

Author Instructions for IMS2016

These instructions are intended to guide you through the Summary Paper Submission process for the [2016 International Microwave Symposium](#) (IMS2016). Your summary paper submission is used by the IMS2016 technical program review committee to evaluate the suitability of including your work in the conference. If your paper is accepted, you will be asked to submit your Final Manuscript by 29 February 2016 for publication in the conference digest.

These instructions apply only to 2016 International Microwave Symposium authors. The 2016 RFIC Symposium will be using different paper submission procedures and will have different submission deadlines.

IMS2016 authors have 37 technical areas from which to select, over a dozen of which are applicable to RF, microwave, or millimeter-wave ICs and their technology. Check out the [IMS2016 Call for Papers](#) for the names and additional information for the 37 IMS2016 technical areas. Authors of IC-related papers can also consult the [RFIC Symposium web site](#) for further information. If you are unsure as to whether your paper is best suited to the 2016 International Microwave Symposium or the 2016 RFIC Symposium, please review both web sites.

Important Submission Information:

A few days in advance of submitting a paper, go to the IMS2016 Navigation Center (<https://www.mpassociates.com/ml/account/login.aspx?redirectkey=58>) to create a New User Account (do not wait until 7 December 2015). You will receive an email to verify your account. This verification step may take time.

Important Manuscript Information:

The paper length should be 3 pages for initial submission due 7 December 2015 at 17:00 Central Standard Time (CST) and 3-4 pages for final paper submission due 29 February 2016. The purpose of this is to encourage the timely reporting of the latest industrial research and development results. In addition, university students and researchers may opt for a shorter paper length to reserve a better opportunity to expand their papers for possible journal publications.

Note that there is a 2-Megabyte limit on the PDF file to be uploaded to the web site. Please don't ask for exceptions to these limits!

The abstract entered into the submission system may be used directly in the conference program, on-line content, and other materials and is strictly limited to 150 words; longer abstracts will be rejected. The abstract length in the paper itself does not have that limit and can be longer, if desired.

Double-Blind Reviewing Policy

IMS2016 will continue the double-blind reviewing process used last year. A double-blind review process creates 'anonymity' for both authors and reviewers. The reviewers will not be apprised of the authors' names or affiliations in the submitted manuscript; such information must be redacted from the manuscript before submission.

A double-blind review process is intended to eliminate any perception of bias for or against an author or institution based on name recognition, country, gender, or other characteristics. This helps assure authors of the following:

- All submitted papers are judged equally, based on established evaluation criteria.
- The content and quality of submitted papers are judged and not the authors or their affiliations.

Beyond the obvious need to remove names and affiliations, there are a number of additional changes needed in order to ready it for a double-blind review. For example, as referencing of prior work is required to evaluate a submission, citation of such prior work is still required. However, the text of the submitted manuscript must not use the terms "my" or "our" in referring to prior work but should reference the work in the third person (e.g. "It has been shown that [ref]..."). The author must take every step possible to make the submission anonymous and avoid identification by inference. To make the process as simple as possible we can reduce the procedure to just a few steps:

1. Eliminate names, contact information, and affiliations from title pages (and any place else)
2. Eliminate acknowledgments and references to funding sources.
3. Make sure to use the third person to refer to the authors' own work.
4. Make sure figures do not contain any affiliation related identifier (e.g. logos on hardware or in IC layouts).
5. De-personalize the work by using anonymous text where necessary
6. Remove or depersonalize citations to authors' unpublished work. Remove references to patents filed by authors or their institutions.

Please note that if the paper is accepted, the final archived version of the paper will need to be modified to reinstate the information removed above in your summary submission.

Papers submitted to IMS2016 that disregard these requirements will not be reviewed.

1. Initial Summary Paper

Prospective authors must electronically submit their Summary Manuscript in PDF format by **7 December 2015 17:00 Central Standard Time (7 December 2015 23:00 UTC)**. Authors must use the provided IEEE two-column format that can be found in the Microsoft Word [Summary Submission Template](#). A [LaTeX template](#) is also available. The two-column template is also mandatory for the Final submission. There is no need to submit a copyright form; copyrights are not needed for the initial summary submission.

Authors are required to submit their Summary Manuscript in PDF format. Please convert your submission into PDF using your own conversion software. The Summary paper does not need to be IEEE Xplore compatible.

Note: The paper length should be 3 pages for initial submission due 7 December 2015 and 3-4 pages for final paper submission due 29 February 2016. Note that there is a 2-Megabyte limit on the PDF file to be uploaded to the web site. Please don't ask for exceptions to these limits!

If you are notified that your paper is accepted, the **Final** Manuscript submission must be an IEEE Xplore compatible PDF. Instructions for this conversion will be available after 1 February 2016.

Sometimes authors may encounter difficulties with photographic images and the 2 Megabyte size limit. This usually occurs when pictures are taken using a high-resolution digital camera, and the image is pasted directly into the manuscript. Use compression on photos and figures to reduce the size, and work this out well in advance of the deadline! Some helpful information is listed in SECTION III of the [Summary Submission Template](#).

HOW TO SUBMIT YOUR SUMMARY PAPER

All submissions must be submitted electronically to the [IMS2016 Navigation Center](#) to be considered for the IMS2016 Technical Program.

The submission process consists of four different “steps.” These steps are:

Step 1. Convert paper to PDF format.

Step 2. Go to the [IMS2016 Navigation Center](#) and either Create a New User Account for the submitting author or log in using an existing account.

Step 3. Add New Submission.

- a. Add Participants – Add all the co-authors, speakers and correspondents that you will use on all your submissions. They will then be presented in a dropdown to select from later in the submission process. **You will need Name, Affiliation, Full Address, Phone number, Email address for each person.**
- b. Enter your submissions – *You will be asked to enter the following information to complete a new submission:*
 - Enter your title
 - Select the correspondent
 - Select the list of co-authors
 - Select the speaker
 - Select three Submission Categories – please see the Call for Contributions for a complete list. *These are presented in a dropdown list.*
 - Enter your abstract of 150 words or less
 - Upload a PDF file of the paper
 - Answer presentation preference questions
 - Confirm all organizational approvals
- c. Submit the paper

Step 4. Confirm the PDF file submission is the most current and correct file.

Please read those directions and this document prior to requesting support.

STEP-BY-STEP INSTRUCTIONS FOR THE INITIAL SUMMARY PAPER SUBMISSION

Step 1. Convert your paper to PDF format using your own PDF conversion software. The Summary Manuscript does not need to be IEEE Xplore compatible.

Make sure the paper meets all the guidelines specified in the [Call for Papers](#).

- Paper length – three pages
- PDF file format
- Use the required [template](#)
- **Authors names, affiliations and contact information should NOT be on the paper**

Step 2. Access the submission site by clicking on the [IMS2016 Navigation Center](#) or cut and paste this link (<https://www.mpassociates.com/ml/account/login.aspx?redirectkey=58>) into your browser.

You should now be at the “Login” screen.



IMS
Connecting Minds. Exchanging Ideas.

International Microwave Symposium IMS2016
IEEE 22-27 May 2016 San Francisco, California MDT 5

This login is for IMS Paper Proposals!

Username:

Password:

Log In

[Create a NEW USER ACCOUNT](#)

[Forgot your password?](#)

[Forgot your Username?](#)

[Update your account](#)

a) **Existing User Account:** Please log in using your username and password and skip to Step 3

b) **New User Account:**

- a. If you are performing an IMS2016 Summary Paper submission for the first time, select “Create a NEW USER ACCOUNT” from the list, fill out the form, and then press the Save button. Below is an image of the user account collection form.



International Microwave Symposium IMS2016 IEEE 22-27 May 2016 San Francisco, California

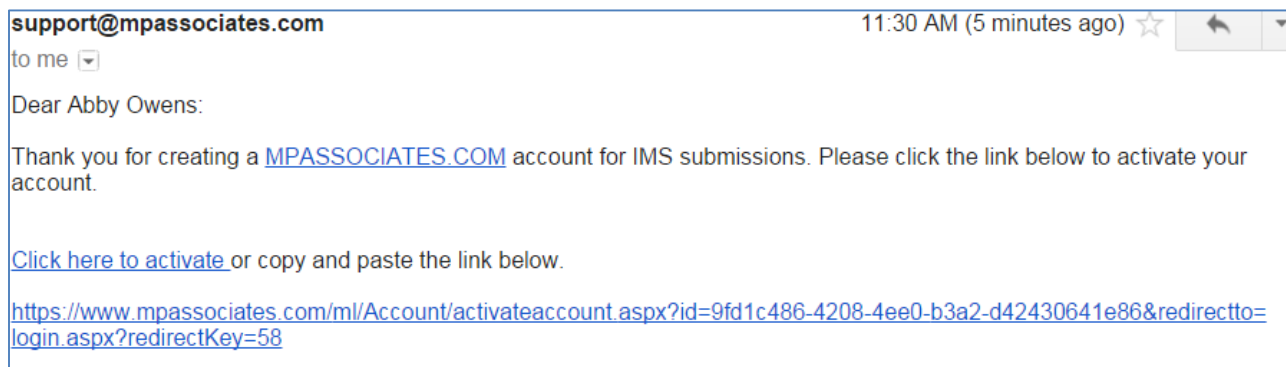
Because your login can be used for paper submission and review, as well as to track your conference registration we need complete contact information. Thank you in advance for your time!

[Privacy Policy](#)

* First Name:
Middle Initial:
* Last Name:
* Company:
Secondary Company:
Title:
* Address 1:
Address 2:
* City:
* State:
Territory/Province:
* ZIP/Post Code:
* Country:
* Phone:
Fax:
* Email:
Username:
Current Password:
New Password:
Confirm Password:

Save

- b. **Activating your new account:** Once you have clicked the SAVE button, an email will be sent to the email address you indicated in the form asking you to activate your account. Please click on the link “Click here to activate.” The below image is an example of the confirmation email.

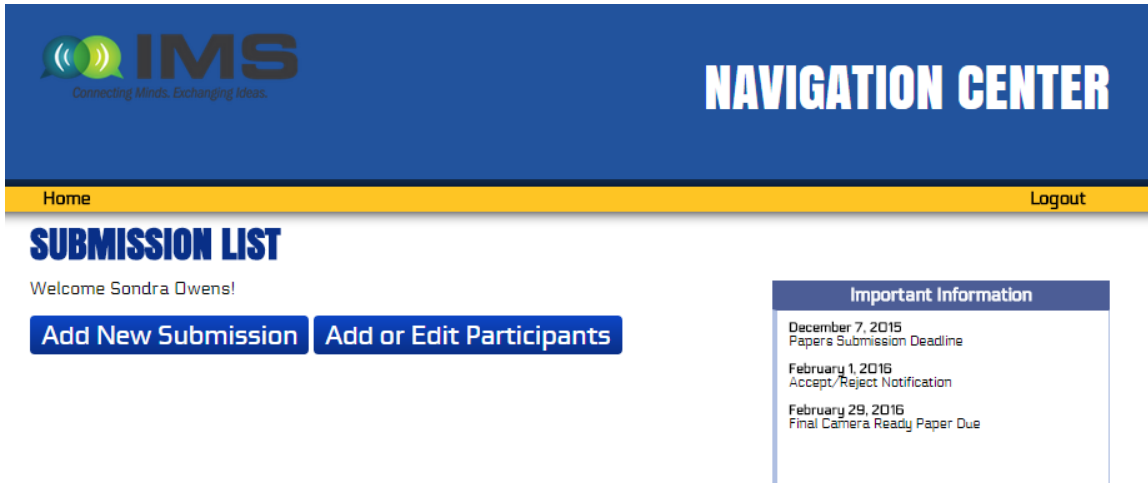


- c. Once you have activated your account, you will be able to log into the Navigation Center. Record your username and password in a safe place. You will need it should you ever want to update or check the status of your submission in the future.

Step 3. Add New Submission:

NOTE: Do not use all upper case or all lower case since this information may appear, as you enter it, in official publications.

- a. Once you log in, you will be on the Navigation Center home page. Please make note of the Important Information on the right side of the page for all deadlines.



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NAVIGATION CENTER

Home Logout

SUBMISSION LIST

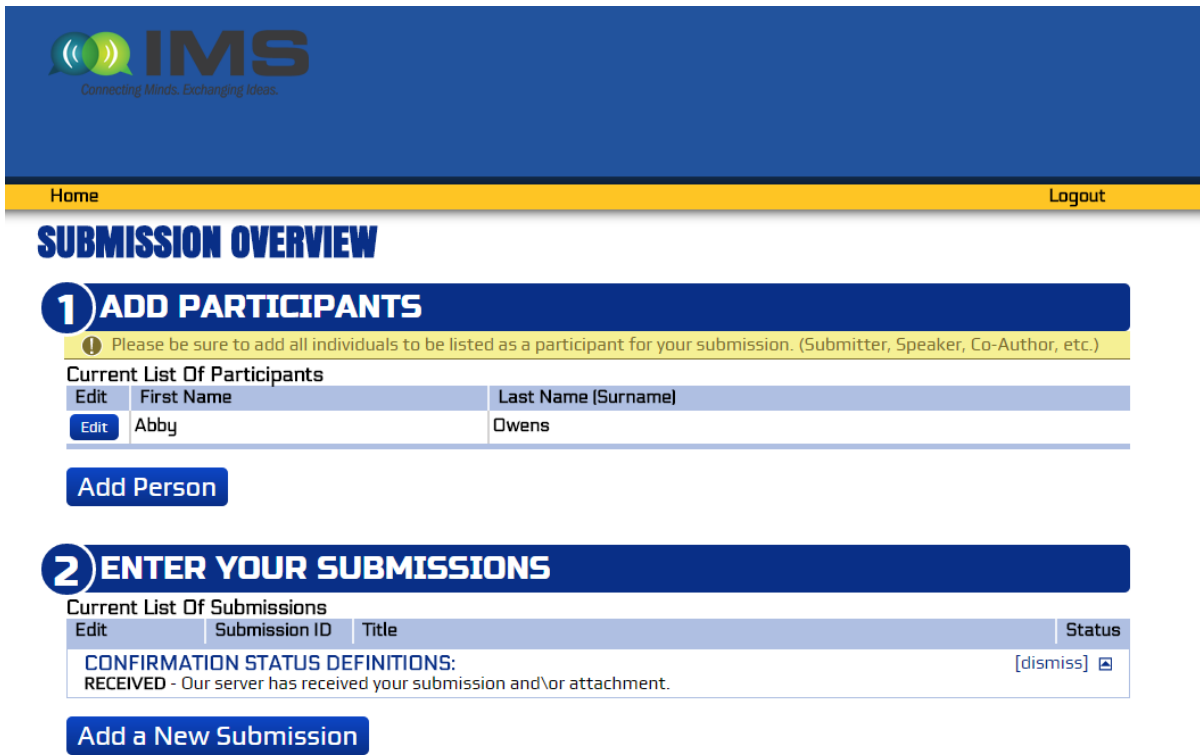
Welcome Sondra Owens!

[Add New Submission](#) [Add or Edit Participants](#)

Important Information

- December 7, 2015
Papers Submission Deadline
- February 1, 2016
Accept/Reject Notification
- February 29, 2016
Final Camera Ready Paper Due

- b. Click “Add New Submission” to start your submission and the below page will display.



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SUBMISSION OVERVIEW

Home Logout

1 ADD PARTICIPANTS

ⓘ Please be sure to add all individuals to be listed as a participant for your submission. (Submitter, Speaker, Co-Author, etc.)

Current List Of Participants

Edit	First Name	Last Name (Surname)
Edit	Abby	Owens

[Add Person](#)

2 ENTER YOUR SUBMISSIONS

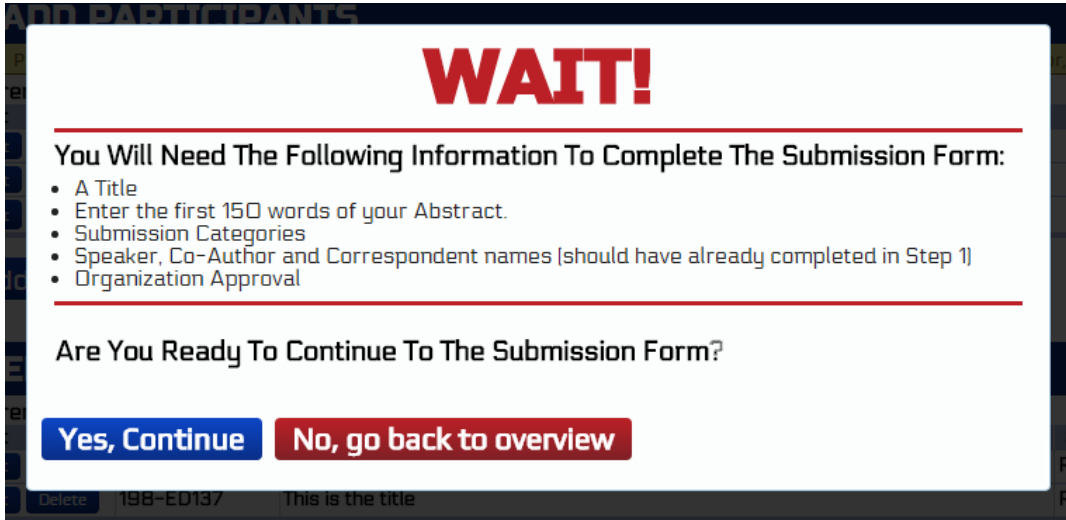
Current List Of Submissions

Edit	Submission ID	Title	Status
CONFIRMATION STATUS DEFINITIONS:			[dismiss]
RECEIVED - Our server has received your submission and/or attachment.			

[Add a New Submission](#)

#1. Add Participants: The system was designed to accommodate individuals that are creating one or multiple submissions, and therefore at the beginning of the process please enter all participants, whether from one or more submissions. Later in the process, you will select the co-authors, speaker and correspondent from the list that you create here. You can edit this list throughout submission period until the deadline end of day on December 7. Click “Add Person” to enter a new individual.

#2. Enter Your Submission: Click “Add a New Submission”, and a box (image presented below) will pop up to make sure you have all the required information. Click “Yes, Continue” to move forward or “No, go back to overview” to enter your submission at a later date. If you click “Yes, Continue” the submission page will open up.



THE SUBMISSION PAGE APPEARS.

#1 Submission Tracking – This information gives you the name of the person responsible for the submission and the date of the submission. You are asked to enter the title of your submission in the text box.

SUBMISSION

1 SUBMISSION TRACKING

! The submitter will be responsible for the submission.

Submitted by: Sondra Owens
09/21/2015

* Title:

#2 Select Correspondent – The correspondent will be the contact for the submission in the event the submitter or speaker is unavailable.

2 SELECT CORRESPONDENT

! The Correspondent will be the contact for the submission in the event that the Submitter or Speaker are unavailable to make decisions.

* Correspondent: | Choose Correspondent ▼

#3 Select Co-Authors – In this section you will use the dropdown menu to select the authors for the submission in the order that you want them to be published in should the submission be accepted. All authors of the submission should have been input during the Add Participants stage. *See page 8, #1 for instructions.*

3 SELECT CO-AUTHORS

Choose Co-Authors in the order in which you would like them to appear in all electronic and printed publications.

Author 1 | Choose Author #1 ▼

Author 2 | Choose Author #2 ▼

Author 3 | Choose Author #3 ▼

#4 Select Speaker – Use the dropdown menu to select the speaker of your submission. The speaker has to be an author of the paper and should have been input during the Add Participants stage. *See page 8, #1 for instructions.*

4 SELECT SPEAKER

The speaker agrees to register, present the submission at conference and will also be the main contact for the submission if it is accepted into the technical program.

* Speaker | Choose Speaker ▼

#5 Topic Area – Use the dropdown menus to select the three topic areas that most clearly describe your submission.

5 TOPIC AREA

Please choose the area(s) which most closely describes your submission from the list below.

* Please select a topic area

-- Select -- ▼

* Please select a second topic area

-- Select -- ▼

* Please select a third topic area

-- Select -- ▼

#6 Enter Abstract – Enter an abstract for your submission of 150 words or less. **NOTE:** *The abstract entered on the submission page must be 150 words or less or it will not be accepted. The abstract in the paper itself does not have a limit and can be of a longer length.*

6 ENTER ABSTRACT

Enter the first 150 words of your Abstract.

* Abstract

Abstract text area

WORD COUNT: 0 WORDS REMAINING: 150

#7 – Upload File - Use the “Choose File” button to identify the file that you wish to submit. The file name will then appear in the box next to the “Choose File” button. Please make sure your file size does not exceed the 2 MB limit. The IMS2016 file guidelines are specified in the [IMS2016 Call for Papers](#). The manuscript must not contain author names per the Double-Blind Review Policy.

7 UPLOAD FILE

400 - 500 words, maximum of 2 pages
.PDF file type only
File size is limited to 4MB.

File Upload:

No file chosen

#8 – Presentation Preference - On the question “Indicate your preferred presentation format,” if you answer the question as “Oral” you will be asked to select your preference for your presentation: Full-length (20-minutes), Short-length (10-minutes), or Interactive Forum. See the [IMS2016 Call for Papers](#) for details about these styles of presentations.

If you are a full-time student and wish to enter your submission in the student paper competition, select the ‘yes’ radio button beside “Enter IMS2016 Student Contest” Student papers contest. Submissions typically specify only two authors: the student, and the student’s academic advisor. Detailed information on student paper guidelines and eligibility can be found at the [IMS2016 Author Web Page](#). Note: Advisor certifications will only be solicited for the selected Student Paper Competition Finalists. Student papers must adhere to the [Student Paper Competition Rules](#).

8 PRESENTATION PREFERENCE

- * Indicate your preferred presentation format:
 - Oral Presentation
 - Interactive Forum
- * Select a presentation length:
 - Full-length (20) minutes
 - Short-length (10) minutes
- * Are you or any of your co-authors members of the IMS2016 Technical Program Review Committee (TPRC)? Required!
 - Yes
 - No
- * Enter IMS2016 Student Contest?
 - Yes
 - No

#9 – Approval Agreement – All submissions are subject to and must agree to six statements. Make sure to read each and certify that you have all the required approvals to make your submission.

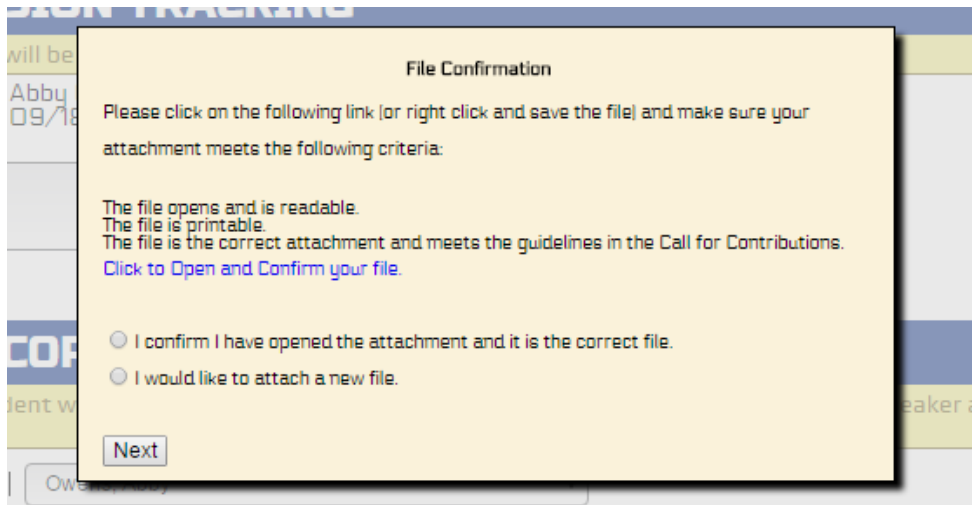
9 APPROVAL AGREEMENT

* Appropriate Organizational approvals AGREEMENT

- By submitting the paper to IMS2016 you agree to the following:
 1. STATEMENT OF CLEARANCE APPROVAL: I certify that (1) the information contained in any materials submitted to the IEEE in connection with the Work is not restricted by U.S. International Traffic in Arms Regulations (ITAR) or any other applicable U.S. export control laws; (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 will be retained by the authors; and (3) the foregoing applies to all future versions of the Work, whether edited by the undersigned, an assistant, co-author or any person working with the undersigned. (4) For jointly authored Works, I agree to act as the authorized agent for the other authors.
 2. STATEMENT OF COPYRIGHT ASSIGNMENT: I certify that I/we will complete the required Copyright Form for this paper as part of this Final manuscript submission process. I/we, the authors, understand that copyright for this material must be assigned to the publisher prior to publication.
 3. STATEMENT OF EXCLUSIVITY: I certify that neither this material nor essentially similar material has been or will be submitted to any other publication or meeting, until after presentation at the Symposium.
 4. STATEMENT OF COMPLIANCE: I certify that my/our submission complies with the letter and spirit of the guidelines found in the Final Manuscript Submission instructions.
 5. STATEMENT OF OBLIGATION: I certify that if this submission is accepted for the Symposium, we are obligated to submit by the deadline in the Call For Papers an IEEE Xplore compliant version of this paper suitable for publication in the Symposium Digest. I/we understand that if we do not meet this deadline our presentation may be deleted from the Symposium.
 6. STATEMENT OF ABSENCE OF PROHIBITED AUTHORS: I certify that none of the authors of this paper are listed on the IEEE Prohibited Authors List.

Click the “Submit” button.

Step 4. Once you have completed the submission form and click on the “Submit” button, a pop up box will appear labelled “File Confirmation.” Please confirm that the pdf file of your submission is the correct and latest version. If you confirm the file, you will be directed to a submission complete confirmation page and then back to your Navigation Center Home page.



Once the submission is complete, it will be listed on the Navigation Center Home page.

The screenshot shows the IMS Navigation Center interface. At the top left is the IMS logo with the tagline "Connecting Minds. Exchanging Ideas." and the text "NAVIGATION CENTER" in large white letters on a blue background. Below this is a yellow navigation bar with "Home" on the left and "Logout" on the right. The main heading is "SUBMISSION LIST" in blue. Below the heading, it says "Welcome Sondra Owens!". There are two blue buttons: "Add New Submission" and "Add or Edit Participants". A table lists a submission with the following data:

	Paper ID	Submission Title	Status [?]	Your Role [?]
View	198-XQ215	Test Title	Paper Received	Submitter

On the right side, there is a box titled "Important Information" containing the following text:

- December 7, 2015
Paper's Submission Deadline
- February 1, 2016
Accept/Reject Notification
- February 29, 2016
Final Camera Ready Paper Due

**Thank you. Your submission is complete.
You may now close this window, exit this web site, or quit your browser.**

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 tpc_chairs@ims2016.org. 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 Sandy Owens at support@mpassociates.com or sandy@mpassociates.com.

SPECIAL NOTE: Please ensure your spam filter is set to allow email from support@mpassociates.com

INSTRUCTIONS FOR EDITING/UPDATING A SUBMISSION

Step 1. Should you wish to edit/update your submission in the future, you will log into the IMS2016 Navigation Center. On the home page there will be a list of your submissions.

The screenshot shows the IMS Navigation Center home page. At the top left is the IMS logo with the tagline "Connecting Minds. Exchanging Ideas." To the right, the text "NAVIGATION CENTER" is displayed in large white letters on a blue background. Below this is a yellow navigation bar with "Home" on the left and "Logout" on the right. The main content area is titled "SUBMISSION LIST" in large blue letters. Below the title, it says "Welcome Sondra Owens!". There are two blue buttons: "Add New Submission" and "Add or Edit Participants". A table lists submissions with columns for Paper ID, Submission Title, Status, and Your Role. The first row shows Paper ID "198-XQ215", Submission Title "Test Title", Status "Paper Received", and Your Role "Submitter". A "View" button is next to the first row. On the right side, there is a box titled "Important Information" containing three dates and events: "December 7, 2015 Paper's Submission Deadline", "February 1, 2016 Accept/Reject Notification", and "February 29, 2016 Final Camera Ready Paper Due".

Paper ID	Submission Title	Status [?]	Your Role [?]
198-XQ215	Test Title	Paper Received	Submitter

Step 2. Click on the “View” button next to the submission you would like to update.

The screenshot shows the IMS Navigation Center submission details page. At the top left is the IMS logo with the tagline "Connecting Minds. Exchanging Ideas." To the right, the text "NAVIGATION CENTER" is displayed in large white letters on a blue background. Below this is a yellow navigation bar with "Home" on the left and "Logout" on the right. Below the navigation bar is a blue button with a left arrow and the text "Back to your Submission List". The main content area is titled "SUBMISSION DETAILS" in large blue letters. Below the title, it says "IMS Details for: 198-XQ215" and "Test Title". It also says "My role for this submission: **Submitter**" and "Status of this submission: **Paper Received**". There are three blue buttons: "Edit Submission Form or Upload Paper", "Correct Your Information", and "View Submitted File". On the right side, there is a box titled "Important Information" containing three dates and events: "December 7, 2015 Papers Submission Deadline", "February 1, 2016 Accept/Reject Notification", and "February 29, 2016 Final Camera Ready Paper Due".

Step 3. There are three options:

- Edit Submission Form or Upload Paper – This allows the submitting author to edit the submission form or upload a new pdf file submission.
- View Submission File – This allows the submitting author to download a copy of the pdf submission to make sure it is the correct file.

- **Correct Your Information** – Opens a box with submitting author full contact information and has a link to allow the submitting author to edit/update personal information.

INSTRUCTIONS FOR WITHDRAWING A SUBMISSION

Withdrawing a submitted submission **AFTER** the submission deadline of December 7, 2015 is strongly discouraged. It is our policy that if a paper must be removed after the final approval date for the Digest (April 1, 2015), it will be done at the author's and/or the sponsoring organization's expense.

If the deadline of December 7, 2015 has passed and you wish to withdraw your submission, please contact Steven Rosenau or Anh-Vu Pham, the Technical Program Committee Co-Chairs by email.

Should you wish to withdraw your submission **BEFORE** the December 7 deadline, you will log into the [IMS2016 Navigation Center](#) and complete the following steps:

1. Click on the “Add New Submission” button.

Home Logout

SUBMISSION LIST

Welcome Sondra Owens!

Add New Submission **Add or Edit Participants**

Paper ID	Submission Title	Status [?]	Your Role [?]
198-XQ215	Test Title	Paper Received	Submitter

[View](#)

Important Information

- December 7, 2015
Papers Submission Deadline
- February 1, 2016
Accept/Reject Notification
- February 29, 2016
Final Camera Ready Paper Due

2. In Section #2, click on the “Delete” button next to the Submission ID and Title of the submission you would like to withdraw from consideration.

Home Logout

SUBMISSION OVERVIEW

1 ADD PARTICIPANTS

Please be sure to add all individuals to be listed as a participant for your submission. (Submitter, Speaker, Co-Author, etc.)

Current List Of Participants

Edit	First Name	Last Name (Surname)
Edit	Sandy	Owens
Edit	Sandy	Owens
Edit	Sondra	Owens

Add Person

2 ENTER YOUR SUBMISSIONS

Current List Of Submissions

Edit	Submission ID	Title	Status
Delete	198-GN826	This is the second title	Received
Delete	198-ED137	This is the title	Received

CONFIRMATION STATUS DEFINITIONS: [dismiss] [x](#)
RECEIVED - Our server has received your submission and/or attachment.

Add a New Submission

3. A popup box will appear asking you if you are sure you want to delete this submission, please click “Ok”

2. Paper Judging & Selection

All summary papers will be ranked and selected by the Technical Program Review Committee (TPRC) during the December 2015 – January 2016 time frame, and all submitting authors will be notified as to whether their paper was accepted or rejected for publication. Historically, the acceptance rate has been close to 50%. Notification will occur no later than 1 February 2016. Please do not call us to find out the status of your submission. We will exercise due diligence and notify you promptly of the outcome, on or before 1 February 2016.

You may log into the [Navigation Center](#) to see all the submission details of the paper and check the status after 2 February 2016 to find the disposition of your submitted paper. An email will also be sent out to all authors with the paper disposition status.

3. Final Manuscript Submissions

All authors who are accepted for publication must submit the Final Version of their paper no later than 29 February 2016. **You must resubmit your paper, even if no changes were made to your initial submission!** The final paper must be prepared in a two-column format and in compliance with the guidelines listed in the MS Word Template. Your Final paper must be converted into IEEE Xplore compatible PDF using the IEEE PDF eXpress site. There is a 3 or 4-page and a 2 Megabyte file size limit on the Final submission. Complete instructions for submitting your final manuscript will be provided after 1 February 2016.

The final paper will appear in the Symposium Digest and on the CD-ROM exactly as submitted. (There are no page charges.) Copyright forms **are required** at this stage of the submission process. Copyright forms will be submitted electronically. During the submission of your Final manuscript, you will be automatically taken to the IEEE electronic copyright form (eCF) web site. Your Final manuscript submission will not be complete without the electronic copyright submission. The copyright process must be completed by the 29 February 2016 deadline.

4 Paper Presentations at the Symposium

For your convenience, detailed instructions and templates for preparing your conference presentation will be available after 29 February 2016 on the Author Information web page to speed up your preparation. During the final Manuscript submission process, you will be **required** to register for the conference and enter your registration number.

5 In Conclusion

We hope that you find the structure and layout of the author submission process easy to use and informative. We'll see you in San Francisco for IMS2016!

Best Regards,

Sandy Owens
IMS 2016 Electronic Submission ePaper Mgt.
support@mpassociates.com

Steven A. Rosenau and Anh-Vu Pham
IMS 2016 TPC Co-Chairs
tpc_chairs@ims2016.org