

INSTRUCTIONS FOR PREPARATION OF THE LATE NEWS PAPER

The Transducers'03 Technical Digest will be printed by the electronic PDF file prepared by you. The instructions assume that you have computer equipment capable of using several fonts. Please use the following style indicated below to allow us to maintain uniformity in the final printed copy of the Technical Digest. A sample paper is available on the web-site.

Instructions:

- The manuscript that you prepare will be used and printed as it is received.
- Neatness is of paramount importance.
- Prepare two (2) pages of text and figures.
- The digest will not be printed in color so please prepare all your figures, charts and photos in black and white.
- Do not number your pages.

Style:

- The title, author's names and affiliations should extend across the full width of the page. The remaining body of the manuscript will be formatted in two (2) columns.
- Do not overcrowd and create an unreadable paper by making the lettering or the spacing too small in the text.
- Font: Times (preferably) size 10
- 8.5 x 11 Paper: Paper margins: 3/4" on the left, 3/4" on the right, 3/4" on the top of each page and 3/4" on the bottom of each page. Create all pages to be 8 3/8 x 10 7/8 page size (8.375 x 10.875)
- All manuscripts must be typed single space (or equivalent) to fit within the two column borders. Because the printer will photographically print as is, please use a font that is easy to read and reproduce (Times preferably). Small type faces can create severe readability problems when printed. Please do not use a smaller print than 10 point unless when listing section titles, references, tables, table names, table captions, figure captions, footnotes, and sub-and superscripts.
- Columns should left-and right-justify. On the last page of your paper, try to adjust the lengths of the two columns so they are the same. Please remember to spell check your entire paper.
- Use either one or two spaces between sections and between text and tables or figures to manipulate the column length. Use two spaces after periods at the end of sentences.
- Define abbreviations and acronyms the first time they are used.

Format:

- Paper title is to appear in CAPITAL LETTERS centered across the top of the two columns on the first page.
- Authors' names and institutions appear below the title, also centered, in capital and lower case letters. It is your option if you want your entire address listed. Give all authors' names; do not use et. al.
- Abstract: Each paper should contain an abstract of about 100 words that appears at the beginning of the paper.
- Major headings appear in CAPITAL LETTERS centered.
- References: List and number all references at the END of the paper. 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.: [1] R.N. Hall, "Power Rectifiers and Transistors", Prox. IRE. Vol. 40pp. 1512-1518:Nov.
- Illustrations must appear within the designated areas. They may span two columns if necessary.
- Photographs: All halftone illustrations must be high quality. **No color photos.**
- 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 of the Technical Digest.
- Footnotes: Number the footnotes separately in superscripts¹. Place the actual footnote at the bottom of the column in which it is cited. Do not put footnotes in the reference list.