

## IMS2017 Final Paper Submission Instructions

Congratulations on getting your IMS2017 paper accepted! All authors of accepted papers must complete the following tasks. Deadlines are absolute – don't even ask.

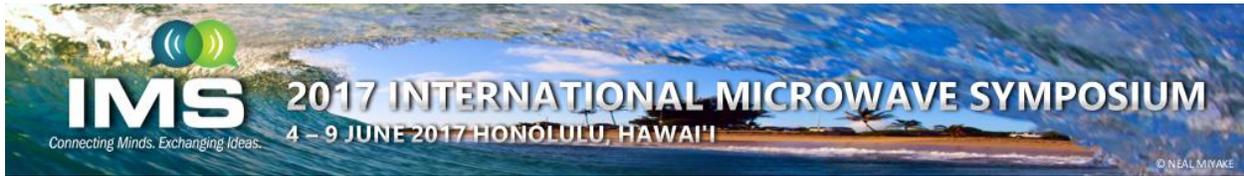
Deadline	Task	Submitter	Speaker
3 February 2017	Acceptance Confirmation Form	✓	
23 February 2017	Register for conference <sup>†</sup>		✓
23 February 2017	Enter speaker's Registration Order ID	✓	
23 February 2017	Submit IEEE Copyright form	✓	
27 February 2017	Upload final paper from IEEE PDF eXpress™	✓	

<sup>†</sup> no earlier than 6 February 2017

### 1. Key Information

- The **submitter** of the paper (who is not necessarily the same as the **speaker**) is the person who originally submitted the initial paper by the 5 December 2016 deadline.
- Using the same username and password that was used to submit the initial paper, the submitter **AND ONLY THE SUBMITTER** has access in the [Navigation Center](#) to perform the tasks checked off under the Submitter column above.
- The **speaker** (who is not necessarily the same as the submitter) **must** register for the conference no earlier than 6 February 2017, but no later than **23 February 2017**. The speaker's Registration Order ID must be given to the submitter to complete the submission process.
- The submitter **must** complete the IEEE electronic copyright form by **23 February 2017**. During the submission of the final paper, the submitter will be automatically routed to the IEEE electronic copyright form (eCF) website. The final paper submission will not be complete without the electronic copyright submission.
- Authors must adhere to the format provided in the [IMS2017 Final Paper Template for Microsoft Word](#).
- The final paper length should be **3–4 pages**, including all figures, tables, references, etc.
- IEEE PDF eXpress™ **must** be used to generate the final PDF. The size cannot exceed **2 MB**.
- The deadline for final paper submissions is **27 February 2017**.





## 2. Acceptance Confirmation Form (Instructions to Submitter of the Paper)

Using the same username and password that was used to submit the initial paper, the submitter should log into the [Navigation Center](#) to complete the Acceptance Confirmation Form no later than **3 February 2017**. Once logged into the system, go to the View button next to the accepted submission(s). Click on the Confirmation Form link at the bottom of the page and complete the form, which involves confirming the paper title, author list, and speaker.

## 3. Final Paper Preparation (Instructions to all Authors of the Paper)

There are two basic steps for preparing your final paper:

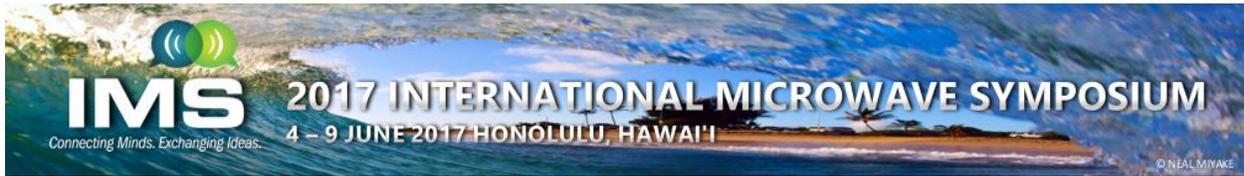
**Step 1.** Restore author names and affiliations, acknowledgments, and other material removed from the initial paper for double-blind review compliance. The key differences between the initial paper and final paper are shown in the table below.

	<b>Initial Paper due 5 December 2016</b>	<b>Final Paper due 27 February 2017</b>
Authors and Affiliations	Must be redacted for double-blind review	Include all authors and affiliations
Third-person language	Must use anonymous third-person language when referring to one's own cited work, e.g. "In [3], the investigators showed that..."	May use first-person language when referring to one's own cited work, e.g. "In [3], we showed that..."
Acknowledgments	Must not be included	May be included
Cited References	Must <b>NOT</b> be redacted	Must not be redacted
Page length	3 pages	3–4 pages
PDF conversion	Use your own conversion software. Need not be compatible with IEEE Xplore	Must use PDF eXpress™ for compatibility with IEEE Xplore
Copyright form	Do not submit	Required

While the initial paper length was limited to 3 pages, the final paper page length should be 3–4 pages. This is to encourage the timely reporting of the latest industrial and research and development results, while maintaining the opportunity to expand papers for possible journal publication.

**Step 2.** Create a PDF file of the paper using PDF eXpress™ to make sure it is compliant with IEEE Xplore. PDF eXpress™ allows you to upload either a PDF using your own software, or a source file such





as Microsoft Word. In either case, PDF eXpress™ generates an IEEE Xplore-compliant PDF that must be subsequently uploaded by the submitter to the [Navigation Center](#).

**IMPORTANT:** Using PDF eXpress™ to generate a PDF file of your paper is **NOT** the final step in the submission process. The submitter must upload the PDF file generated by PDF eXpress™ to the [Navigation Center](#).

### Creating your PDF eXpress™ Account

Log in by clicking this link [PDF eXpress™](#), or cut and paste this link (<http://www.pdf-express.org/plus/>) into your browser.

#### *First-time users should do the following:*

1. Select the New Users - Click Here link.
2. Enter the following:
  - 19713XP for the Conference ID
  - your email address
  - a password
3. Continue to enter information as prompted.
4. An online confirmation will be displayed and an email confirmation will be sent verifying your account setup.

*Previous users* of PDF eXpress™ should follow the above steps, but should enter the same password that was used for previous conferences. Verify that your contact information is valid.

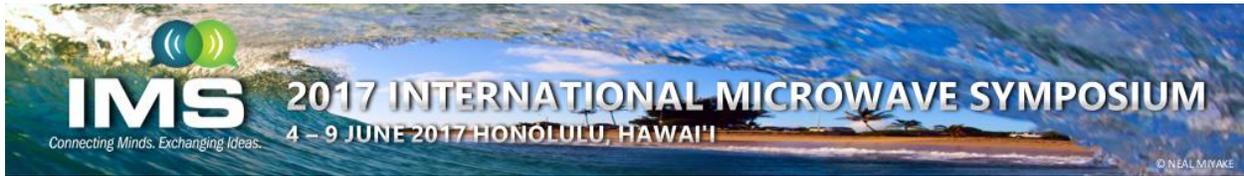
### Contacting PDF eXpress Support

Access the Publications Support Center for IEEE PDF eXpress.

If you do not find an answer in the Find Answers tab, go to the *Ask a Question* tab. Your question will be forwarded to IEEE PDF Support and answered within three business days.

The screenshot shows the IEEE Publications Support Center interface. At the top, there are navigation links: "IEEE.org", "IEEE Xplore Digital Library", "IEEE Standards", "IEEE Spectrum", and "More Sites". The main heading is "Publications Support Center" with the IEEE logo on the right. Below the heading are four tabs: "Support Home", "Find Answers", "Ask a Question", and "My Support History". The "Find Answers" tab is active, showing an "Advanced Search" box with a "Search" button. Below the search box, it says "Find the answer to your question" and "Results 1 - 10 of 106". Three search results are visible, each with a title, a brief description, and a "Date Updated" timestamp. The first result is "How do I access the IEEE Electronic Copyright Form?". The second is "How do I find out my conference ID?". The third is "What is the conference ID?".





#### 4. Register for the Conference (Instructions to Speaker for the Paper)

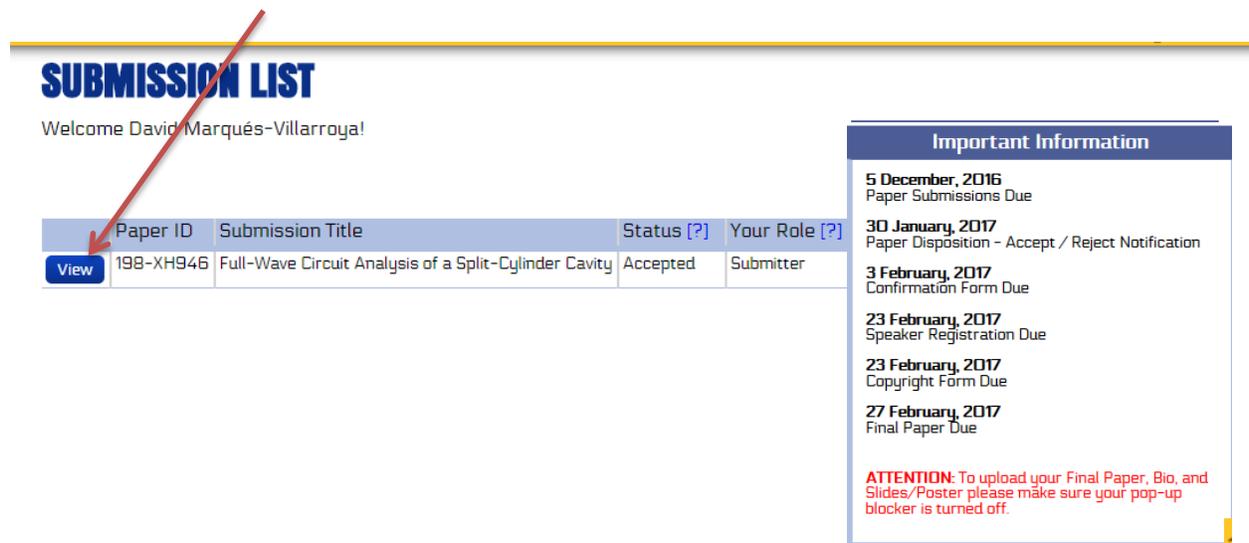
The **speaker** (who is not necessarily the same as the submitter) **must** register for the conference no earlier than 6 February 2017, but no later than **23 February 2017**. Registration information can be found on the [IMS2017 website](#). If there are any questions regarding registration, please contact Nannette Jordan at [Nannette@mpassociates.com](mailto:Nannette@mpassociates.com).

After the speaker of the paper registers, he/she must give their Registration Order ID to the submitter of the paper to complete the submission process.

#### 5. Upload the Final Paper (Instructions to Submitter of the Paper)

The submitter **AND ONLY THE SUBMITTER** of the paper has access in the [Navigation Center](#) to upload the final paper.

1. Log into your [Navigation Center](#)
2. Click on the “View” link next to the title of your accepted paper.



**SUBMISSION LIST**  
Welcome David Marqués-Villarroya!

	Paper ID	Submission Title	Status [?]	Your Role [?]
<a href="#">View</a>	198-XH946	Full-Wave Circuit Analysis of a Split-Cylinder Cavity	Accepted	Submitter

**Important Information**

**5 December, 2016**  
Paper Submissions Due

**30 January, 2017**  
Paper Disposition - Accept / Reject Notification

**3 February, 2017**  
Confirmation Form Due

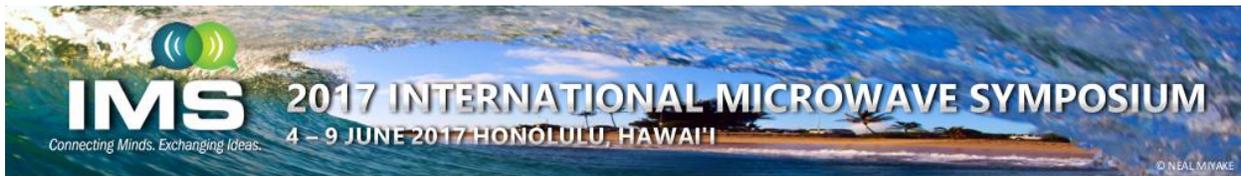
**23 February, 2017**  
Speaker Registration Due

**23 February, 2017**  
Copyright Form Due

**27 February, 2017**  
Final Paper Due

**ATTENTION:** To upload your Final Paper, Bio, and Slides/Poster please make sure your pop-up blocker is turned off.





Home Logout

[← Back to your Submission List](#)

## SUBMISSION DETAILS

IMS Details for: 198-XH946  
 Full-Wave Circuit Analysis of a Split-Cylinder Cavity  
 My role for this submission: **Submitter**  
 Status of this submission: **Accepted**

### Important Information!

February 1, 2016  
Accept/Reject Notification

February 12, 2016  
Confirmation Forms Due

February 19, 2016  
IEEE should have sent copyright form link and instructions

February 24, 2016  
Copyright form complete

February 24, 2016  
Speaker registers for the conference

February 29, 2016  
Final Camera Ready Paper Due

TASKS	Deadline	Task	Action	Status
	02/23/2017	Enter Registration Order ID		✓
		Statement to Confirm		✓
	02/23/2017	IEEE Copyright	<a href="#">IEEE Copyright</a>	✗
		Enter Speaker Bio	<a href="#">Bio</a>	✗
	02/27/2017	Upload final paper	<a href="#">Final Paper</a>	✗

3. Click on the “Enter Reg ID” link and enter the speaker’s Registration Order ID – **Due 23 February 2017**. When the task is completed successfully the “Red X” will change to a “Blue Check”.
4. Complete the IEEE electronic copyright form – **Due 23 February 2017**. **This button will take you to the IEEE copyright site.** Once you have completed the form you will be automatically redirected back to your Navigation Center to continue to complete the next tasks.
  - a. If you make any edits to the title or list of authors in the copyright form, please notify [sandy@mpassociates.com](mailto:sandy@mpassociates.com) of the changes and please make sure the changes are included in your final paper.
  - b. When you complete the copyright form, the status of the form will indicate a “yellow circle.” This is an indication that the copyright form is complete but pending approval as MP Associates needs to compare the copyright form to the final paper to make sure all information matches EXACTLY.
  - c. If you have any questions about the copyright form, please contact IEEE directly.
5. Read and accept the “Statement to Confirm” by clicking on the link, checking the box “I confirm” at the bottom of the page and saving.

**NOTE: The next two tasks require that your pop-up blocker be turned off.**





6. Enter Speaker Bio – **Due 27 February 2017**. Enter a bio for the speaker in the box. Once you have completed this task the “Red X” will turn into a “Blue Check”.
7. Once you have completed steps 3–6, you will then be able to upload the final paper to the system – **Due 27 February 2017**. Click on the “Final Paper” link, click the “choose file” button and upload the PDF file that was generated by PDF eXpress™. The final paper will appear in the Symposium Digest exactly as submitted.

Once you have completed all the tasks, MP Associates will compare the copyright form to the final paper to make sure the title and author list match EXACTLY. If there are any issues MP Associates will contact you to fix them.

If you have any questions regarding this process, please contact Sandy Owens at [sandy@mpassociates.com](mailto:sandy@mpassociates.com).

### Concluding Remarks

We hope that you found the paper submission process informative and easy to use. We also hope you Catch the Wave and see you in Hawaii for IMS2017!

Mahalo,

IMS2017 TPC Co-Chairs

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