

# IMS2010 Author Instructions for Digest Paper Submission

Congratulations, your summary paper has been accepted and you have been asked to submit your Digest Paper. These instructions are intended to guide you through the Digest Paper Submission process for IMS2010.

**The deadline for final submissions is 4 March 2010 (11:59 PM Hawaii time) in PDF-ONLY format! Your final submission must be IEEE Xplore compatible or it will not be accepted.**

**Registration for the conference is required in order to submit your Digest Paper.**

## 1. Final Paper Submission

All authors with papers accepted for publication must submit the Final Version of their paper no later than 4 March 2010. You must resubmit your paper, *even if no changes were made to your initial submission!* Your final submission must use the IMS 2010 [MS Word template](#) or equivalent LaTeX template ([ZIP](#)). For other unsupported word processing systems please follow the official manuscript guidelines ([PDF](#)).

Please delete any page numbers on your manuscript.

IMS will insert the correct digest page numbers for you. Choose from the list of [official IEEE keywords](#) for your Index Terms. You must follow the IEEE two-column format specified in the template or your submission will be rejected. A strictly enforced 4-page and 1-Megabyte file size limit applies to the PDF file uploaded to the web site. Please don't ask for exceptions to these limits!

All IMS papers must be IEEE Xplore™ compatible PDFs. IMS 2010 has registered for use of IEEE PDF eXpress™. IEEE PDF eXpress is a service to IEEE conferences, allowing their authors to make IEEE Xplore-compatible PDFs (Conversion function) or to check PDFs that authors have made themselves for IEEE Xplore compatibility (PDF Check function).

The final paper will appear in the Symposium Digest and on the CD-ROM exactly as submitted. (There are no page charges.) Completion of Copyright assignment is **required** at this stage of the submission process. During the submission of your Digest Paper, you will be automatically taken to the IEEE electronic copyright form web site. Your Digest Paper submission will not be complete without the electronic copyright transfer. The copyright process must be completed by the 4 March 2010 deadline. No copyright forms submitted by fax or mail will be accepted this year.

### **How to Submit your Digest Paper:**

A complete submission requires five actions: (1) Create, proofread, and check the layout (no page numbers please) of your Digest Paper. (2) Use the IEEE PDF eXpress web site to generate an IEEE Xplore compatible PDF file of your final digest paper (you must do this even if you are not making any changes to the summary paper you originally submitted). (3) Register for the conference and obtain your registration confirmation number (4) Upload the new electronic copy of your Digest Paper. (5) Electronically submit an IEEE Electronic Copyright transfer form.

All of these actions must be completed prior to the Final paper submission deadline of 4 March 2010.

## **Step-by-Step Instructions for Digest Paper Submission:**

**NOTE:** If you are submitting more than one paper, you will need to repeat all steps for each paper.

**Step 1.** . Login to the IEEE PDF eXpress web site by clicking on the [IEEE PDF eXpress site](#) link. You should now be at the “**Login**” screen.

- a. **First-time users** – (1). Click “New Users-Click Here”. (2) Enter **ims2010x** 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 PDF eXpress users, but using it the first time for IMS 2010:** - (1) Enter **ims2010x** for the Conference ID, your email address, and enter 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, and click “Submit”. (4) You will receive online and email confirmation of successful account setup.
- c. **Returning users** - Enter **ims2010x** for the Conference ID, your email address and password.

**Step 2.** To convert your manuscript to an IEEE Xplore compatible PDF file using IEEE PDF express click “Create New Title”. You will need to do this for each conference paper to be submitted.

**Step 3.** Enter identifying text for the paper (title is recommended but not required). Click “Submit Source Files for Conversion”. You can alternatively check if an existing PDF file is already Xplore compatible by clicking “Submit PDF for Checking”.

**Step 4.** Indicate platform, source file type (if applicable), click Browse and navigate to file, and click “Upload File”. You will receive online and email confirmation of successful upload

**Step 5.** You will receive an email with your Checked PDF or IEEE PDF eXpress-converted PDF attached. If you submitted a PDF for Checking, the email will show if your file passed or failed.

*If you are not satisfied with the IEEE PDF eXpress-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

**Step 6.** Register for the conference and obtain a registration number at the [IMS Registration Site](#)

**Step 7.** Access the paper submission site by clicking on the [IMS 2010 Final Paper Submission Site](#) link. (**NOTE:** site opens for submissions starting 27 January 2010)

- a. Enter your IMS2010 Registration Number. This year conference registration is required prior to submitting your paper. If this requirement presents a hardship to you, you may request a waiver from the Technical Program Committee by sending an email to [tpchair@ims2010.org](mailto:tpchair@ims2010.org).

- b. **Upload Digest Paper** – To upload your Digest Paper, select “**Begin a new Digest Paper Submission**” from the dropdown list and then press the “**Continue**” button. You will need to use the same Registration key assigned to your previously submitted and accepted Summary paper.
- c. **Withdrawing a Previous Submission** - An author who has submitted an accepted Final paper but now wishes to withdraw the submission from the conference should select “**Withdraw a Previous Digest Paper Submission**” from the dropdown list and then press the “**Continue**” button. Please follow the directions on page 11 for further details. Withdrawal of accepted papers after 4 March 2010 may result in the author being held liable for any and all costs should a paper have to be redacted from the Conference Digest



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



## IMS2010 Digest Paper Submission



Please consult the detailed instructions for [IMS2010 Digest Paper Preparation](#).

### Before you begin:

IMS2010 requires that authors are registered for the Conference before they can submit a Digest Paper paper. If you have already registered for the Conference, you will need your **Conference Registration Number/Code** before proceeding. If you have not yet registered for the Conference, please visit the IMS2010 on-line [Conference Registration Site](#) to complete your Conference Registration and pay your **Registration Fees**, after which you will obtain a **Conference Registration Number/Code**. You must have received this **Conference Registration Number/Code** prior to submitting your Digest Paper paper. Please do not confuse the **Conference Registration Number/Code** for the **Paper Registration Key** which you received when you first submitted your paper. You will need your **Paper Registration Key** for the next web page. If you only wish to inquire about the status of your submission, you do not need a **Conference Registration Number/Code**.

Enter your IMS2010 **Conference Registration Number/Code**:

### Step 1 of 8: Begin the Process of Submitting a Paper

Please indicate if this is a **new Digest Paper Submission**, the **update of a previous Digest Paper Submission**, the **withdrawal of a previous Digest Paper Submission**, or an inquiry on the **status of a Digest Paper Submission** using your previously issued **Registration Key**. Please have your previously issued **Registration Key** available as you will be required to enter it on the next web form.

Action:

- ? **Begin a new Digest Paper Submission**
- Update a previous Digest Paper Submission
- Withdraw a previous Digest Paper Submission
- Inquire about a previous Digest Paper Submission

you are ready to proceed, please select:

Please contact [Jon Hacker](#) if you have any questions.  
Please contact [Jeffrey Pond](#) if you encounter server errors or malfunctions.

Step 7: Enter your IMS2010 Registration Number. This year conference registration is required prior to submitting your paper. Then, enter your previous “**Registration Key**” to begin the process of submitting your Digest Paper.

**Step 8.** You should now be at the “**Registration Key**” screen. Type in the same *registration key* used for your earlier Summary Manuscript submission. Your paper acceptance email contains your *registration key* if you have lost it. You will also need it should you ever want to update or withdraw your submission in the future. A screen with a sample *registration key* entered is shown below.

**You must enter the correct Registration Key as assigned to you during your Summary Manuscript submission and reprinted in your acceptance email. You cannot complete the Digest Paper submission process without it.**

**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:

Please contact [Jeffrey Pond](#) if you have any questions.  
Please contact [Jeffrey Pond](#) if you encounter server errors or malfunctions.

Step 8: Enter your previous “**Registration Key**” assigned during your earlier Summary Manuscript submission to begin the process of submitting your Digest Paper.

**Step 9.** You should now be at the “**Title, Abstract, # of authors, and # of affiliations**” screen. Information entered during your Summary submission will be displayed. Correct any changes or errors before continuing. Please note that your abstract should be no more than 1000 characters long and be essentially the same as that contained in your summary manuscript. If you like, you may copy and paste the abstract from your MS Word document (only special characters supported by the UTF-8 Unicode character set will be supported). Check the pasted text carefully for encoding errors and edit as needed. Information entered here will be used “as is” in official conference publications. **Please check carefully for errors.**

**NOTE:** The abstract must be 1000 characters or less or it will not be accepted.

**NOTE:** Do not use all upper case or all lower case since this information may appear, *as you enter it*, in official publications. The software is programmed to check and reject improperly formatted text.

**Step 3: 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 **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 W-Band Low-Noise Amplifier

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

An antimonide-based compound semiconductor (ABCS) microstrip MMIC, a W-Band low-noise amplifier using 0.2-um gate length InAs/AlSb metamorphic HEMTs, has been fabricated and characterized on a 50 um GaAs substrate. The compact 1.2 mm<sup>2</sup> five-stage W-band LNA demonstrated a 3.9 dB noise-figure at 94 GHz with an associated gain of 20.5 dB.

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:

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:

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

Please contact [Jeffrey Pond](#) if you have any questions.  
Please contact [Jeffrey Pond](#) if you encounter server errors or malfunctions.

Step 9: The “title, abstract, # of authors, and # of affiliations” screen.

**Step 10.** You should now be at the “IMS2010 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 the Digest. It is our policy that if a paper must be removed after the final approval date for the CD-ROM (1 April 2010), it will be done at the author's and/or the sponsoring organization's expense.

Next, you should review the “Statement of Copyright Release”. You must state that you, or a designated officer, understand that copyright assignment is required and will submit a copyright transfer form electronically on or before 04 March 2010. Copyright submission instructions are provided later in this document. If the copyright transfer is not completed, IMS2010 will be unable to publish your paper.

Finally, you should review the “**Statement Of COMPLIANCE**”. If you agree and can comply with the statement, click the checkbox. If you cannot comply with the statement, you will not be able to submit a paper to IMS2010.

**Step 11.** You should now be at the “**Author List**” screen. Information entered during your Summary submission will be displayed. Make any changes or correct any errors before continuing. Please enter the authors in the order they appear on your submission. 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. 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.

Be sure to indicate which author is the **Presenter**, the person responsible for presenting the paper at the conference, by selecting the appropriate **Presenter** button. Please provide a short biography of the **Presenter** to be read by the Session Chair at the time the paper is presented.

**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.

Also, you must indicate which **Author**, designated the **Presenter**, will be presenting this submission if it is accepted for IMS2009 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 jeff or JEFF)      (include the period if entering initials)      (e.g. Williams, not williams or WILLIAMS)

Dr.      Jon      B.      Public

International Access Code:      Phone Number:

United States      555-1234

E-mail Address:      author@email.com

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

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

(e.g. Jeff, not jeff or JEFF)      (include the period if entering initials)      (e.g. Williams, not williams or WILLIAMS)

Dr.      Mary      Q      Person

International Access Code:      Phone Number:

United States      555-1212

E-mail Address:      mqp@email.com

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

Jon Public is the department manager of the Microwave Sensors Department at Industry Corp, involved in research and development efforts in phased array antenna systems and monolithic microwave integrated circuits.]

This information may be used in IMS2009 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.**

Step 11: The “**Author List**” screen.

**Step 12.** You should now be at the “**Author’s affiliations and addresses**” screen. Information entered during your Summary submission will be displayed. Make any changes or correct any errors before continuing. Please enter the Affiliations and Addresses (Company, Laboratory, or 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, and do not use accents or other special characters, subscripts, or superscripts as they cannot be reproduced successfully.

**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:  Address:

City:  State/Province:  Postal/ZIP Code:  Country:

Please indicate the affiliation that each of the authors listed below has with the Affiliation/Address information you entered immediately above:

Primary Affiliation	Author's Name
<input checked="" type="radio"/>	James Q. Public
<input checked="" type="radio"/>	Mary P. Person

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**

Please contact [Technical Support](#) if you have any questions.  
Please contact [Technical Support](#) if you encounter server errors or difficulties.

Step 12: The “**Author’s affiliations and addresses**” screen.

**Step 13.** You should now be at the “**Upload manuscript PDF file**” screen. Use the **Browse...** button to identify the file that you wish to submit. 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, select 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 this browser window. If your file is large, it may take some

**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 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:

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**

Please contact [Technical Support](#) if you have any questions.  
Please contact [Technical Support](#) if you encounter server errors or difficulties.

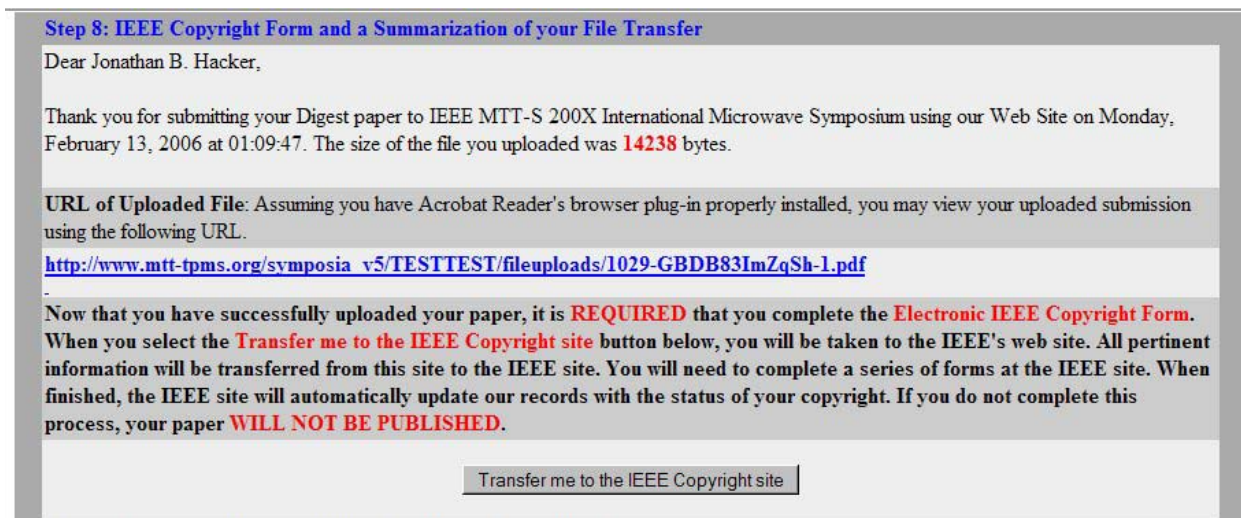
Step 13: The “**Upload manuscript PDF file**” screen.

time to complete the upload. A web page will be returned indicating success or failure of the upload.

**NOTE:** The IMS2010 file guidelines were specified in the [IMS2010 Call for Papers](#).

**Step 14.** If you successfully uploaded your manuscript PDF file, you should now be at the “**IEEE Copyright Form and Summary of your File Transfer**” screen. The IEEE Electronic Copyright form is a new feature this year, and we hope you find it quick and convenient. It eliminates the downloading, printing, signing, and mailing/faxing of a hard copy of the IEEE Copyright form.

It is required that you complete the electronic IEEE Copyright form. Select the “Transfer Me to the IEEE Copyright Site” button and your pertinent manuscript information will automatically be entered into the initial page of the IEEE electronic copyright process.



The screenshot shows a web page titled "Step 8: IEEE Copyright Form and a Summarization of your File Transfer". The content includes a greeting to Jonathan B. Hacker, a thank you message for submitting a paper to the IEEE MTT-S 200X International Microwave Symposium, and a URL to view the uploaded submission. A prominent warning states that the paper will not be published unless the IEEE Copyright Form is completed. A button labeled "Transfer me to the IEEE Copyright site" is located at the bottom of the page.

**Step 8: IEEE Copyright Form and a Summarization of your File Transfer**

Dear Jonathan B. Hacker,

Thank you for submitting your Digest paper to IEEE MTT-S 200X International Microwave Symposium using our Web Site on Monday, February 13, 2006 at 01:09:47. The size of the file you uploaded was **14238** bytes.

**URL of Uploaded File:** Assuming you have Acrobat Reader's browser plug-in properly installed, you may view your uploaded submission using the following URL.

[http://www.mtt-tpms.org/symposia\\_v5/TESTTEST/fileuploads/1029-GBDB83ImZqSh-1.pdf](http://www.mtt-tpms.org/symposia_v5/TESTTEST/fileuploads/1029-GBDB83ImZqSh-1.pdf)

Now that you have successfully uploaded your paper, it is **REQUIRED** that you complete the **Electronic IEEE Copyright Form**. When you select the **Transfer me to the IEEE Copyright site** button below, you will be taken to the IEEE's web site. All pertinent information will be transferred from this site to the IEEE site. You will need to complete a series of forms at the IEEE site. When finished, the IEEE site will automatically update our records with the status of your copyright. If you do not complete this process, your paper **WILL NOT BE PUBLISHED**.

Step 14: The “**IEEE Copyright Form and a Summary of your File Transfer**” screen. Press the “Transfer me to the IEEE Copyright site” button to continue.

**Your submission is not complete until you finish the IEEE Copyright assignment electronically (Step 15 below).**

**Step 15.** Follow the directions of the IEEE Copyright Form Wizard to complete the copyright transfer. The site will generate the correct form depending on your answers to the Wizard questions. If you do not have authority to transfer copyright, you may identify another author or corporate officer to complete the form. Regardless of who completes the form, it must be done electronically, and your submission is not finished until copyright transfer is completed. Your IMS2010 record will be updated automatically when Copyright transfer has been successful.

Membership Publications Services Standards Conferences Careers/Jobs

# IEEE Electronic Copyright Form

[Español](#) [Deutsch](#) [Français](#) [Русский язык](#) [漢語](#) [日本語](#)

## Introduction

Thank you for being an IEEE Author!

You are about to begin a process that is quick, convenient and replaces downloading, printing, signing and mailing/faxing the hard copy of the IEEE Copyright Form. This process can now be done electronically and will require you simply to type your name at the appropriate time and place.

**Publication Title:** 2009 IEEE MTT-S International Microwave Symposium Digest

**Article Title:** An ultra-low power InAs/AlSb HEMT Ka-band low-noise amplifier

**Author:** Jon Public, and Mary Person

**Date (dd-mm-yyyy):** 08-02-2009

**Article Source/Identifier:** MTT-TEST-IL7RMRFzRmZd

**Author E-mail:** author@email.com, mqp@email.com, ljpond@comcast.net, jbhacker@ieee.org r.d.pollard@leeds.ac.uk r.pollard@ieee.org

By clicking on the **Next** button below, you will initiate a question & answer process that will determine your authorship status, which process will ultimately bring you to the IEEE Copyright Form and signature line.

**Next**

Please feel free to contact the IEEE Intellectual Property Rights Manager if you should have any questions about this electronic IEEE Copyright Form or the process you are about to initiate.

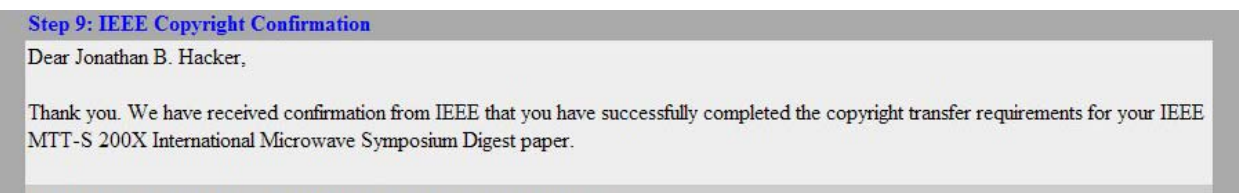
Contact Bill Hagen  
 Manager, Intellectual Property Rights  
 445 Hoes Lane  
 Piscataway, NJ 08855-1331, USA  
 Phone: +1 732 562 3966  
 Fax: +1 732 562 1746  
 Email: [w.hagen@ieee.org](mailto:w.hagen@ieee.org)

[FAQ](#) [Terms & Conditions](#) [Privacy & Security](#)  
 © 2004 IEEE – All Rights Reserved

Step 15: The “**IEEE Electronic Copyright Form**” site. Follow the online wizard to complete the copyright transfer. You will automatically be returned to the IMS 2010 after completion of the copyright transfer process.

**Step 16.** If you successfully uploaded your manuscript PDF file and completed the IEEE Copyright transfer form, you should now be at the “**IEEE Copyright Confirmation**” screen.

An e-mail confirming the receipt of your paper will be sent to you automatically. Please note that from this point forward, your paper ID (e.g. **TU1A-01**) should be used for all future correspondence with the IMS2010 committee members regarding this submission. You may wish to print this page for your records.



Step 16: The “**IEEE Copyright Confirmation**” screen. Congratulations, you have successfully completed the submission of your IMS 2010 Digest Paper.

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 hopefully 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 [tpchair@ims2010.org](mailto:tpchair@ims2010.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](mailto:jpond@mtt-tpms.org).

**NOTE:** Please ensure your spam filter is set to allow email from [mtt-tpms.org](http://mtt-tpms.org)

### **Instructions for Updating a Paper Submission:**

Should you wish to update your submission in the future, you will need to return to the submission start page and select “**Update a Previous Digest Paper 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 email 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) 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 see the “**Confirmation of your Registration and File Transfer**” screen. 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) 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 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.

## **Instructions for Withdrawing a Final Paper Submission:**

**NOTE: Withdrawing an accepted paper is strongly discouraged. It is our policy that if a paper must be removed from conference materials and Digest after the final submission deadline (4 March 2010), 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 submission start page and select “**Withdraw a Previous Final Digest Paper 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 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.**

## **2. Special Symposium Issue**

You may wish to consider submitting an extended version of your Symposium paper to a Special Issue of the IEEE Transactions on Microwave Theory and Techniques (T-MTT) dedicated to the 2010 International Microwave Symposium (IMS), to be published around December 2010. The submission must meet the following three requirements:

### *(1) Extension Requirement.*

Submissions will be reviewed to determine if the manuscript includes substantially new technical content beyond the Symposium paper; whether the past work including the Symposium paper is adequately referenced; and whether the new results are placed in proper context with respect to the prior work and existing state-of-the-art. The new technical content could include a more in-depth treatment, or results beyond the Symposium paper, and take advantage of the discussions generated at the Symposium, leading to possibly different results or interpretations. Unlike a Symposium paper that might present preliminary new results, a manuscript submitted to T-MTT for publication is expected to present more complete results. With the submission, please include a copy of your IMS paper.

### *(2) Manuscript Preparation.*

Because of the short time between submission and publication, papers requiring major revisions cannot be accepted for publication in the special issue. All submissions must use the two-column template (Template for all Transactions except IEEE Transactions on Magnetics), available from

<http://www.ieee.org/web/publications/authors/transjnl/index.html>

### *(3) Submission Deadline.*

Because the extended paper should respond to, and incorporate, the feedback from the Symposium, the deadline for submission is on July 2, 2010, five weeks after the end of the Symposium. Submissions for this special issue will be accepted only after June 1, 2010, and should follow the author instructions posted to be available after June 1, 2010 at

[http://www.mtt.org/publications/Transactions/for\\_authors\\_transactions.htm](http://www.mtt.org/publications/Transactions/for_authors_transactions.htm).

### **3. Student Competitions**

If you are a full-time student you may wish to consider entering one or more of the student competitions that are offered this year during IMS. More information on the available competitions and rules can be found at the [student events and competitions web page](#).

### **4. In conclusion**

We hope that you find the structure and layout of the author submission process easy to use and informative. We'll see you in Anaheim for IMS2010!

Best Regards,

Drs. Jon Hacker and Roger Pollard  
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