

The IMS2008 Author's "Overview" of the Final Manuscript Submission Process

Congratulations, your summary paper has been accepted and you have been asked to submit your final manuscript. 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 or go to the [IMS2008 Author Information](#) web page. These instructions apply only to 2008 International Microwave Symposium submissions.

The deadline for final submissions is 7 March 2008 (11:59 PM Hawaii time) in PDF format ONLY! Your final submission must be IEEE Xplore compatible or it will not be accepted.

1. You must resubmit your paper, *even if no changes were made to your initial submission!* Your final submission must use the IMS 2008 [MS Word template](#) or equivalent. Please remove all page numbers from your manuscript. Choose from the list of [official IEEE keywords](#) for your Index Terms. 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. 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 **ims08** 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.
3. 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).
4. 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 **7 March 2008 deadline**.
5. That's it. You are done! **Deadlines are firm. Don't even ask!**
6. 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.
7. 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 2008. Full information may be found at the [IEEE MTT-S web site](#).
8. A bound printed Symposium Digest will not be available at the Symposium, although it will be available for purchase from IEEE Publications after the conference.
9. All authors who are giving a talk at IMS2008 are encouraged to read the [article by J. F. White](#) on how to give a good presentation.
10. For your convenience, a [Power Point 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 a USB memory stick and another copy on a CD-ROM as backup. Do not bring transparencies or 35mm slides. Overhead projectors or 35mm slide projectors will not be available. Please adhere strictly to the time constraints given in the [Power Point Slide Template](#). Note that 20-minute talks should run 17 minutes with 3 minutes for questions, while 10-minute talks should be 8 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 look forward to seeing you in Atlanta, Georgia for IMS2008!

Drs. Jon Hacker and Roger Pollard
IMS2008 Electronic Paper Management

Prof. Manos Tentzeris
IMS2008 Technical Program Chair