

# TEMPLATE FOR LATE NEWS ABSTRACT PREPARATION

## GUIDELINES FOR HILTON HEAD 2010

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### GENERAL LAYOUT AND LENGTH

Your LATE NEWS abstract is expected to have a total length of two (2) pages and has a limit of 600 words. *Note that this sample is a representative of the expected manuscript length if your LATE NEWS abstract is accepted.*

Do not use footnotes. Rather write your text to include all essential ideas and to be free from material of low importance. If you have no other option and must use a footnote, number the footnotes separately in superscripts<sup>1</sup>. 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.

The LATE NEWS abstract has to fit into a window with a height of 9.5" (24.13 cm) and a width of 7" (17.78 cm). As the Technical Digest will be published in 8.5" x 11" format, it seems advisable to set up the layout on your PC/Mac/workstation in this format (11" high, 8.5" wide). In this format, define .75" wide left and right margins and high top margin. The bottom margin must be 1".

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** lines between, title, authors and institutions.

### Text Formatting

Please use Times New Roman throughout the entire LATE NEWS abstract, from title, authors, affiliation, headers, and sub-header, to figure and table captions, and references. To achieve a unified look across the proceedings, the following formats should be used for the main paragraph types, as illustrated also by this sample manuscript:

- **TITLE:** **13 POINTS, BOLD, ALL CAPITALS**
- *Authors:* *11 points, italic*
- Affiliation: 11 points, regular
- **ABSTRACT HEADINGS:** **10 POINTS, BOLD, ALL CAPITALS**
- **SECTION HEADINGS:** **10 POINTS, BOLD, ALL CAPITALS**
- **Sub-section headings:** **9 points, bold**
- Text body: 9 points, regular; all paragraphs indented .25";
- *Figure captions:* *9 points, italic;*
- *Table captions:* *9 points, italic;*
- References: 9 points, regular, numbered.

Adjust the two columns on the last page to equal length, as far as possible. All paragraphs are to be indented .25".

### FIGURE AND TABLE FORMATTING

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. Please double check your sequence order. All labels within the figure frame should be in font 9 point. Please ensure that all labels, arrows, lines, and other graphical elements superimposed on schematic drawings and micrographs print with sufficient contrast. Figure 2 shows a photograph with unfavorable resolution (72 dpi) and low contrast.

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.

Do not use very thin lines (hairline rules) in any of your Illustrations, Figures, Charts and Tables. All lines need to be .5 rule or higher. Line drawings must be made in black ink. Shading is permitted.

### EQUATION FORMATTING

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

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

### CREATING A PDF

After creating your manuscript you must convert it to a PDF. Please make sure that you do not have double images and that all tables and chart lines are heavy and distinguishable. The Technical Digest will be printed in black and white only. Please create all images, pictures, and charts using gray scale. If you cannot comply with this request, please keep in mind that we cannot guarantee that your images will be sharp/visible once printed. 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.

### REFERENCE FORMATTING

Please follow the Reference section of this sample manuscript, this is illustrated for contributions to Workshop proceedings [1], journals [2], and books [3].

**WORD COUNT: 565**



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.

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

<b>Region</b>	<b>N</b>	<b>M</b>
Americas	212	3
Asia/Oceania	250	9
Europe/Africa	166	20
<b>Total</b>	<b>628</b>	<b>32</b>

## 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).
- [2] A.B. Author, C.D. Author, and E.F. Author, "Title of Article, Enclosed in Quotation Marks", *Technical Digest of the 1994 Solid-State Sensor and Actuator Workshop*, Hilton Head Isl., SC, 6/13-16/94, Transducer Research Foundation, Cleveland (1994), pp. xx - xy.