

TEMPLATE MANUSCRIPT PREPARATION GUIDELINES FOR TRANSDUCERS 2015

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ABSTRACT

The manuscript 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.

KEYWORDS

A few meaningful keywords describing the essential topics of the paper.

INTRODUCTION

Manuscript Length

Your 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. The absolute page length with payment of the over-length charge is six (6) pages. *Note that this sample is a representative of the expected manuscript length.*

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The Technical Digest will be published in 8.5" x 11" format. Define .75" wide left, right, and top margins. The bottom margin must be 1". All paragraphs are to be indented 0.25". *Please check that the size converted correctly for your computer. Some computers do not convert the page size automatically.*

Define a two-column layout, with a space of 0.25" between columns. The title/author/affiliation section should be centered above both columns. **NO blank** line between authors and institutions.

If you choose to use another program other than Word to develop your manuscript/source file, the format **MUST** match the Sample/Template or it will **NOT** be accepted.

Since IEEE is the technical sponsor of this meeting, you are required to submit your paper through the IEEE eXpress process to create your PDF. **You should double check that your final PDF paper size is correct before uploading it to IEEE eXpress.** *Hint:* You may need to change your printer default settings. Just printing the PDF from Microsoft Word may not work. To check your page size, in Acrobat under Preferences >Page Display >Page Content and Information; click the box labeled "Always show

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The Technical Digest will be printed from the PDF file which you will submit to the web-site. Your paper formatting and style **MUST** match the sample exactly to ensure inclusion in the 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 Digest, the following formats should be used for the main paragraph types, as illustrated also by this sample manuscript:

- | | |
|--------------------------------|--|
| • TITLE: | 12 POINTS, BOLD, ALL CAPITALS; |
| • <i>Authors:</i> | <i>12 points, italic;</i> |
| • Affiliation: | 12 points, regular; |
| • ABSTRACT HEADINGS: | 12 POINTS, BOLD, ALL CAPITALS, WITHOUT NUMBERING; |
| • SECTION HEADINGS: | 12 POINTS, BOLD, ALL CAPITALS, DO NOT NUMBER; |
| • Sub-section headings: | 11 points, bold, without numbering; |
| • Text body: | 10 points, regular; all paragraphs indented 0.635 cm (.25"); |
| • <i>Figure captions:</i> | <i>10 points, italic;</i> |
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TEXT

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see continuation of instruction on page four

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After creating your manuscript 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 created. **Pay close attention to special characters, as these may not convert correctly.** It is important that all fonts are embedded.

ABBREVIATIONS AND ACRONYMS

Define abbreviations and acronyms the first time they are used in the text. Abbreviations such as IEEE, SI, MKS, CGS, sc, dc, and rms do not have to be defined. Do not use abbreviations in the title or section headers unless they are unavoidable.

FIGURE AND TABLE FORMATTING

All figures 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 Fig. 1, placed right below the figure being described. Figure 2 shows a photograph with unfavorable resolution (72 dpi) and low contrast.



Figure 1: Reflections on corrugated liquid/gas interface, with obstacles. 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.

Tables should span one column and should be preceded by a caption. Table 1 illustrates a possible design. Design details are left to the authors. If a table or figure is too wide

to be contained in a single column, extend it over both columns, preferable at the top or bottom of a page.

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

Region	N	M
Americas	305	5
Asia/Oceania	555	11
Europe/Africa	309	25
Total	1169	41

EQUATION FORMATTING

When numbering equations, enclose numbers in parentheses and place flush with right-hand margin of the column, i.e., with appropriate punctuation.

$$-1 \approx e^{i22.7} \quad (1)$$

The above equation is meant as an example only and has no reference or further content. **Please double check that your figures, tables, etc. are numbered in correct sequence.**

REFERENCE FORMATTING

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

If you have any questions regarding your final manuscript, please do not hesitate to contact us at sgalloway@pmmiconferences.com.

ACKNOWLEDGEMENTS

Properly acknowledge funding agencies. Also, acknowledge anyone that has assisted with your research and is not listed as a co-author.

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).
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- [3] M. Crichton, *Prey*, Harper Collins Publishers, Inc., New York, 2002.

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