

RWS2009 Final Manuscript Submission Instructions

Detailed Version

This detailed version of the instructions is intended to provide authors with a step-by-step guide to upload the final version of their manuscript and to provide some comments on Oral and Poster Session Presentations. Authors may wish to print out these instructions, please follow them very carefully!

Final Manuscripts will be accepted after **25 September 2008**.

- The deadline for final manuscript submissions is midnight Hawaiian Time, **15 October 2008**.
- Only files in .PDF format that are IEEE-Xplore compatible are acceptable.

Introduction

Papers accepted for the 2009 Radio and Wireless Symposium need to have all the additions and recommendations from the reviewers incorporated into the Final Manuscript. No additional editing will be performed by the RWS2009 Publications Committee so authors are responsible for the accuracy and completeness of the final publication. Even if there are no changes to your original summary submission, you must comply with the format of the Proceedings Template, and submit an IEEE-Xplore compatible PDF file; so it is necessary to follow all these instructions and complete the file upload procedure.

The final manuscript can be prepared in a variety of file formats. To assist authors, MS Word and LaTeX templates are available on the conference website. However, because the uploaded file must be in .PDF format and in full compliance with the requirements of IEEE-Xplore, RWS2009 authors have to use IEEE PDFeXpress



. Click on the icon to access the site, and use "rws09x" as the Conference ID. The site accepts a variety of file formats converts them to PDF and verifies compatibility with IEEE-Xplore. (Note, however, that this is only conversion and/or verification, it does **not** submit the paper to the Symposium)

In preparing your Final Manuscript please note also that the maximum submission length is 4 pages and 1Mbyte file size. There are no exceptions to these limits. Text, pictures and diagrams need to be edited to comply with this length without altering the margins of the template. High resolution pictures or multi-level drawings may have to be reduced in detail to keep the file size below the maximum. Note that the conversion to .PDF does offer some assistance with file compression and that the files size limit is on the final .PDF upload size.

Authors are also required to accept a statement of clearance approval and the terms of the IEEE copyright, register for the Symposium prior to uploading the Final Manuscript and agree to present the paper at the conference. Please make sure you can comply with all these requirements in advance of starting the paper submission process.

Also during the submission process, you are requested to enter a short biography of the presenter for use by the chair of the session, having that ready in advance is advised.

Paper Submission Process

NOTE: If you are submitting more than one paper, you will need to complete all of the steps below for each of your papers.

A complete submission requires six actions:

- A) Create, proofread, and check the layout of your Final Manuscript using any of the formats acceptable to PDFeXpress.
- B) Use the IEEE PDFeXpress web site to generate an IEEE-Xplore compatible PDF file of your Final Manuscript (please note that you must do this even if you are not making any changes to the summary paper you originally submitted).
- C) If you have not done so previously, go to the RWS2009 website (<http://rawcon.org/>) to register and obtain a Symposium “confirmation code”.
- D) Upload the new electronic copy of your Final Manuscript.
- E) Complete the electronic submission of the IEEE copyright release form.
- F) Attend the conference and present your paper.

The following sections provide more information on each of these required steps as well as other actions such as changes and withdrawals. Finally there is some guidance on presentations at the Symposium.

A) Creation of the Final Manuscript:

MS Word and LaTeX templates are available on the conference website to assist authors with preparation of the Final Manuscript. Even if you do not plan to use these word processors, please refer to the PDF version of the templates as it contains information on format and style that is valuable regardless of your choice of word processor. Also consult the IEEE PDFeXpress instructions to confirm that your choice of file format is acceptable for conversion. The IEEE PDFeXpress facility does accept a wide variety of formats, including: .PDF, MS Word, (La)TeX but it is wise to check this in advance to ensure conformance later.

Also, note that the pages must have no headers, no footers and no page numbers. Graphics can be in full color. All colors will be retained on the CD-ROM, but authors should assume that their manuscript will be printed in black-and-white by readers. The chosen colors should contrast well when viewed in color (CD-ROM) and when viewed in black-and-white (hardcopy).

Graphics must not use stipple fill patterns (e.g. cross-hatching) because they will not reproduce properly in Acrobat PDF. Please use only SOLID FILL COLORS. Graphics that are wider than one column must be placed either at the top or at the bottom of a page to avoid interruption of text flow of both columns.

B) Creation of IEEE-Xplore Compatible PDF using IEEE PDFeXpress:

With the Final Manuscript prepared you should produce a suitable PDF, or check compliance of an existing PDF using the following steps.

1. Login to the IEEE PDFeXpress web site from [here](#).
 - a. First-time users –
 - i. Click “[New Users - Click Here](#)”.
 - ii. Enter: rws09x for the Conference ID, your email address, and choose a new password. Continue to enter information as prompted.
 - iii. You will receive online and email confirmation of successful account setup.
 - b. Previous PDFeXpress users, but using it the first time for RWS2009:
 - i. Enter rws09x for the Conference ID, your previously used email address, and the password you used for your old account.
 - ii. When you click “Login”, you’ll receive an error saying you need to set up an account. Simply click “Continue”. By entering your previously used email address and password combination, you will enable your old account for access to this new conference.
 - iii. Check that the contact information is still valid, update as required and click “Submit”.
 - iv. You will receive online and email confirmation of successful account setup.
 - c. Returning users - Enter rws09x for the Conference ID, your email address and password.
2. Click “Create New Title” and enter identifying text for the paper (title is recommended but not required). You will need to do this separately for each conference paper to be submitted.
3. Click “Submit Source Files for Conversion” to convert your manuscript from a file type acceptable to PDFeXpress to an IEEE-Xplore compatible PDF, or you can alternatively check if an existing PDF file is already Xplore compatible by clicking “Submit PDF for Checking”.
4. Indicate platform, source file type (if applicable), click “Browse” and navigate to file, and click “Upload File”. Click “Submit Source Files for Conversion”. You will receive online and email confirmation of successful upload.
5. You will receive an email with your Checked PDF or IEEE PDFeXpress-converted PDF attached. If you submitted a PDF for Checking, the email will show if your file passed or failed.
6. Carefully check your file to make sure your text, equations and figures are converted properly, your file contains a maximum of 4 pages and its size is less than 1 Mb.

If you are not satisfied with the IEEE PDFeXpress-converted PDF:

Option 1: Resubmit your source file with corrections (“Try again”, then “Submit Source Files for Conversion”)

Option 2: “Request a Manual Conversion” through your account.

D) Upload of IEEE-Xplore Compatible PDF File using the RWS2009 Submission Site:

IEEE PDFeXpress only *creates* a compatible PDF file, it is still necessary to *submit* that file to the RWS2009 web site in order to complete your paper submission. The following steps guide you through this submission process:

1. Log on to the Final Manuscript Submission Site through the RWS2009 author homepage (<http://rawcon.org/>) by clicking on the Final Manuscript Submission Site link. You should now be at the “Start” screen (screenshot from RWS2008 is used as an example):

The screenshot shows the 'Start' screen for the RWS2008 Final Manuscript Submission. At the top left is the IEEE logo and the MTTs logo. In the center, it says 'RWS2008 Final Manuscript Submission' and provides a link to 'RWS2008 Final Manuscript Preparation'. A red text box at the top right specifies browser requirements: 'Browser required: Netscape 4.0 (or newer), Internet Explorer 5.0 (or newer), or equivalent.' Below the title, there is a section titled 'Before you begin' with instructions for authors. A text input field is provided for 'Enter your RWS2008 Registration Number/Code:'. Below this is 'Step 1 of 8: Begin the Process of Submitting a Paper', which includes instructions on how to use the 'Action' dropdown menu. The dropdown menu currently shows a question mark. At the bottom right, there is a 'Continue' button. At the very bottom, there are small links for 'Please contact Bruce Mallick if you have any questions' and 'Please contact Jeffery Eitel if you encounter server errors or malfunctions.'

Enter the RWS2009 Registration “confirmation code” you received when you registered for the Symposium. If you have not yet registered, please go to the RWS2009 [Registration Site](#) and complete your registration.

- **To Upload or Update a Final Manuscript Submission:**
 - select “Begin a new Final Manuscript Submission” from the dropdown Action list and then press the “Continue” button, or
 - select “Update a previous Final Manuscript Submission” from the dropdown Action list and then press the “Continue” button. Please see the Additional Information Section towards the end for further details.
 - **To Withdraw a Previous Submission** - An author who has submitted an accepted Final paper and has a valid Registration key, but now wishes to withdraw the submission from the conference should select “Withdraw a Previous Submission” from the dropdown list and then press the “Continue” button. Please see the Additional Information Section towards the end for further details. Withdrawal of accepted papers is strongly discouraged after the submission deadline.
2. You should now be at the “Step 2: Registration Key” screen. Please enter the Registration Key from your original summary submission. This key was repeated in the e-mail notifying you of the acceptance of your paper. Then press “Continue”.
 3. You should now be at the “Title, Abstract, # of Authors, and # of Affiliations” screen:

Step 3: Title, Abstract, # of Authors, and # of Affiliations

Please do not cut and paste text from a word processing program into these forms unless you have first converted to 'text only' format.
Please enter the **Title** of your submission (do NOT use all upper case or all lower case, this information may appear, *as you enter it*, in official publications.)

Your original Title

Please enter a short (maximum of 500 characters) **Abstract** describing your submission:

Your original Abstract

In order to optimize the forms that you will need to complete, you will need to provide the **Number of Authors** and **Number of Affiliations/Addresses**

Please select the total **Number of Authors** (including the Corresponding Author):

Number of Authors: 2

Please select the total **Number of Affiliations/Addresses**. Note that each author may only list one Affiliation/Address. Remember that if an author is not currently employed (i.e., retired and hence, no organizational affiliation) **Address** information is still required.

Number of Affiliations/Addresses: 2

- The original title and abstract from your summary submission will be already filled in. If entries have changed, then alter the details here. Note that Greek characters, subscripts, or superscripts in your title or abstract will not appear properly and so should be avoided. Also the abstract has to be 1000 characters or less for the abstract book.
- Next, check the number of authors and the number of distinct affiliations or addresses for the authors. There cannot be more than two affiliations/addresses per author.

If you are satisfied with your entries, press the “..... continue to Step 4” button.

4. You should now be at the “RWS2009 specific Options, File Format, and Author Responsibilities” screen:

Step 4: RWS2008-specific Options, File Format, and Author Responsibilities

Select the appropriate response to each of the following. If you are unsure please check the [RWS2008 Final Manuscript preparation instructions](#).

Statement Of Clearance Approval:

By checking this box, I certify that I and all of my co-authors, have read, understood and agree that:

(1) the information contained in any materials submitted to the IEEE in connection with this Work is not subject to any restriction related to its disclosure, because it is not defense-related, classified, or subject to any other disclosure restrictions by any government, including the United States government, that has authority to restrict the dissemination of such information; (2) any and all necessary authorization(s) from the undersigned's employer(s) for the disclosure of the information discussed in the Work have been obtained; and (3) the foregoing applies to all future versions of the Work, edited by me, an assistant, co-author or any person working with me; (4) I agree to be responsible for any costs incurred by the , MIT-S, IEEE and their agents if the Clearances are disapproved at any time for any reason. If the information is subject to any disclosure restrictions, I certify that all necessary written authorization(s) for its public disclosure have been obtained and are attached herewith. I understand that the IEEE reserves the right to refuse publication of the Work or participation at a conference for failure to certify the foregoing.

Statement Of Copyright Release:

By checking this box, I certify that I and all of my co-authors, have read, understood and agree that:

I/we have completed the required Copyright Form for this manuscript and have submitted the signed form following the instructions in the Authors Guide. I/we, the authors, understand that the copyright for this material must be assigned to the IEEE prior to publication.

Statement Of Compliance:

By checking this box, I certify that I and all of my co-authors, have read, understood and agree that:

this submission complies with the requirements stated in the RWS 2008 author's guide and that we are supplying a .pdf version of this Final Manuscript suitable for uploading onto IEEEExplore as certified by IEEE PDFeXpress. I/we understand that if we do not meet these requirements, our presentation may be deleted from the Symposium.

Statement Of Attendance:

By checking this box, I certify that I and all of my co-authors, have read, understood and agree that:

I/we certify that at least one of the authors of this Final Manuscript is has registered to attend the Symposium and the Registration Confirmation Code has been entered. No more than two papers will be presented for each registration.

This information may be used in RWS2008 documents, publications, and/or correspondence, so please review carefully the information you

You should now review the “Statement Of Clearance Approval”. Please read the document carefully, Final Manuscripts are published without any security restriction. If you agree and can comply with the statement, click the checkbox. There are severe complications in submitting any material that is not cleared for approval, so please be absolutely certain that this requirement is met.

Authors are required to transfer the copyright of the material to the IEEE. If you agree and can comply with the statement, click the checkbox.

One of the authors is required to register, attend and present the paper at the Symposium. Click the check box to certify your agreement to comply with this requirement.

Finally, without a genuine reason acceptable to the Technical Program Chair, failure to comply with any of these requirements will result in your paper being removed from the conference CD-ROM at your (or your sponsoring organization's) expense as well as jeopardizing any future publications in this or related conferences.

If you are satisfied with your entries, press the “..... continue to Step 5” button.

5. You should now be at the “Author List” screen.

Step 5: Author List

Please enter the **Authors** in the order they appear on your submission. **Do NOT use all upper case or all lower case, this information may appear, as you enter it, in official publications.**

Be sure to indicate which **Author**, designated the **Correspondent**, will be responsible for all communications concerning this submission by selecting the appropriate **Correspondent** button.

Also, you must indicate which **Author**, designated the **Presenter**, will be presenting this submission if it is accepted for RWS2008 by selecting the appropriate **Presenter** button.

Author # 1: **CORRESPONDENT** **PRESENTER**

Title:	First/Fore Name: <small>(e.g. Jeff, not jeff or JEFF)</small>	Middle Name(s): <small>(include the period if entering initials)</small>	Last/Sur/Family Name: <small>(e.g. Williams, not williams or WILLIAMS)</small>
<input type="text"/>	<input type="text" value="Sub-Committee 8"/>	<input type="text"/>	<input type="text" value="Rws"/>
International Access Code:	Phone Number:	FAX Number:	
<input type="text" value="United States"/>	<input type="text" value="609-951-0000"/>	<input type="text"/>	
E-mail Address:	<input type="text" value="anywhere@somewhere.com"/>		

Please enter a very brief version of the **Presenter's Biography**:

This information may be used in RWS2008 documents, publications, and/or correspondence, so please review carefully the information you have entered! The completeness and accuracy of this information is your responsibility. Remember: you should NOT use all upper case or all lower case text.

Please contact [Jeremy Muldown](#) if you have any questions.
Please contact [Jeffrey Pond](#) if you encounter server errors or malfunctions.

Please check the entries for the authors in the order they appear on your manuscript. Do not use all upper case or all lower case letters, since this information may appear, just as you enter it, in official publications, and do not use accents or other special characters, subscripts, or superscripts as they may not be reproduced successfully. Be sure to indicate which author is the Correspondent by using the corresponding buttons.

Note that you may designate a co-author to be the corresponding author. However, there can be only one corresponding author per paper, and it is preferably the person who will present the paper at the symposium.

Finally enter a sort biography into the bottom text box that will be used by the session chair to introduce the presenter of the paper.

If you are satisfied with your entries, press the “..... continue to Step 6” button.

6. You should now be at the “Author’s Affiliations and Addresses” screen:

Step 6: Authors' Affiliations and Addresses

Please enter the **Affiliations and Addresses** (Company, Laboratory, University) for the authors of your submission. Be sure to indicate which authors are affiliated with each institution by clicking on the corresponding buttons. **Do NOT use all upper case or all lower case, this information may appear, as you enter it, in official publications.**

Affiliation/Address # 1:

Organization: Department:

City: State/Province: Postal/ZIP Code: Country:

Primary Affiliation: Author's Name: Joseph M. Shmoe
 Michael K. Smith

Affiliation/Address # 2:

Organization: Department:

City: State/Province: Postal/ZIP Code: Country:

Primary Affiliation: Author's Name: Joseph M. Shmoe
 Michael K. Smith

Please enter the Affiliations and Addresses (Company, Laboratory, University etc.) for the authors of your submission. Be sure to indicate which authors are affiliated with each institution by clicking on the corresponding buttons. Do not use all upper case or all lower case, since this information may appear, just as you enter it, in official publications, and do not use accents or other special characters, subscripts, or superscripts as they may not be reproduced successfully.

If you are satisfied with your entries, press the “..... continue to Step 7” button.

7. You should now be at the “Selecting and Uploading Your File” screen:

Step 7: Selecting and Uploading Your File

Use the **Browse...** button to identify the file that you wish to submit. Using the **Browse...** button assures proper location of the file in your file system. The file name will then appear in the text box. Next, select the **Upload my file, ..., confirmation page** button and your file will be transmitted, your registration information will become official, and a confirmation web page will be returned to you.

Please make sure your file size does not exceed the 1.0 MByte limit!

Do not quit your web browser or close this browser window!

If your file is large, it may take some time to complete the upload.

A web page will be returned indicating success or failure of the upload.

*.pdf file to be uploaded:

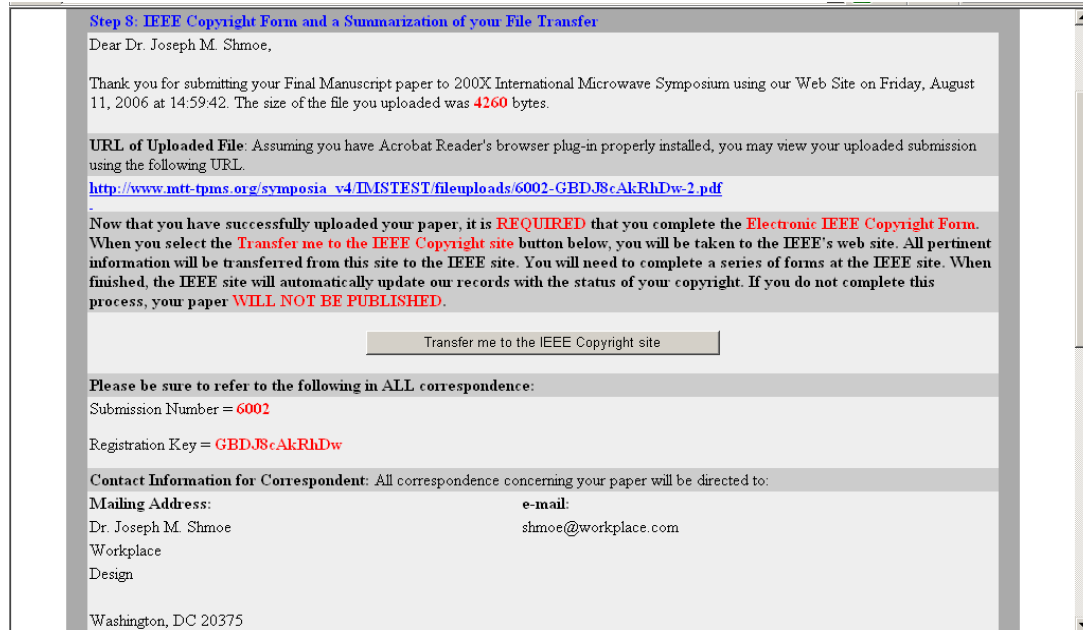
This information may be used in RWS2008 documents, publications, and/or correspondence, so please review carefully the information you have entered! The completeness and accuracy of this information is your responsibility

Please contact Jeremy Muldoon if you have any questions.
Please contact Jeffrey Pond if you encounter server errors or malfunctions.

Use the “Browse...” button to identify the location of the PDFeXpress certified version of your final manuscript. Using the Browse... button assures that the correct location of the file is entered. The file name will then appear in the text box. Next, press the “Upload my file, create the official registration, and return my confirmation page” button and your file will be transmitted, your information will become official,

and a confirmation web page will be returned to you. Please make sure your file size does not exceed the 1 MB limit. Do not quit your web browser or close the browser window. If your file is large, it may take some time to complete the upload.

8. A web page will be returned indicating success or failure of the upload:



If you successfully uploaded your manuscript PDF file, you should now be at the “IEEE Copyright Form ...” screen. An e-mail confirming the receipt of your Final Manuscript will be sent to you automatically. Please note that the paper ID should be used for all future correspondence regarding this manuscript. You may wish to print this page for your records. At the bottom of the page you should see:

Remember, your submission is not complete until you complete the IEEE copyright assignment.

If you are satisfied with the Summary of your submission, press the “Transfer me to the IEEE Copyright site” button and follow the instructions.

The submission process should be self-explanatory. However, if after reading this documentation and the online help screens you are still having problems, support is available via e-mail at muldavin@ll.mit.edu. Please be sure to read the available documentation before requesting help by email. If you encounter any technical problems in the use of this web site, please contact Jeff Pond at jpond@mtt-tpms.org

Updating a Previous Submission:

Updates to Previous Submissions will be accepted only prior to the final paper submission deadline.

Should you wish to update your previous submission, you will need to return to the Final Paper Submission Site, select “Update a Previous Submission” from the

dropdown list and then press the Continue button. You will need to enter your Registration Key in order to identify your submission. In case you have lost your key, please refer to the confirmation email you received when the paper was accepted for presentation at the conference. It is not possible to make changes to your submission without this key. Your registration key will not change after updating your submission so please retain your existing key.

The Update feature can be used as follows:

1) You can officially modify your registration information and/or upload a revised file by completing the entire submission process and entering the changes in the database. For your convenience, the information you entered previously will be preloaded into the web form fields. An update only becomes official when you see the “IEEE Copyright Form ...” screen (Step 8 above). As part of the process, you will need to upload your manuscript PDF file again, even if it has not changed. An e-mail confirming the successful registration of your changes will be sent to you automatically.

2) You can also unofficially edit your registration information without recording it in the database. This feature is provided for your convenience, as you may exit the process whenever you wish and begin again later without losing your intermediate work. Remember, however, that these changes are unofficial (not in the database) until you complete the entire process of updating your submission (including the upload of your PDF manuscript file). An update only becomes official when you see the “Confirmation of your Registration and File Transfer” screen and receive an e-mail confirming the successful registration of your changes.

Withdrawing a Previous Submission:

NOTE: Withdrawing an accepted paper is strongly discouraged. It is our policy that if a paper must be removed after the submission deadline, it will be done at the author's and/or the sponsoring organization's expense.

Should you wish to withdraw your Final paper, you will need to return to the Final Paper Submission Site and select “Withdraw a Previous Submission” from the dropdown list and then press the Continue button. You will need to enter your Registration Key (not the Symposium Registration Number) in order to identify your submission. In case you have lost your key, please refer to the confirmation email received when the paper was initially submitted. It is not possible to withdraw your submission without this key.

A withdrawal only becomes official when you see the “Withdrawal of your Submission” screen. You may wish to print this page for your records. An e-mail confirming the successful withdrawal of your submission will be sent to you automatically. At the bottom of the page you should see:

Your withdrawal is complete.

You may now close this window, exit this web site, or quit your browser.

F) Conference Attendance

The distinguishing feature of conference papers, compared to journals, is that the author presents the material to the delegates who have an opportunity to ask

questions. If it is not possible for an author to attend and present the paper then the paper should be withdrawn.

To assist authors in their preparation for the presentation, the Publications Committee has compiled the following guidance that may be useful.

Additional Information

Oral Presentations at the Symposium

RWS2009 will be providing PCs with data projectors for all sessions. The preferred file format for the presentations is MS Power Point (or equivalent PDF). Please be sure to bring a copy of your presentation on a CD and/or on a USB drive (memory stick). Do not plan on bringing transparencies or 35mm slides since neither overhead projectors nor 35mm projectors will be available. You may wish to use the PowerPoint Template, available on the conference website, to prepare your slides. Plan ahead, practice your presentation, and adhere strictly to the time constraints of your session. Note that a 20-minute talk should last for 17 minutes with 3 minutes allocated to questions.

Poster Session Presentations at the Symposium

The Poster Session provides an opportunity for the presenter to engage in discussion with small groups of interested viewers. Be prepared to answer specific questions and to address details of your work. Software or hardware demonstrations are welcomed and encouraged. For detailed instructions, please see the Poster Session Guide on the conference website.

Final Comment

The heart of the Radio and Wireless Week is the technical program where authors and delegates get together to exchange information and ideas. As authors, your contributions are vital and the RWS2009 Conference Committee thanks you for your support. Please follow these instructions carefully and completely to ensure that your submission will be properly included in the Conference CD-ROM and so that your valuable contribution can be presented in a clear and professional manner for the benefit of all.

Jenshan Lin and Tan Wong
RWS2009 Technical Program Chair and Co-Chair