

The IMS2010 Author's "Overview" of the Digest Paper Submission Process

Congratulations, your Summary Paper has been accepted and you have been asked to submit your final Digest Paper. This overview of the process will guide you quickly through the steps for a successful final submission! (We still encourage you to read the entire [Final Submission Author Instructions](#) for additional clarification). Just click on the active links shown in blue to get to the documentation you need. These instructions apply only to 2010 International Microwave Symposium submissions.

The deadline for final submissions is 4 March 2010 (11:59 PM Hawaii time) in PDF format ONLY! 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. You must resubmit your paper, *even if no changes were made to your initial submission!* Your final submission must use either the IMS 2010 [MS Word template](#) or the equivalent L^AT_EX template ([ZIP](#)). For other unsupported word processing systems please follow the official manuscript guidelines ([PDF](#)).

Please remove all page numbers from your manuscript.

As usual, there is a four-page and a 1-Megabyte file size limit on all submittals. You must follow the IEEE two-column format specified in the template or your submission will be rejected.

2. This year conference registration is required prior to submitting your paper. You will be asked for your registration number as part of the paper submission process. 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.

Withdrawal of accepted papers after 4 March 2010 may result in the author being held liable for any and all costs should the paper need to be redacted from the Conference Digest

3. IEEE regulations require that your manuscript be IEEE Xplore compatible. You will need to use IEEE PDF eXpress to generate compatible PDF files. Convert your submission into IEEE Xplore compatible PDF **using the [IEEE PDF eXpress site](#)**. Enter `ims2010x` for the Conference ID. If you have any difficulties, please refer to the [Author Instructions](#) for step-by-step instructions. Carefully proofread the converted file for any formatting errors.

4. When you have satisfactorily distilled your paper as an IEEE Xplore compliant PDF, go to the [submission web site](#) and follow the step-by-step procedures provided. You will need to know your registration key from your summary paper submission (the key may also be found in your acceptance e-mail), and your conference registration number (as described in Step 2).

5. Copyright transfer is required at this stage of the submission process. Copyright assignment can only be carried out electronically. During the submission of your final manuscript, you will be taken automatically to the IEEE electronic copyright form web site. Your final manuscript submission will not be complete and your paper cannot be published without the electronic copyright submission. The copyright process must be completed by the **4 March 2010 deadline**.

6. That's it. You are done! **Deadlines are firm. Don't even ask!**

7. Additional information regarding session time and venue may be found at the [Symposium web site](#). Acceptance of your paper is conditional upon your refraining from publishing essentially the same content prior to your presentation, including prepublication in trade journals and other periodicals.

8. 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 competitions and rules can be found at the [student events and competitions web page](#).

9. You are also encouraged to submit an expanded version of your symposium article to the Special Symposium Issues of the IEEE Transactions on Microwave Theory and Techniques, to be published in December 2010. 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. More information may be found in the [Author Instructions](#) and at the [IEEE MTT-S web site](#).

Congratulations! We look forward to seeing you in Anaheim for IMS2010!

Drs. Jon Hacker and Roger Pollard
IMS2010 Electronic Paper Management

Drs. Madhu Gupta
IMS2010 Technical Program Chair