

The IRMMW-THz 2008 “One-Page Overview” of the Manuscript Preparation Process

We realize that most authors do not want to read pages and pages of instructions. So, here is a quick overview of the process—all on one page! (We still encourage you to read the [Author Instructions](#) for additional clarification). Just click on the active links shown in blue to get to the documentation you need or go to the [IRMMW-THz2008 Author Information](#) web page.

The deadline for summary submissions is April 4, 2008 (11:59PM Hawaii time) in PDF-ONLY format!

- 1) Create your initial submission using the [MS Word template](#) or equivalent. There is a 1 page and a 500 kilobyte limit on all submittals. You must follow the IEEE 2-column format specified in the template or your submission will be rejected.
- 2) Convert your submission into IEEE Xplore compatible PDF **using the [IEEE PDF eXpress site](#)**. Enter **irmmwthz08x** for the Conference ID.
- 4) When you are ready to submit your paper, go to the [submission web site](#) and follow the step-by-step procedures provided. The submission site will open February 4, 2008. All of the technical categories are listed in the [IRMMW-THz 2008 Call for Papers](#), along with a detailed description of each category.
- 5) That's it. You are done! Copyright forms are NOT needed for the initial submissions.

Please remember **the submission deadline is April 4, 2008 (11:59PM Hawaii time) in PDF-ONLY format! Deadlines are firm.**

- 6) The TPC Committee will meet in April 2008 to judge all papers and decide which ones to publish. The acceptance rate is estimated to be ~80%. Please do not call us to find out the status of your submission. We will exercise due diligence and notify you promptly of the outcome of your submission. **Please ensure your spam filter is set to allow email from jpl.nasa.gov and caltech.edu.**
- 7) For those authors who are accepted for publication, **you must submit the Final Version of your paper no later than June 30, 2008.** You must resubmit your paper, *even if no changes were made to your initial submission!* The final paper must be prepared in compliance with the guidelines listed in the [MS Word Template](#). As for the summary submission, your paper must be converted into IEEE Xplore compatible PDF using the [IEEE PDF eXpress site](#). Your final paper will appear in the Conference Digest CD-ROM exactly as submitted. There are no page charges. Note that final papers can be 2 pages maximum except for Keynote or Plenary submissions (by invitation only) which may be 3 and 4 pages respectively.
- 8) Copyright forms are required at this stage of the submission process. This year copyrights will again be submitted electronically. During the submission of your final manuscript, you will be automatically taken to the IEEE electronic copyright form (eCF) web site. Your final manuscript submission will not be complete without the electronic copyright submission. The copyright process must be completed by the **June 30, 2008 deadline**.
- 9) Professors with students who are going to give an oral presentation should encourage them to read the [article by J. F. White](#) on how to give a good presentation.
- 10) For your convenience, a [PowerPoint Slide Template](#) is located on the Author Information web page to speed up your slide preparation. Be sure to bring a copy of your presentation on CD-ROM and another copy on a USB memory stick as backup. Do not bring transparencies. Overhead projectors will not be available. Do not bring 35mm slides. Please adhere strictly to the time constraints given in the [PowerPoint Slide Template](#). Note that 25-minute talks typically run 22 minutes with 3 minutes for questions, while 15-minute talks are usually 13 minutes with 2 minutes for questions. Please plan ahead, practice your presentation, *and adhere strictly to the time constraints!* Submission of your manuscript includes a commitment by the corresponding author to ensure that at least one author registers for the conference and presents the paper. Congratulations! We will see you in Pasadena for IRMMW-THz 2008!