

FORMAT STYLE TEMPLATE MANUSCRIPT PREPARATION GUIDELINES FOR TRANSDUCERS 2021

John Q. Public¹, Jane Doe¹, and George I. Joe²

¹The Technical Manuscript Design Group, Lausanne, SWITZERLAND and

²The Scientific Paper Formatting Initiative, Cambridge, Massachusetts, USA

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

Paper Length

Your paper is expected to have a total length of four (4) pages. The manuscript that you prepare will be published as it is received, so please make sure your text has been proofread with care. Because the Digest will be electronic, please feel free to use active hyperlinks in your manuscript. There will not be a hardcopy book.

General Layout

The Technical Digest will be published in A4 format, 20.98 cm x 29.69 cm (8.26" x 11.69"). This Sample Paper has been created using A4 size. *Please check that the size converted correctly for your computer. Some computers do not convert the page size automatically.*

In A4 format, define 1.9 cm (.75") wide left, right, and top margins. The bottom margin must be 2.54 cm (1"). Define a two-column layout, with a space of 0.635 cm (0.25") between columns. The title/author/affiliation section should be centered above both columns. **NO blank lines** between authors and institutions. Adjust the two columns on the last page to equal length, as far as possible. All paragraphs are to be indented 0.635 cm (0.25").

You should also double check that your final PDF file is A4 before uploading it the IEEE eXpress site. Their system will NOT convert your paper to A4. 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 document page size". This will display the PDF page size for your document so you may confirm the page size is correct.

If you choose to use another program other than Word to develop your manuscript/source file, the format **MUST** match this template or it will NOT be accepted. **Do not number your pages or password protect your PDF file.**

Text Formatting

The Technical Digest will be published from the IEEE eXpress PDF file which you will submit to the conference website. Your paper formatting and style **MUST** match this template 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 template:

- **TITLE:** **12 POINT, BOLD, ALL CAPITALS;**
- *Authors:* *12 point, italic;*
- Affiliation: 12 point, regular;
- **ABSTRACT HEADINGS:** **12 POINT, BOLD, ALL CAPITALS, WITHOUT NUMBERING;**
- **SECTION HEADINGS:** **12 POINT, BOLD, ALL CAPITALS, DO NOT NUMBER;**
- **Sub-section headings:** **11 point, bold, without numbering;**
- Text body: 10 point, regular; all paragraphs indented 0.635 cm (.25");
- *Figure captions:* *10 point, italic;*
- *Table captions:* *10 point, italic;*
- References: 10 point, regular, numbered.

All manuscripts must be typed single spaced to fit within the two column borders. Do not use smaller print than 10 point. Do not add any kind of pagination anywhere in the paper. Do not add a blank line between paragraphs in a section. Do not use footnotes. 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.

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 using [IEEE eXpress](#). 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 and is why you MUST use IEEE eXpress to create your PDF file.

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, 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.

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	212	3
Asia/Oceania	250	9
Europe/Africa	166	20
Total	628	32

EQUATION FORMATTING

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

$$E = 2 \cdot \frac{1}{2} \cdot mc^2$$

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 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 Shirley at sgalloway@pmmiconferences.com.

ACKNOWLEDGEMENTS

Nice words and appreciation to someone for something they've done to assist you with your paper.

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] R. P. Feynman, *Lectures on Physics*, Addison Wesley, 1989.

CONTACT

*J.Q. Public, tel: +1-555-12301234; JQP@xxxx.com