete a registration. This is a prerequisite to uploading your manuscript. Then return to this screen.

Select:

- a. **New Submission** - If you are performing an RWS 2006 Final Paper submission for the first time, select “**Begin a new Submission**” from the dropdown list and then press the “**Continue**” button.
- b. **Updating a Previous Submission** - An author who has already successfully submitted a final paper and has a valid Registration key, but now wishes to update that previously submitted version should select “**Update a Previous Submission**” from the dropdown list and then press the “**Continue**” button. Please follow the directions in Section 2.22 for further details. Please note that the registration key assigned to your previous Summary submission is no longer valid and cannot be used for the Final paper submission.
- c. **Withdrawing a Previous Submission** - An author who has submitted an accepted Final paper and has a valid Registration key, but now wishes to withdraw the submission from the conference should select “**Withdraw a Previous Submission**” from the dropdown list and then press the “**Continue**” button. Please follow the directions in Section 2.23 for further details. Withdrawal of accepted papers is strongly discouraged after the 1 November 2005 deadline.

2.21: New Submission:

Step 2. You should now be at the “**Registration Key**” screen. Record your registration key in a safe place. You will need it should you ever want to update or withdraw your submission in the future. This key will also be contained in the confirmation e-mail sent to you after you complete the uploading process.

Step 3. You should now be at the “**Paper ID, Title, Abstract, # of Authors, and # of Affiliations**” screen. Enter the paper ID (e.g. TU1A-1) from your acceptance email. Enter the title and an abstract

of your final manuscript. Please note that this abstract should be essentially identical to that contained in your manuscript. (Please try to keep this field to 100 words or less.) If you like, you may copy and paste the abstract from your MS Word document but do not use Greek characters, subscripts, or superscripts in your title or abstract. Enter the number of authors and the number of distinct affiliations or addresses for the authors. There cannot be more than one affiliation/address per author.

You must enter the correct paper ID (e.g. TU1A-1) as assigned to you in your

Step 3: Paper ID, Title, Abstract, # of Authors, and # of Affiliations

Please do not cut and paste text from a word processing program into these forms unless you have first converted to 'text only' format.

Please enter the **Paper ID** assigned to your paper which corresponds to the Date, Session, and Time of Presentation (e.g. TUPA-1):

TU 1 A - 2

Please enter the **Title** of your submission (do NOT use all upper case or all lower case, this information may appear, as you enter it, in official publications)

An Ultra-Low Power InAs/AlSb HEMT Ka-Band Low-Noise Amplifier

Please enter a short **Abstract** describing your submission:

The first antimonide-based compound semiconductor (ABCs) MMIC, a Ka-Band low-noise amplifier using 0.25-um gate length InAs/AlSb metamorphic HEMTs, has been fabricated and characterized on a 75 um GaAs substrate.

In order to optimize the forms that you will need to complete, you will need to provide the **Number of Authors** and **Number of Affiliations/Addresses**

Please select the total **Number of Authors** (including the Corresponding Author):

Number of Authors: 2

Please select the total **Number of Affiliations/Addresses**. Note that each author may only list one Affiliation/Address. Remember that if an author is not currently employed (i.e., retired and hence, no organizational affiliation) **Address** information is still required.

Number of Affiliations/Addresses: 1

This information may be used in IMS200X documents, publications, and/or correspondence, so please review carefully the information you have entered! The completeness and accuracy of this information is your responsibility

Save this information in a temporary file and continue to Step 4

Step 3: The “Paper id, Title, Abstract, # of Authors, and # of Affiliations” screen.

acceptance email. Failure to enter the correct paper ID could result in the inadvertent withdrawal of your paper.

If you are satisfied with your entries, press the “..... continue to Step 4” button.

Step 4. You should now be at the “RWS 2006 specific options, file format, and author responsibilities” screen.

You should now review the “**Statement Of Clearance Approval**”. Please read the document carefully, as final papers will be accessible internationally. If you agree and can comply with the statement, click the checkbox. On rare occasions, a few authors have encountered problems in getting permission to publish a paper after being accepted for publication. One paper actually had to be removed from printed copies of a Digest. This is inexcusable and causes all sorts of problems for everyone concerned. It is our policy that if a paper must be removed after the final approval date for

the CD-ROM (15 November 2005), it will be done at the author's and/or the sponsoring organization's expense.

Next, you should review the “**Statement of Copyright Assignment**”. You must state that you have FAXed (or mailed) a signed copy of the IEEE [Copyright Form](#) to AZhttp. Please FAX the signed page to 480.998.0248, or you may express mail it to: RWS 2006 Submissions, c/o Arizona High Tech Talent Partnership (AZhttp), 6302 E. Paradise Lane, Scottsdale, AZ, 85254, USA., Tel: 480.998.0246. Once you have completed the submission, click the checkbox.

Finally, you should review the “**Statement of Symposium Registration**”. Please have your Symposium Registration number (which is not the registration key you received and noted down in Step 2 of this submission) available for entry into the system. If you can comply with the statement, click the checkbox.

If you are satisfied with your entries, press the “..... continue to Step 5” button.

Step 5. You should now be at the “**Author List**” screen.

Please enter the authors in the order they appear on your manuscript. Do not use all upper case or all lower case, since this information may appear, *as you enter it*, in official publications, and do not use accents or other special characters, subscripts, or superscripts as they cannot be reproduced successfully. Be sure to indicate which author is the **Correspondent**, the person responsible for all communications concerning this submission, by selecting the appropriate **Correspondent** button.

Step 5: Author List

Please enter the **Authors** in the order they appear on your submission. **Do NOT use all upper case or all lower case, this information may appear, as you enter it, in official publications.**

Be sure to indicate which **Author**, designated the **Correspondent**, will be responsible for all communications concerning this submission by selecting the appropriate **Correspondent** button.

Author # 1: **CORRESPONDENT**

Title: First/Fore Name: Middle Name(s): Last/Sur/Family Name:

International Access Code: Phone Number:

E-mail Address:

Author # 2: **CORRESPONDENT**

Title: First/Fore Name: Middle Name(s): Last/Sur/Family Name:

International Access Code: Phone Number:

E-mail Address:

This information may be used in IMS2005 documents, publications, and/or correspondence, so please review carefully the information you have entered! The completeness and accuracy of this information is your responsibility. Remember: you should NOT use all upper case or all lower case text.

Save this information in a temporary file and continue to Step 6

Step 5: The “**Input Author List**” screen.

Note that you may designate a co-author to be the corresponding author. However, there can be only **one** corresponding author per paper, and it is preferably the person who will present the paper at the symposium.

If you are satisfied with your entries, press the “..... continue to Step 6” button.

Step 6. You should now be at the “**Author’s Affiliations and Addresses**” screen. Please enter the Affiliations and Addresses (Company, Laboratory, University etc.) for the authors of your submission. Be sure to indicate which authors are affiliated with each institution by clicking on the corresponding buttons. Do not use all upper case or all lower case, since this information may appear, *as you enter it*, in official publications, and do not use accents or other special characters, subscripts, or superscripts as they cannot be reproduced successfully.

Step 6: The “**Author’s Affiliations and Addresses**” screen.

If you are satisfied with your entries, press the “**..... continue to Step 7**” button.

Step 7. You should now be at the “**Selecting and Uploading Your File**” screen. Use the **Browse...** button to identify the location of the file which contains the .pdf version of your final manuscript. Using the **Browse...** button assures that the correct location of the file is entered. The file name will then appear in the text box. Next, press the “**Upload my file, create the official registration, and return my confirmation page**” button and your file will be transmitted, your registration information will become official, and a confirmation web page will be returned to you. Please make sure your file size does not exceed the 1 MB limit. Do not quit your web browser or close the browser window. If your file is large, it may take some time to complete the upload. A web page will be returned indicating success or failure of the upload.

Step 7: The “**Upload manuscript PDF file**” screen.

Step 8. If you successfully uploaded your manuscript PDF file, you should now be at the “**Confirmation of your Registration and File Transfer**” screen. An e-mail confirming the receipt of your paper will be sent to you automatically. Please double-check that you have entered the correct paper ID assigned to you in your acceptance email. The paper ID should be used for all future correspondence regarding this submission. You may wish to print this page for your records. At the bottom of the page you should see:

Thank you. Your submission is complete.
You may now close this window, exit this web site, or quit your browser.

The submission process should be self-explanatory. However, if after reading this documentation and the online help screens you are still having problems, support is available via e-mail at RWS2006-admin@mtt-tpms.org. Please be sure to read the available documentation before requesting help by email. If you encounter any technical problems in the use of this web site, please contact Jeff Pond at jpond@mtt-tpms.org

2.22: Updating a Previous Submission:

Updates to Previous Submissions will be accepted only prior to the final paper submission deadline of 1 November 2005.

Should you wish to update your previous submission, you will need to return to the [Final Paper Submission Site](#), select “**Update a Previous Submission**” from the dropdown list and then press the **Continue** button. You will need to enter your *registration key* (not the Symposium Registration Number) in order to identify your submission. In case you have lost your key, please refer to the confirmation email you received when the paper was initially submitted. It is not possible to make changes to your submission without this key. Your registration key will not change after updating your submission so please retain your existing key.

The Update feature can be used as follows:

- 1) You can officially modify your registration information and/or upload a revised file by completing the entire submission process and entering the changes in the database. For your convenience, the information you entered previously will be preloaded into the web form fields. An update only becomes official when you see the “**Confirmation of your Registration and File Transfer**” screen (Step 8 above). As part of the process, you will need to upload your manuscript PDF file again, even if it has not changed. An e-mail confirming the successful registration of your changes will be sent to you automatically.
- 2) You can also unofficially edit your registration information without recording it in the database. This feature is provided for your convenience, as you may exit the process whenever you wish and begin again later without losing your intermediate work. Remember, however, that these changes are unofficial (not in the database) until you complete the entire process of updating your submission (including the upload of your PDF manuscript file). An update only becomes official when you see the “**Confirmation of your Registration and File Transfer**” screen and receive an e-mail confirming the successful registration of your changes.

2.23: Withdrawing a Previous Submission:

NOTE: Withdrawing an accepted paper is strongly discouraged. It is our policy that if a paper must be removed after the final approval date for the CD-ROM (15 November, 2005), it will be done at the author's and/or the sponsoring organization's expense.

Should you wish to withdraw your Final paper, you will need to return to the [Final Paper Submission Site](#) and select “**Withdraw a Previous Submission**” from the dropdown list and then press the **Continue** button. You will need to enter your *registration key* (not the Symposium Registration Number) in order to identify your submission. In case you have lost your key, please refer to the confirmation email received when the paper was initially submitted. It is not possible to withdraw your submission without this key.

A withdrawal only becomes official when you see the “**Withdrawal of your Submission**” screen. You may wish to print this page for your records. An e-mail confirming the successful withdrawal of your submission will be sent to you automatically. At the bottom of the page you should see:

Your withdrawal is complete.

You may now close this window, exit this web site, or quit your browser.

Podium Presentations at the Symposium

RWS 2006 will be providing PCs (desktop or laptop) with LCD projectors for all sessions. The preferred file format for the presentations is MS Power Point due to its projection convenience. Please be sure to bring a copy of your presentation on CD-ROM or on a USB drive (bring both as backup, if you wish). Do not plan on bringing transparencies or 35mm slides since neither overhead projectors nor 35mm projectors will be available routinely this year.

Authors presenting a paper in a Podium Presentation session of the symposium may wish to read the witty and entertaining [article by J. F. White](#) on how to give a good presentation, even if you are an “old pro” at giving talks. This is located on the Author Information web page. You may wish to use the [Power Point Template](#), located on the Author Information web page, to prepare your slides. Plan ahead, practice your presentation, and adhere strictly to the time constraints of your session. Note that 20-minute talks typically run 17 minutes with 3 minutes allocated to questions.

Poster Session Presentations at the Symposium

Authors presenting a paper in a Poster Session of the symposium are provided with an opportunity to engage in direct discussions with small groups of interested viewers. Be prepared to use your time in the Poster Session to explain your work and to answer specific questions. Software and/or hardware demonstrations are welcomed and encouraged. The Poster Session papers will be organized by topics so that papers on similar topics will be grouped together. Please plan to arrive in the Session area by 15:00 hrs (3:00 p.m.) to allow sufficient time for instructions and setup before the 17:00 hrs (5:00 p.m.) start of the Session.

For your information, here are some additional details to consider in your preparation:

Poster Space:

Plan on using an area that consists of two “push-pin bulletin boards” (poster boards), each 1.2 x 2.4 meters (4 x 8 ft). Push-pins will be provided to attach your presentation materials onto the poster boards. Each poster board will be numbered, but no title will be provided. Please go to <http://www.radiowireless.org/rws2006/psinfo.html> for updated detailed information on the Poster Sessions.

Some Presentation Guidelines:

Provide an Introduction or Outline and a Summary or Conclusion. Use bullet charts, figures, tables, equations, and photographs as applicable to highlight the important technical content of your paper.

Simply posting the pages of the written version of your paper is a very poor practice for the Poster Session. The title of your poster should appear in block letters which are at least 10 cm (4 in) high. Try to make the majority of the lettering at least 5 cm high, and please be considerate to those viewers who are standing at a distance, by making the majority of the material easily legible from a distance of 2 meters. Graphs and charts should be at least 25 x 30 cm (8.5 x 11 in) or larger. The use of color graphics and headline-style phrases in bullet charts, will allow the audience to quickly see the theme of your topic and grasp your intended message. It is a good idea to sequentially number your posted material. This will indicate to the viewer a logical progression through your presentation.

If applicable, the use of demonstration hardware and/or software, and audio-visual presentations will make your presentation more interesting to a wider viewing audience. Arrive early for the Poster Session so that you have ample time to meet the Poster Session Chairpersons, find your assigned location, and arrange your materials on the poster boards provided. Your presentation material must be available for viewing and you must be available for discussion during the entire session. If you wish to step away from your poster board, please return as soon as possible. Your presentation area will be clustered with other presentations having a similar topic, so an interested viewer is likely to appear at any time. The material should be removed promptly at the conclusion of the session. It is very helpful to have paper copies of your written submission to the Symposium Proceedings available for visitors to take with them. Presenters often provide their business cards and solicit the cards of their visitors so they may correspond in the future.