

EuMW2009 Final Manuscript Submission 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 Oral and Poster Session Presentations. Authors may wish to print out these instructions; please follow them very carefully!


- The deadline for final submissions is midnight GMT, 21 June 2009.
- Only files in PDF format that are IEEE-Xplore compatible are acceptable.

Introduction

Papers accepted for the European Microwave Week need to have all the additions and recommendations from the reviewers incorporated into the Final Manuscript.

No additional editing will be performed by the EuMW2009 Publications Committee; therefore, authors are responsible for the accuracy and completeness of their final publication. Even if there are no changes to your original summary submission, you must comply with the format of the Proceedings Template, and submit an IEEE-Xplore compatible PDF file. Therefore, it is necessary to follow all of these instructions and complete the file upload procedure.

The final manuscript can be prepared in a variety of file formats and to assist authors an MS Word template is available. However, because the uploaded file must be in PDF format and in full compliance with the requirements of IEEE-Xplore,

EuMW2009 has registered our authors for use of IEEE PDFeXpress . Click on the icon to access the site; it accepts a variety of file formats, converts them to PDF and verifies compatibility with IEEE-Xplore. (Note however that this is only a verification of compliance, it does **not** submit the paper to the EuMW Conferences).

In preparing your Final Manuscript, please note also that the maximum submission length is 4 pages of A4 and 1 Mbyte file size. There are no exceptions to these limits. Text, pictures and diagrams need to be edited to comply with this length without altering the margins of the template. High resolution pictures or multi-level drawings may have to be reduced in detail to keep the file size below the maximum. Note that the conversion to PDF does offer some assistance with file compression and that the file size limit is on the final PDF upload size.

Authors are also required to accept a statement of clearance approval, the terms of the EuMA copyright and agree to present the paper at the Conference; so please make sure you can comply with all these requirements in advance of starting the paper submission process.

Also, during the submission process you are requested to enter a short biography of the presenter for use by the chair of the session; having that ready in advance is advised.

Paper Submission Process

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 four actions:

- A) Create, proofread, and check the layout of your final manuscript using any of the formats acceptable to PDFeXpress.
- B) Use the IEEE PDFeXpress web site to generate an IEEE-Xplore compatible PDF of your Final Manuscript (please note that you must do this even if you are not making any changes to the summary paper you originally submitted).
- C) Upload the new electronic copy of your final paper.
- D) Attend the conference and present your paper.

The following sections provide more information on each of these required steps as well as other actions such as changes and withdrawals. Finally there is some guidance on presentations at the Conference.

A) Creation of the Final Manuscript:

There are templates ([MS Word](#), [LaTEX](#)) to assist authors with preparation of the Final Manuscript. Even if you do not plan to use one of the given templates, please refer to the template as it contains information on format and style that is valuable regardless of your choice of software. Also, consult the IEEE PDFeXpress instructions to confirm that your choice of file format is acceptable for conversion. The IEEE PDFeXpress facility does accept a wide variety of formats, including: PDF, MS Word, (La)T_EX but it is wise to check this in advance to ensure conformance later.

Also, note that the pages must have no headers, no footers and no page numbers. Graphics can be in full colour. All colours will be retained on the CD-ROM, but authors should assume that their manuscript will be printed in black-and-white by end-users. The chosen colours should contrast well when viewed in colour (CD-ROM) and when viewed in black-and-white (hardcopy).

Graphics must not use stipple fill patterns (e.g., cross-hatching) because they will not reproduce properly in Acrobat PDF. Please use only SOLID FILL COLOURS. Graphics that are wider than one column must be placed either at the top or at the bottom of a page to avoid interruption of text flow of both columns.

As part of author affiliation on the manuscript, the name of the country where the author is based should be listed.

B) Creation of IEEE-Xplore Compatible PDF using PDF-eXpress:

With the Final Manuscript prepared you should produce a suitable PDF, or check compliance of an existing PDF using the following steps.

1. Login to the IEEE PDFeXpress web site from [here](#).
 - a. First-time users –
 - i. Click “New Users - Click Here”.
 - ii. Enter the appropriate Conference ID (eumc09x, eumic09x, eurad09x, or euwit09x), your e-mail address, and choose a new password. Continue to enter information as prompted.
 - iii. You will receive online and e-mail confirmation of successful account setup.
 - b. Previous PDFeXpress users, but using it the first time for EuMW2009:
 - i. Enter the appropriate Conference ID (eumc09x, eumic09x, eurad09x, or euwit09x), your previously used e-mail address, and the password you used for your old account.
 - ii. 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 e-mail address and password combination, you will enable your old account for access to this new conference.
 - iii. Check that the contact information is still valid, update as required and click “Submit”.
 - iv. You will receive online and e-mail confirmation of successful account setup.
 - c. Returning users - Enter the appropriate Conference ID (eumc09x, eumic09x, eurad09x, or euwit09x), your e-mail address and password.
2. 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.
3. 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”.
4. 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 e-mail confirmation of successful upload.
5. You will receive an e-mail with your Checked PDF or IEEE PDFeXpress-converted PDF attached. If you submitted a PDF for Checking, the e-mail will show if your file passed or failed.
6. Carefully check your file to make sure that your text, equations and figures have been converted properly, your file contains a maximum of 4 pages and its size is less than 1 Mbytes.

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.

C) Upload of IEEE-Xplore Compatible PDF File using the EuMW2009 Submission Site:


IEEE PDFeXpress only creates a compatible PDF file, it is still necessary to submit that file to the EuMW web site to complete your paper submission. The following steps guide you through the submission process:

1. Log on to the Final Manuscript Submission Site from [here](#), or access the submission site through the EuMW2009 author homepage (<http://www.eumweek.com>) by clicking on the final Paper Submission Site link. You should now be at the “Start” screen.
 - a. To **Upload an initial Final Manuscript Submission**
 - select “Begin a new Final Manuscript Submission” from the dropdown list and then press the “Continue” button.
 - b. To **Update a previously uploaded Final Manuscript Submission**
 - select “Update a previous Final Manuscript Submission” from the dropdown list and then press the “Continue” button.
 - c. You should now enter the Registration Key from your original summary submission. This 12-digit Key was repeated on the e-mail notifying you of the acceptance of your paper. Then press “Continue”.
 - d. To **Withdraw a Previous Final Manuscript Submission**
 - An author who 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 Final Manuscript Submission” from the dropdown list and then press the “Continue” button. Please see the Additional Information Section towards the end of these Instructions for further details. Withdrawal of accepted papers is strongly discouraged after the 21 June 2009 deadline.



You should now be at the “Registration Key” page.

Enter the Registration Key you received during your initial Summary submission; this key was repeated in your acceptance notification e-mail. Then press the “Continue” button.

**Browser required: Netscape 4.0 (or newer),
Internet Explorer 5.0 (or newer), or equivalent.**



EuMW2009 Final Manuscript Submission



Please consult the detailed instructions for [EuMW2009 Final Manuscript Preparation](#).

Step 2: Registration Key:

Please enter the submission **Registration Key** of the original submission you are updating.

Registration Key:

Your **Registration Key** will **not change** after updating your submission so please **retain** your **Registration Key**!

Warnings:

The **Update** feature can be used as follows:

- to **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 receive a return web page entitled **Summary of your Submission and Confirmation of your File Transfer**.
- to 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 (including the upload of your file) of updating your submission. An update only becomes official when you receive a return web page entitled **Summary of your Submission and Confirmation of your File Transfer**

To begin modifying your submission, please select:

2. You should now be at the “Conference Title, Abstract, # of Authors, and # of Affiliations” screen.

The conference your paper has been accepted for, along with the title and abstract from your original summary submission, will be already filled in. If entries have changed, then alter the details here. Note that Greek characters, subscripts, or superscripts in your title or abstract will not appear properly and so should be avoided. Also the Abstract has to be 1000 characters or less.

3. Next, check the number of authors and the number of distinct affiliations or addresses for the authors. There cannot be more than two affiliations/addresses per author.

The screenshot shows a web form titled "Step 3: Conference, Title, Abstract, Keywords, # of Authors, and # of Affiliations". It contains several sections: a dropdown menu for "Conference" (set to "EuMC"), a text input for "Title" (with a sample "Sample Submission Title"), a large text area for "Abstract" (with a sample "This is a sample submission for the 2007 European Microwave Week"), four input fields for "Keyword 1" through "Keyword 4" (with "Linearization" in the first), and two dropdown menus for "Number of Authors" (set to "2") and "Number of Affiliations/Addresses" (set to "1").

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

4. You should now be at the “EuMW2009 specific Options, File Format, and Author Responsibilities” screen.

You should now review the “Statement Of Clearance Approval”. Please read the document carefully, Final Manuscripts are published without any security restriction. If you agree and can comply with the statement, click the checkbox. There are severe complications in submitting any material that is not cleared for approval, so please be absolutely certain that this requirement is met. Authors are required to transfer the copyright of the material to the European Microwave Association (EuMA). If you agree and can comply with the statement, click the checkbox.

One of the authors is required to attend and present the paper at the Microwave Week. Click the check box to certify your agreement to comply with this requirement.

Finally, without a genuine reason, acceptable to the Technical Programme Chair, failure to comply with any of these requirements will result in your paper being removed from the conference CD-ROM at your (or your

sponsoring organizations) expense as well as jeopardizing any future publications in this or related Conferences.

Step 4: EuMW2007-specific Options, File Format, and Author Responsibilities

Select the appropriate response to each of the following. If you are unsure please check the [EuMW2007 Final Manuscript preparation instructions](#).

Statement Of Clearance Approval:
By checking this box, I certify that I and all of my co-authors, have read, understood and agree that:
(1) the information contained in any materials submitted to the IEEE in connection with the Work is not restricted by U.S. International Traffic in Arms Regulations (ITAR) or any other applicable U.S. export control laws; (2) any and all necessary authorization(s) from the undersigned's employer(s) for the disclosure of the information discussed in the Work have been obtained and will be retained by the authors; and (3) the foregoing applies to all future versions of the Work, whether edited by the undersigned, an assistant, co-author or any person working with the undersigned. (4) For jointly authored Works, I agree to act as the authorized agent for the other authors.

Statement Of Copyright Release:
By checking this box, I certify that I and all of my co-authors, have read, understood and agree that:
I/we assign to the European Microwave Association (EuMA) all rights under copyright that may exist in and to the paper. The author(s) also confirm(s) that the paper is original and that he/she/they is/are the author(s) of the paper; to the extent the paper incorporates text passages, figures, data or other material from the works of others, the author(s) has/have obtained any necessary permissions.

Statement Of Compliance:
By checking this box, I certify that I and all of my co-authors, have read, understood and agree that:
my/our submission complies with the instructions provided in the Guidelines for Authors found on the EuMW 2007 web pages; in particular, IEEE PDFeXpress has been used to check compliance of my/our submitted pdf file with the IEEE Xplore requirements.

Statement Of Obligation:
By checking this box, I certify that I and all of my co-authors, have read, understood and agree that:
I/we understand that at least one of the authors has to register and present the paper at the Conference. Failure to register may result in the removal of the Paper from the Conference.

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

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

Please check the entries for 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 of the authors is the Corresponding and/or Presenter by using the appropriate buttons.

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.

Finally, enter a short biography into the bottom text box; that entry will be used by the session chairman to introduce the presenter of the paper.

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

Also, you must indicate which **Author**, designated the **Presenter**, will be presenting this submission if it is accepted for EuMW2007 by selecting the appropriate **Presenter** button.

Author # 1: **CORRESPONDENT** **PRESENTER**

Title: First/Fore Name: Middle Name(s): Last/Sur/Family Name:
(e.g. Jeff, not jef or JEFF) (include the period if entering initials) (e.g. Williams, not williams or WILLIAMS)

International Access Code: Phone Number: FAX Number:

E-mail Address:

Author # 2: **CORRESPONDENT** **PRESENTER**

Title: First/Fore Name: Middle Name(s): Last/Sur/Family Name:
(e.g. Jeff, not jef or JEFF) (include the period if entering initials) (e.g. Williams, not williams or WILLIAMS)

International Access Code: Phone Number: FAX Number:


E-mail Address:

Please enter a very brief version of the **Presenter's Biography**:

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


- 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 may not reproduce properly.

**Browser required: Netscape 4.0 (or newer),
Internet Explorer 5.0 (or newer), or equivalent.**



EuMW2009 Final Manuscript Submission

Please consult the detailed instructions for [EuMW2009 Final Manuscript Preparation](#).



Step 6: Authors' Affiliations and Addresses

Please enter the **Affiliations and Addresses** (Company, Laboratory, University) 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, this information may appear, as you enter it, in official publications.

Affiliation/Address # 1:

Organization: Department:

City: State/Province:
(if commonly used in mailing addresses in your country) Postal/ZIP Code: Country:

Primary Affiliation


- Guido Valerio
- Paolo Baccarelli
- Paolo Burghignoli
- Alessandro Galli

This information may be used in EuMW2009 documents, publications, and/or correspondence, so please review carefully the information you have entered! The completeness and accuracy of this information is your responsibility

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

7. You should now be at the “Selecting and Uploading Your File” screen. Use the “Browse...” button to identify the location of the PDFExpress certified 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 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.



**Browser required: Netscape 4.0 (or newer),
Internet Explorer 5.0 (or newer), or equivalent.**



EUROPEAN
MICROWAVE
WEEK
Rome
September 21-25, 2009
www.euMW09.com

EuMW2009 Final Manuscript Submission

Please consult the detailed instructions for [EuMW2009 Final Manuscript Preparation](#).



MTTS®

Step 7: Selecting and Uploading Your File

Use the **Browse...** button to identify the file that you wish to submit. Using the **Browse...** button assures proper location of the file in your file system. The file name will then appear in the text box. Next, select the **Upload my file, ..., 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 1.0 MByte limit!

Do not quit your web browser or close this 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.

*.pdf file to be uploaded: no file selected

This information may be used in EuMW2009 documents, publications, and/or correspondence, so please review carefully the information you have entered! The completeness and accuracy of this information is your responsibility

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 Final Manuscript will be sent to you automatically. Please note that the paper ID should be used for all future correspondence regarding this manuscript. 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 EuMW2009-admin@mtt-tpms.org. Please be sure to read the available documentation before requesting help by e-mail.

If you encounter any technical problems in the use of this web site, please contact Jeff Pond at jpond@mtt-tpms.org

Additional Information

Updating a Previous Submission:

Updates to Previous Submissions will be accepted only prior to the final paper submission deadline of 21 June 2009.

Should you wish to update your previous submission, you will need to return to the Final Manuscript 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 in order to identify your submission. In case you have lost your key, please refer to the confirmation e-mail you received when the paper was accepted for presentation at the Conference. 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.

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 (21 June 2009), 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 in order to identify your submission. In case you have lost your key, please refer to the confirmation e-mail 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.

D) Conference Attendance

The distinguishing feature of Conference papers, compared to journals, is that the author presents the material to the delegates who have an opportunity to ask questions. If it is not possible for an author to attend and present the paper then the paper should be withdrawn.

To assist authors in their preparation for the presentation, useful information regarding oral and poster presentations will be made available here at a later date.

Final Comments

The heart of the European Microwave Week is the technical program where authors and delegates get together to exchange information and ideas. As authors your contribution is vital and the EuMW2009 Committee thanks you for supporting the European Microwave Week. Please follow these instructions carefully and completely so that your submission can be properly included in the Conference CD-ROM and so that your valuable contribution can be presented in a clear and professional manner for the benefit of all.

Guglielmo d'Inzeo,
EuMW2009 Programme Coordinator