

## AUTHOR'S GUIDE

### Preparation of Papers in Two-Column Format

Center the Authors Names Here

Center the Affiliations Here

Center the City, State, and Country Here

(it is your option if you want your entire address listed)

#### ABSTRACT

The abstract is a brief (50 - 80 words) synopsis of your paper. Its use is to provide a quick outline of your presentation, giving the reader an overview of the research. This is an important aspect of your paper as it is this description that may attract the reader to continue and finish your full report.

#### INTRODUCTION

These instructions give you basic guidelines for preparing camera-ready (CR) papers for the IITC-MAM. Your paper **may not exceed 3 pages**, including abstract, text, figures and references. The instructions assume that you have computer desktop publishing equipment with several fonts.

Your goal is to follow, as closely as possible, these instructions to assist in publishing a uniform Digest. These instructions have been prepared in the preferred format.

#### TITLE

Center the title on the page so as to run across the upper portions of both columns (as above). The title of the paper is typed in upper and lower case letters. The name(s) of the author(s) and affiliation(s) should follow on separate lines in upper and lower case letters.

#### MAJOR HEADINGS

Major headings are centered in the column. Use capitals and small capitals, if available.

##### *Subheadings*

Subheadings are set in italic or underlined and placed flush on the left-hand margin of the column on a separate line.

*Subsubheading:* subsubheadings are italicized or underlined, indented, and run in at the beginning of the paragraph.

#### HOW TO FORMAT THE PAGE

##### A *Full-Size Camera-Ready (CR) Copy*

Prepare your CR paper in full-size format, on paper size 8 1/2" x 11" (21.5cm x 27.9cm) or A4 size.

##### B. *Fonts*

The best results will be obtained if your computer word-processor has several font sizes. Try to follow the font sizes specified in Table I as best you can. As an aid to gauging font size, 1 point is about 0.35mm. Use a proportional, serif font such as Times or Dutch Roman.

##### C. *Format*

In formatting your paper, set top and bottom margins to 1 inch (25mm) and left and right margins to 0.75 inches (19mm). If you are using A4 paper, set the top margin to 1 inch (25 mm), bottom margin to 1.7 inches (43mm), left margin to 0.75 inches (19mm) and the right margin to 0.55 inches (17mm).

TABLE I  
FONT SIZES FOR CAMERA-READY PAPERS

Font Size	Bold	Italic	Text
10			Main Text, Authors
Affiliations			
10	<b>Yes</b>		Headings, i.e., <b>Abstract</b>
12			Authors' names
14	<b>Yes</b>		Paper title
10		<i>Yes</i>	Subheadings, i.e., <i>Fonts</i>
8			Section titles, references, tables
table			names, table captions; figure
captions,			footnotes, sub-and superscripts

The column width is 3.45 inches (86mm) with 0.2 inches (5mm) space between the two columns.

You should left- and right-justify your columns. On the last page of your paper, try to adjust the lengths of the two columns so that they are the same. Use automatic hyphenation if you have it. Don't forget to check spelling.

**Number each of your submitted pages at the top, right corner, in non-photographic light blue pencil.**

## ILLUSTRATIONS

Position figures and tables at the tops and bottoms of columns if possible. Large figures and tables may span both columns. Figure captions should be below the figures; table captions should be above the tables. Try to place the figures and tables after their first mention in the text. Use the abbreviation (e.g., "Fig. 1") even at the beginning of a sentence. The recommended maximal number of figures per page is six or less. Never exceed 8, they become unreadable.

All halftone illustrations (pictures/photographs) should be clear black and white prints. Do not use photocopies. These illustrations should be furnished within the copy, or if necessary, as separate 8"x10" prints, in which case a blank space of proper proportions must be allowed within the copy. Halftone illustrations not so designated will be placed at the end of the respective paper. Make certain to include a caption in the paper for the illustration as well as to label the illustration on the back.



Fig. 1. This is a sample figure. Captions exceeding one line are arranged like this.

## HELPFUL HINTS

### A. 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 parentheses as shown at the end of this sentence [1]. Number the citations consecutively. The sentence punctuation follows the parentheses. Do not use "Ref. [3]" or "reference [3]" except at the beginning of a sentence.

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.

Give all authors' names; do not use "et al" unless there are six authors or more. Papers that have not been published, even if they have been submitted for publication, should be cited as "unpublished" [4]. Papers that have been accepted for publication should be cited as "in press" [4]. Capitalize only the first

word in a paper title, except for proper nouns and element symbols.

For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation.

### B. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used. Acronyms such as MOSFET, ac and dc do not have to be defined. Redefine acronyms when first used in the text even if they have been defined in the paper.

### C. Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). To make your equations more complex, you may use the solidus (/), the exp function, or appropriate exponents. Italicize Roman symbols for quantities and variables, but not Greek symbols. Use a long dash rather than a hyphen for a minus sign. Use parentheses to avoid ambiguities in denominators. Punctuate equations with commas or periods when they are part of a sentence.

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. When you refer to equations in the text, refer to (1). Do not use "Eq. (1)" or "Equation (1)" except at the beginning of a sentence: Equation (1) is used.

### D. Other Recommendations

Use either one or two spaces between sections, and between text and tables or figures, or to manipulate the column length. Use two spaces after periods at the end of sentences (full stops).

## REFERENCES

- [1] G. Nanz, L.E. Camilletti, IEEE Transactions on Semiconductor Manufacturing, Vol. 8, No. 4, November, 1995, pp. 382-389.
- [2] CRC Handbook of Chemistry and Physics (1992), 73<sup>rd</sup> edition, edited by D.R. Lide, CRC, Boca Raton, Florida.
- [3] H. Takahashi, K. Tokunaga, T. Kasuga, T. Suzuki, "Modeling of chemical mechanical polishing process for three-dimensional simulation," in 1997 Symposium on QMRS Technology Digest of Technical Papers, pp 25-26.
- [4] M. Smith, "Title of paper optional here," unpublished.
- [5] K. Rose, "Title of paper with only first word capitalized," in press.