

# Hilton Head 2016

## Technical Digest Manuscript Instructions

June 5 - 9, 2016  
Sonesta Resort  
Hilton Head, South Carolina

**DUE DATE: April 5, 2016**

- Upload PDF Manuscript
- Upload Completed and Signed Copyright Form
- Presenting Author **MUST** Register and Pay On-Line
  - Extra Page Form Received (if applicable)

### CONTENT INFORMATION

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**Contributed Oral and Poster and Late News Oral and Poster** Authors are **REQUIRED** to submit a final manuscript for the Technical Digest.
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Each Contributed manuscript is expected to have a total length of four (4) pages. Longer manuscripts will be printed only if accompanied by a mandatory per page over-length charge of \$250 per page.  
  
Each Late News manuscript is expected to have a total length of two (2) pages. Longer manuscripts will not be accepted.
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- Sample Paper/Template ..... Separate PDF File
- Copyright Release Form ..... Separate PDF File

**Failure to respect the April 5th deadline  
may ensure the EXCLUSION of your presentation from the  
Workshop and Technical Digest.**

## GENERAL INSTRUCTIONS TO AUTHORS

Workshop Date and Location: June 5 - 9, 2016  
Sonesta Hotel  
130 Shipyard Drive  
Hilton Head Island, SC 29928  
Phone: 1-843-842-2400  
Fax: 1-843-842-6503

Read **ALL** of the instructions carefully **BEFORE** proceeding.

### **Due April 5, 2016**

1. Upload PDF Final Manuscript

<http://hiltonhead2016.org/authors/manuscript.html>

2. Upload completed and signed Copyright Release Form - Signed form is MANDATORY for inclusion in the Technical Digest.

<http://hiltonhead2016.org/authors/copyright.html>

3. On-Line Completed Registration and Payment of Registration Fee

Attendance will be limited to 450 participants, with preference given to authors.

Please note that early bird registration closes on March 22, 2016.

Your paid registration is MANDATORY prior to inclusion of your manuscript in the Technical Digest.

<http://hiltonhead2016.org/registration.html>

4. Technical Digest Extra Page Form (if applicable for contributed manuscripts only)
  - If your paper exceeds 4 pages, an additional \$250 per page charge must be included.
  - Maximum paper length is 6 (six) pages.

# INSTRUCTIONS FOR FORMAT/STYLE OF THE FINAL MANUSCRIPT

## READ ALL INSTRUCTIONS COMPLETELY AND CAREFULLY BEFORE PROCEEDING.

The Technical Digest will be created from the electronic PDF file which you upload to the Workshop website. You are required to use the following style indicated below to allow us to maintain uniformity in the final printed copy of the Technical Digest. A Sample Paper/Template is available on the website and attached to this e-mail.

Your manuscript formatting and style **MUST** match the Sample Paper/Template exactly to ensure inclusion in the Digest. If you choose to use another program other than Word to develop your manuscript/source file, the format **MUST** match the Sample Paper/Template or it will not be accepted.

### Instructions (these perimeters must be adhered to):

- The manuscript that you prepare will be used as it is received. Please make sure that you do not have double images and that all tables and chart lines are heavy and distinguishable.

**\*\*Important note to authors who plan to submit patent applications: May 30, 2016, is the date when the content of your paper will be disclosed to the public.**

- The electronic Digest will be in color.
- Since the Digest publication will be electronic, please feel free to use active hyperlinks in your manuscript.
- Clarity and Uniformity are of paramount importance.
- Contributed presentations are to prepare up to four (4) pages of text and figures.
  - Longer papers will be printed only if accompanied by payment of a **mandatory over-length charge of \$250 per page**.
  - The absolute maximum length with payment of the over-length charge is six (6) pages.
- Late News presentations are to prepare up to two (2) pages of text and figures.
- Do **NOT** number your pages
- Do **NOT** password protect your PDF file.
- All fonts **MUST** be embedded.

## Style:

- Font: **Times New Roman ONLY** for all text and the **Symbol Font** for symbols
- Paper Size: 8.5" x 11" Paper: Create all pages to be 8.5" x 11" page size
- Paper Margins: .75" on the left, the right, and the top. The bottom margin of each page must be 1".
- All manuscripts must be typed single space (or equivalent) to fit within the two column borders. Small type faces can create severe readability problems when printed. Do not use a font size smaller than 9 points.
- Text should follow two (2) column layout and should be left-and right (full) justify within the column. Leave .25" between the columns. On the last page of your manuscript, try to adjust the lengths of the two columns so they are even.
- Use either one or two spaces between sections and between text and tables or figures to manipulate the column length. All figures should be placed as close to their mention as possible.
- Do not overcrowd and create an unreadable paper by making the lettering or the spacing too small in the text.
- Use two spaces after periods at the end of sentences.
- Define abbreviations and acronyms the first time they are used.
- Please remember to spell check your entire manuscript.
- Double check your sequence of figures and charts.

## Format:

- Please have a close look at the sample paper which is accompanying this document. Your paper format **MUST** match the sample by style and format. All papers will be reviewed and those that do not **MATCH** this format will be rejected and returned for correction. Please pay attention to the instructions and prepare your file correctly the first time. The sample paper may act as a template for you.
- Manuscript title is to appear in **CAPITAL LETTERS** centered across the top of the two columns on the first page. **13 POINT BOLD TIMES NEW ROMAN**
- Do **NOT** split words in your title between two lines. If a word splits at the end of the line and adds a hyphen, please move the entire word down to the next line.

- Authors' names (*11 Point Times New Roman Italic*) and institutions (11 Point Times New Roman Regular) appear below the title, also centered, in capital and lower case letters. Give all authors' names; do not use et. al. Do **NOT** list contact author information here. Contact information should be at the end of your paper after References.
- Do **NOT** split author names between two lines. First and last names should stay together.
- Do **NOT** have your paper reference number in the body of your paper.
- **NO blank lines** between, title, authors and institutions
- When authors are from more than one institution, use <sup>1</sup>superscripts with the corresponding institution

EXAMPLE:

**SAMPLE MANUSCRIPT TITLE**  
**MANUSCRIPT PREPARATION INSTRUCTIONS**

*J.Q. Public<sup>1</sup>, J. Doe<sup>1</sup>, and G.I. Joe<sup>2</sup>*

<sup>1</sup>The Technical Manuscript Design Group, San Diego, California, USA

<sup>2</sup>The Scientific Paper Formatting Initiative, Boardman, Ohio, USA

- Abstract: Each manuscript should contain an abstract of about 100 words that appears at the beginning of the paper. Be sure and head the paragraph with **ABSTRACT (left justify/BOLD 10 POINT and ALL CAPITALS)**. The abstract text body should be 9 points, regular, paragraph is to be indented .25".
- Section headings appear left justified, **BOLD, 10 point, ALL CAPITALS**. Suggestions for titles are:

**INTRODUCTION**  
**THEORY**  
**RESULTS**  
**CONCLUSIONS**

**ACKNOWLEDGEMENTS**  
**REFERENCES**  
**CONTACT**

- Sub-Section Headers (to major headings): **9 Point Bold**, Upper Lower Case
- Text body: 9 points, regular: all paragraphs are to be indented .25".
- Illustrations, Figures, Charts and Tables must appear within the designated areas. Text should be *9 points, Italics*. All figures should be placed as close to their mention as possible. They may span two columns if necessary.
- Caption and number every illustration. Figure captions should be below the figures; table captions should be above the tables. Up to 6 illustrations can fit neatly on a page. Double check your sequence of figures and charts. All figures should be placed as close to their mention as possible.
- Photographs: No scanned copies of photos. All illustrations have to be in electronic format, with resolutions better than 300 dpi. Accepted formats are TIFF and EPS.
- Double check your sequence numbering of figures and charts.

- Footnotes: 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.
- References: List and number all references at the END of the manuscript (9 points). When referring to them in the text, type the corresponding reference number in square brackets as shown at the end of this sentence [1]. Number them consecutively. e.g.

#### 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.

**Re-read your paper to make sure that there are no** grammatical, spelling, or content errors. Make sure that your paper format matches the sample paper.

If you have **any questions regarding formatting**, please contact Shirley Galloway at 1-330-629-2375 or send an email to her at [sgalloway@pmmiconferences.com](mailto:sgalloway@pmmiconferences.com)

**TECHNICAL DIGEST EXTRA PAGE FORM**  
**Contributed Presentations**  
**Hilton Head 2016 Workshop**

**Hilton Head, South Carolina, USA**  
**June 5 - 9, 2016**

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Degree - Ph.D./Other \_\_\_\_\_ Position/Title \_\_\_\_\_

Institute/Organization \_\_\_\_\_

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**TECHNICAL DIGEST EXTRA PAGE (US dollars only)**

Late News papers are not eligible for extra pages.

**NOTE: Maximum manuscript length is 6 pages**

Extra page                      **\$250 per page** x \_\_\_\_\_ pages                      \$ \_\_\_\_\_

**FORM OF PAYMENT**

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**If you prefer to pay by check or money order, please complete and mail this form with your check or money order payable to Hilton Head 2016 Workshop:**

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