

## COMCAS 2017 Author Instructions for Summary Submission

This document provides guidance on the submission of your Summary to COMCAS 2017. **The deadline for Summary submissions is 20 May 2017. The COMCAS 2017 Editorial Staff has the right to reject all papers submitted after this date.**

### 1. Summary Submission

Summaries can be submitted as a two to six page free-form text with supporting graphics and data, or as a full paper manuscript (also 2 to 6 pages in length) conforming to the COMCAS 2017 full paper format. Authors of accepted Summaries will be requested to submit a final manuscript conforming to the COMCAS 2017 full paper template. This manuscript will be published in the IEEE COMCAS 2017 Proceedings, which will be made available through *IEEE Xplore*<sup>®</sup> Digital Library.

For those preferring to initially submit a full manuscript in lieu of a free-form text Summary, templates are provided to lay out the full paper manuscript in letter size 8.5 × 11” or in A4 297 × 210mm formats (click links in the Authors Instructions web page to obtain the templates). LaTeX instructions are also provided.

Please note the following requirements:

1. Submit all Summaries to the COMCAS 2017 Summary Submission Web Site (link below) for consideration as a full paper or poster. Authors desiring to submit more than one Summary must repeat the Summary submission process.
2. File format must be PDF. This will be the only format accepted.
3. Limit the submitted document to 10-Megabyte file size, 2 to 6 pages for the short summary or for the full paper. *These limits will be strictly enforced.*
4. Be sure to supply all requested information in the Summary submission process (link provided below).
5. Summaries must be written in English.
6. Summaries may be submitted in one or two column format.
7. Summary title, authors, and their affiliations should be clearly stated at the beginning of the document text. This information will also be entered into the Summary submission system.
8. All submitted summaries will be reviewed by the COMCAS Technical Program Committee to determine acceptance of each submission, and whether the submission should be presented in an oral or poster session. Authors of Summaries accepted for oral or poster presentation will be notified **on or about 3 July 2017**; notices expressing submission rejections will also be sent at this time.
9. COMCAS 2017 will not accept plagiarized content. This includes re-used content from an author's prior publication in a journal, conference proceeding, or earlier COMCAS event.

In submitting a Summary, authors agree that, if their paper is accepted, they will submit a full paper by 4 September 2017, and that at least one author will attend COMCAS 2017 and present the paper or poster.

#### Additional Information for Summary Submission

- At least one presenter from each accepted contribution should register for the COMCAS 2017 Conference in order to be included in the final program. Their full manuscript must likewise have been uploaded into the submission system for publication.
- Expenses for travel and attendance including registration fee, are the responsibility of each presenter.



## 2. How to Submit your Final Manuscript

A complete submission requires the following actions:

1. Create, proofread, and check the layout of your Summary manuscript. Remember, COMCAS 2017 will allow submissions that are either a short summary of 2 to 6 pages in a free form style, or a full paper of 2 to 6 pages in length that conforms to the full paper layout for COMCAS 2017. Links to templates providing guidance on the full paper layout are provided in the Authors Instructions page of the COMCAS Website.
2. Convert your document to a PDF file.
3. Go to the COMCAS 2017 Summary Submission page (below) to input the required information and upload your Summary manuscript.

**All of these actions must be completed prior to the Summary submission deadline of 20 May 2017.**

## 3. Step-by-Step Instructions for Summary Submission

**NOTE:** If you are submitting more than one paper, you will need to repeat the submission process for each paper.

Summary Submissions are handled through the Editor's Assistant (EDAS) Website. To submit your Summary, please follow the steps below.

**Step 1.** Register your submission on the EDAS paper submission system. This is performed at the following link:

<https://edas.info/N23120>

This link should bring you to a page that looks like this:



**EDAS Login for COMCAS 2017**

Your email address

Password

Log on

If you cannot remember your password, you can  reset your password.

If you do not have an EDAS login, you can  create a new account.

If you have difficulties, please contact [help@edas-help.com](mailto:help@edas-help.com). Documentation and other background information can be found [here](#).

EDAS at 172.30.0.206 (Fri, 17 Feb 2017 04:12:37 +0000 UTC) [User using Win10 Firefox 0.0.0.1760.528 sj] Request help

Once you are at this site, you have the choice of 1) registering as a new author on the EDAS system, or 2) if you have already submitted a paper to the EDAS system for COMCAS 2017 or another conference, you may simply enter the email address and password that you already used for EDAS.



Prior users of EDAS will be able to recall their profile information for the COMCAS document submission.

If you are using EDAS for the first time, click **create a new account**. You should then see the following screen where you will fill in information about yourself (only part of the screen is shown):

### Create new account

Create a new EDAS account:

**i** Only the fields marked with a red star (name, affiliation, country, email, status) are required. You may skip all other input fields.

Name	
<b>*Title</b>	Prof. <input type="text"/>
<b>First name (please spell out, i.e., Jane instead of J.)</b>	<input type="text" value="John"/>
<b>Middle initial, if any</b>	<input type="text" value="L."/>
<b>*Last name (mixed case, i.e., Smith instead of SMITH)</b>	<input type="text" value="Doe"/>
<b>Suffix, such as Jr. or III</b>	<input type="text"/>
Affiliation	
<b>*Status (for statistics)</b>	Academia (faculty, postdoc, ..., other than student) <input type="text"/>
<b>*Current affiliation (e.g., University of Testing) - do NOT include street address or country</b>	<input type="text" value="University of the East"/>
<b>Additional affiliation (e.g., XYZ Company)</b>	<input type="text"/>
<b>Country of second affiliation, if different (rarely used)</b>	<input type="text" value="--"/>
<b>Job title (e.g., Associate Professor, Senior Wizard, Research assistant)</b>	<input type="text"/>
<b>Department</b>	<input type="text"/>
Mailing address	
<b>Room</b>	<input type="text" value="202"/>
<b>Street address</b>	<input type="text" value="11 W. Elm St."/>
<b>P.O. box</b>	<input type="text"/>
<b>City</b>	<input type="text" value="Anywhere"/>
<b>U.S. state, if Canada</b>	<input type="text"/>

Be sure to enter the information into the fields marked with a red \*. If there are multiple authors, the information about the additional authors can be entered later, as described below.

After you fill out the above form, at the bottom of the form's page click the EDAS privacy box then click the "Add this person" button as shown below:

Statistical information	
<b>Gender (for statistics)</b>	not specified <input type="text"/>
<b>Reason for needing an EDAS account</b>	<input type="text"/>
<b>I consent to the EDAS privacy policies</b>	<input checked="" type="checkbox"/>
<input type="button" value="Add this person"/>	
<small>* denotes required field</small>	

You will then be sent to the following screen. Depending on the information that you provided, EDAS might display a list of similar names. This is to make sure that the author's information that was just now entered does not correspond to that of an earlier EDAS user. If the author believes that his/her name corresponds to a name in the list, click that name. Otherwise, go to the bottom of the page, click the "This is not a duplicate" box then click the button "Add this person."



### Create new account

Checking email address by contacting the gmail.com. email server. This may take several minutes if the person's email server is slow. Do not resubmit request.  
Trying gmail-smtp-in.l.google.com  
b8657368ep+120@gmail.com verified with sender bounce@edas.info.



For security reasons and to allow conflict-of-interest checking, anonymous email domains are discouraged. Please use a company, university, ACM or IEEE email address. If that is not possible, contact EDAS help.



The following EDAS users with similar names exist already. Please use one of the existing entries if is the same person. If not, check the 'This is not a duplicate' box at the bottom of the list. **Do not create a new entry if the person is now at a different institution or has a different email address; rather, ask the individual to update his or her EDAS record.**

EDAS ID	Name (show)	Affiliation	Email (partial)
8633	Jane Doe	Nowhere University	jdoue* zi
1157247	Jane Doe	Universidad Distrital Francisco Jose de Caldas	...bia.edu
265103	Jane Doe	SMPTE	...
196519	Jane Doe	Stanford	...l.edu
1024883	John Doe	Faculty	...com
1470663	John Doe	University of the East	...gmail.com
241313	John Doe	University of Ottawa	...ail.com
1470051	John Doe	University of the West	...ail.com
8637	John Doe	Ljsdfkij Asdfjskdf JI	...n
1470054	John Doe	University of the East	...mail.com
98104	John Doe	France Telecom R&D	...te.net

1014901	John Doe	KAIST EE	...kr
1470641	John Doe	University of the West	...@gmail.com
229233	John Doe	University of Universe	...org
1433746	Matthew Doe		...otmail.com

This is not a duplicate

Add this person

Once you add the new author, you should see the following screen:

### Create new account

Checking email address by contacting the gmail.com. email server. This may take several minutes if the person's email server is slow. Do not resubmit request.  
Trying gmail-smtp-in.l.google.com  
b8657368ep+120@gmail.com verified with sender bounce@edas.info.



For security reasons and to allow conflict-of-interest checking, anonymous email domains are discouraged. Please use a company, university, ACM or IEEE email address. If that is not possible, contact EDAS help.



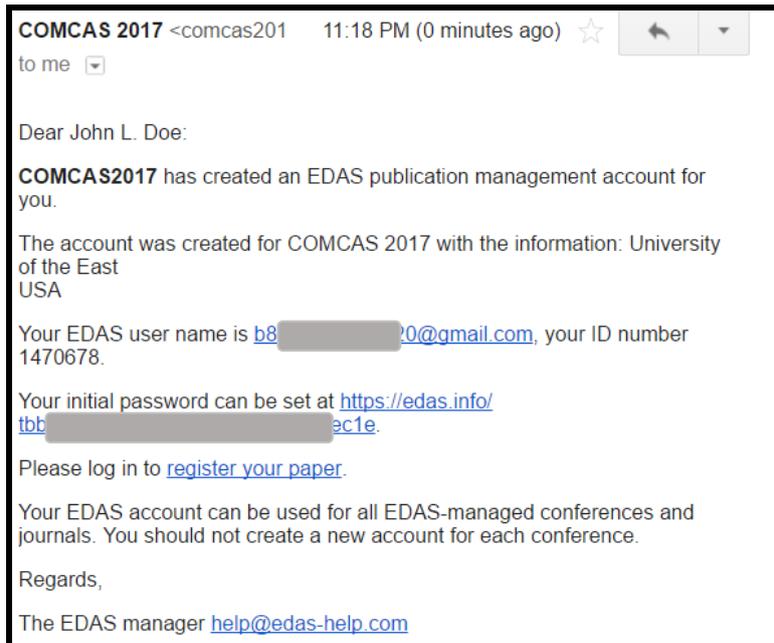
Instructions for setting up the password were mailed to b8657368ep+120@gmail.com. Once you receive it and create your password, you can [login](#).

EDAS at 172.30.0.206 (Fri, 17 Feb 2017 04:18:29 +0000 UTC) [User: 0 using Win10/Firefox 0.0 unknown 0.044/0.512 sj] Request help

When authors make use of email addresses from Gmail, Yahoo, Microsoft, and other popular email services, the EDAS system displays the warning in the above screenshot. You may ignore this warning.

### Step 2. Receive welcome email.

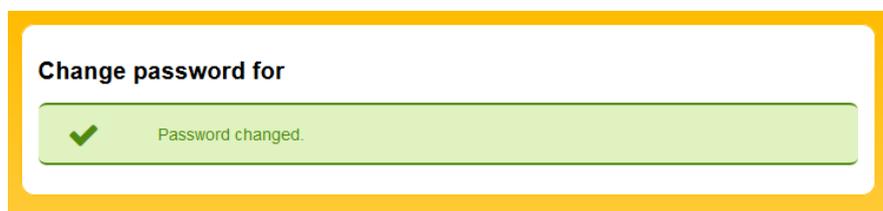
Following the entry of the author information, you will receive the following email (or something resembling this email):



**Step 3.** Set up EDAS account.

The next step is to click the link to set the initial password. This brings you to the following screen:

Please enter your new password and hit the button "Reset password." A successful change will result in the following screen:



**Step 4.** Register your paper.

You may now return to the email you initially received and click the link "register your paper".

This will bring you to the following page (in some cases you need to enter your email address and password), where you will be given a list of conference tracks, one of which you will chose to have your paper presented:



## Register a paper for 2017 IEEE International Conference on Microwave, Communications, Antennas and Electronic Systems

Click on the name of the track to submit a paper, tracks without links are not accepting submissions at this time.

Conference	Track (submit)	Register and submit Review by	Submit full manuscript by
COMCAS 2017	<a href="#">2017 IEEE International Conference on Microwave, Communications, Antennas and Electronic Systems</a>	April 21, 2017 10:00:00 EDT	April 21, 2017 10:00:00 EDT
COMCAS 2017	<a href="#">Antennas, Propagation, and Scattering</a>	April 21, 2017 10:00:00 EDT	April 21, 2017 10:00:00 EDT
COMCAS 2017	<a href="#">Biomedical Engineering</a>	April 21, 2017 10:00:00 EDT	April 21, 2017 10:00:00 EDT
COMCAS 2017	<a href="#">Communications and Sensors</a>	April 21, 2017 10:00:00 EDT	April 21, 2017 10:00:00 EDT
COMCAS 2017	<a href="#">Microwave Systems, Radar, Acoustics</a>	April 21, 2017 10:00:00 EDT	April 21, 2017 10:00:00 EDT
COMCAS 2017	<a href="#">RF/MW Devices and Circuits, RFICs</a>	April 21, 2017 10:00:00 EDT	April 21, 2017 10:00:00 EDT
COMCAS 2017	<a href="#">Signal Processing and Imaging</a>	April 21, 2017 10:00:00 EDT	April 21, 2017 10:00:00 EDT

EDAS at 172.30.1.223 [Thu, 09 Mar 2017 22:02:23 -0500 EST] [User 1477074 using Win10.Chrome 56.0 cached 0.2160.344 s] Request help

Click the appropriate subject track (in the column "Track") in the above list (e.g., "Communications and Sensors", then you will be brought to a screen resembling the following:

## Register a paper for 2017 IEEE International Conference on Microwave, Communications, Antennas and Electronic Systems



**Register paper**

Add authors

Upload Review

**\*Title of paper**

**\*Keywords (between 1 and 10), separated by semicolons**

**\*Paper abstract (between 100 and 150 words)**

**Topics (choose between 0 and 3)**

- Communications and Sensors
- Antennas, Propagation, and Scattering
- Signal Processing and Imaging
- RF/MW Devices and Circuits, RFICs
- Microwave Systems, Radar, Acoustics
- Biomedical Engineering
- Keynotes, Special Speakers, Other

**Add yourself as author (you can add others later)**

\* denotes required field



Be sure to enter the unique title of the Summary, keywords or keyword expressions (separated by semicolons), and the abstract (100 to 150 words). This title must match the title in the submitted document. Note the abstract is a short description of the paper – it is NOT the same as the Summary document that you will submit as part of this process (described below). You may also select the form of English you want to use (for spell checking). The "Presentation Preference" box contains a drop down menu letting the reviewers know your preference for an oral or poster presentation, but the reviewers will make the ultimate decision on oral presentations. You also need to select the check box corresponding to the subject matter of your Summary. This will enable the COMCAS team to assign the appropriate reviewers to your submission. You may check from one to three boxes if you believe the subject matter of your paper spans multiple fields. If you are an author, be sure to check the "Add yourself as author" button, then click the Submit button. Note additional authors can be added later, as described in Step 5.

The next screen should resemble the following:

**Register a paper for 2017 IEEE International Conference on Microwave, Communications, Antennas and Electronic Systems**

Checking email address by contacting the gmail.com. email server. This may take several minutes if the person's email server is slow. Do not resubmit request.  
Trying gmail-smtp-in.l.google.com  
b8657368ep+120@gmail.com verified with sender bounce@edas.info.

The paper was recorded.

1 2 3 4  
**Register paper** Add authors Upload Review Upload final manuscript

All authors must be added to the paper record. You can [add authors](#) or [upload the manuscript](#).

bib

Property	Change Add	Value																				
Conference and track		2017 IEEE International Conference on Microwave, Communications, Antennas and Electronic Systems - 2017 IEEE International Conference on Microwave, Communications, Antennas and Electronic Systems																				
Authors		<table border="1"> <thead> <tr> <th>Name</th> <th>ID</th> <th>Edit</th> <th>Flag</th> <th>Affiliation (edit for paper)</th> <th>Email</th> <th>Country</th> <th>Email</th> <th>Move authors</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>John Doe</td> <td>1470678</td> <td></td> <td></td> <td>University of the East</td> <td>b [redacted]@gmail.com</td> <td>USA</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	ID	Edit	Flag	Affiliation (edit for paper)	Email	Country	Email	Move authors	Delete	John Doe	1470678			University of the East	b [redacted]@gmail.com	USA			
Name	ID	Edit	Flag	Affiliation (edit for paper)	Email	Country	Email	Move authors	Delete													
John Doe	1470678			University of the East	b [redacted]@gmail.com	USA																
Title		Here Is A Test Paper for COMCAS																				
Abstract		This is a test paper for COMCAS.																				
Keywords		test.EDAS system																				
Topics		RF/MW Devices and Circuits, RFICs																				
Status		Pending (no manuscript)																				
Review		Can upload 6 pages (type) until April 20, 2017 23:59:00 EDT.																				

**Step 5. Adding more authors.**

The above page contains various buttons and parameters that enable you to control the information in your submission. If you wish to add more authors to the submission, simply click the + box in the Authors row. This will result in the following screen:



Add author to #1570342687: Here Is A Test Paper for COMCAS

1 Register paper    2 Add authors    3 Upload manuscript

Name, EDAS ID or email address of author  
... or select from co-author list

-- select from co-authors --  
Add author

EDAS at 172.30.0.206 (Thu, 16 Feb 2017 23:30:08 -0500 EST) [User: 1470678 using Win10.Chrome.56.0 cached:0.64890.242.g] Request help

At this point enter the email address of the additional author. This can be an email address already registered in the EDAS system (assuming the additional author already used EDAS) – if so, a list of possible co-author names is provided in the drop down menu for you to select from. Otherwise, this email address can be that of a new author who has not used EDAS before. Once you add the additional author information, the following screen will be shown:

Add author to #1570342687: Here Is A Test Paper for COMCAS

1 Register paper    2 Add authors    3 Upload manuscript

Title Mrs. ▾  
\*First name (please spell out, i.e., Jane instead of J.) Mary  
Middle initial, if any  
\*Last name (mixed case, i.e., Smith instead of SMITH) Smith  
\*Affiliation University of the North  
Department  
\*Country USA ▾  
\*Email address b @gmail.com  
\*Status Student ▾  
Add this person  
\* denotes required field

Name	ID	Edit	Flag	Affiliation (edit for paper)	Email	Country	Email	Move authors	Delete
John Doe	1470678			University of the East	i @gmail.com	USA			

You can add another author or upload the manuscript.

EDAS at 172.30.0.206 (Thu, 16 Feb 2017 23:31:17 -0500 EST) [User: 1470678 using Win10.Chrome.56.0 cached:0.65690.277.g] Request help

Once you believe that the corresponding information in the above screen is correct, hit the button "Add this person". You will then see a screen resembling the following:



**Add author to #1570342687: Here Is A Test Paper for COMCAS**

1 Register paper    2 Add authors    3 Upload manuscript

Checking email address by contacting the gmail.com. email server. This may take several minutes if the person's email server is slow. Do not resubmit request.  
Trying gmail-smtp-in.l.google.com  
b8657368ep+121@gmail.com verified with sender bounce@edas.info.

An account for **Mary Smith** was added.

Name	ID	Edit	Flag	Affiliation (edit for paper)	Email	Country	Email	Move authors	Delete
John Doe	1470678			University of the East	b8657368ep+121@gmail.com	USA			
Mary Smith	1470681			University of the North	b8657368ep+121@gmail.com	USA			

You can add another author or upload the manuscript.

EDAS at 172.30.0.206 (Thu, 16 Feb 2017 23:32:44 -0900 EST) [User: 1470678 using Win10.Chrome 56.0 cached 0.1120.810 s] Request help

At this point, you can repeat the above process and add as many authors as you wish.

**Step 6.** Uploading the Summary document.

Once you are ready, you may upload the Summary document by hitting the link "upload the manuscript" in the above screen. This will bring you to the following screen:

**Upload manuscript for #1570342687: Here Is A Test Paper for COMCAS**

1 Register paper    2 Add authors    3 Upload manuscript

You can now upload your **Review** for *Here Is A Test Paper for COMCAS* until **April 20, 2017 23:59:00 EDT**.

You can upload the following file types: PDF.

To convert other file formats, such as Microsoft Word, to PDF, you can use online services. Examples include [Adobe](#), [PDFonline](#) or [FreePDFConvert](#). There is also free or cheap software that installs as a printer driver and performs that conversion, including [PrimoPDF](#).

The file cannot exceed 6 pages.

**Send email notification to authors**

**File name**  Test Paper 2.pdf

or, alternatively, **URL for file (e.g., Dropbox, Box or Google Drive)**

EDAS at 172.30.0.206 (Thu, 16 Feb 2017 23:33:21 -0900 EST) [User: 1470678 using Win10.Chrome 56.0 cached 0.1520.786 s] Request help

Now hit the "Choose File" button, which will bring up your computer's folders. Navigate to the file containing your Summary Submission, then hit the "Upload PDF" button. **YOUR SUMMARY MUST BE IN PDF FORMAT.** Once it is uploaded, you will see the following screen:



**Upload manuscript for #1570342687: Here Is A Test Paper for COMCAS**

The paper has 2 pages, has a paper size of 8.5x11 inches (letter), using PDF version 1.5, created by PScript5.dll Version 5.2.2.

The paper title *Here Is A Test Paper for COMCAS* was not found in the paper. (This is only a warning and may be mistaken if the title contains special characters.) [Lorem ipsum "Neque porro quisqu](#)

The file has been uploaded.

Property	Change Add	Value																														
Conference and track		2017 IEEE International Conference on Microwave, Communications, Antennas and Electronic Systems - 2017 IEEE International Conference on Microwave, Communications, Antennas and Electronic Systems																														
Authors		<table border="1"> <thead> <tr> <th>Name</th> <th>ID</th> <th>Edit</th> <th>Flag</th> <th>Affiliation (edit for paper)</th> <th>Email</th> <th>Country</th> <th>Email</th> <th>Move authors</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>John Doe</td> <td>1470678</td> <td></td> <td></td> <td>University of the East</td> <td>bc...@gmail.com</td> <td>USA</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mary Smith</td> <td>1470681</td> <td></td> <td></td> <td>University of the North</td> <td>bc...@gmail.com</td> <td>USA</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	ID	Edit	Flag	Affiliation (edit for paper)	Email	Country	Email	Move authors	Delete	John Doe	1470678			University of the East	bc...@gmail.com	USA				Mary Smith	1470681			University of the North	bc...@gmail.com	USA			
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Review		<table border="1"> <thead> <tr> <th>Document (show)</th> <th>Pages</th> <th>File size</th> <th>Changed</th> <th>Check format / Report problem</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td></td> <td>2</td> <td>91,810</td> <td>February 16, 2017 23:34:36 America/New_York</td> <td></td> <td></td> </tr> </tbody> </table> <p>paperitle The paper title <i>Here Is A Test Paper for COMCAS</i> was not found in the paper. (This is only a warning and may be mistaken if the title contains special characters.) <a href="#">Lorem ipsum "Neque porro quisqu</a></p>	Document (show)	Pages	File size	Changed	Check format / Report problem	Delete		2	91,810	February 16, 2017 23:34:36 America/New_York																				
Document (show)	Pages	File size	Changed	Check format / Report problem	Delete																											
	2	91,810	February 16, 2017 23:34:36 America/New_York																													

Remember, the EDAS system creates many types of warnings. In the above example, because the submitted paper was a test document, the document did not contain the title that was entered in the Summary Submission description. To prevent such a warning, be sure that you had entered in EDAS' Summary Submission process a title that matches the title contained in your paper (see the screenshot on page 6).

**Step 7.** Completing the submission and making further changes.

The above steps complete the Summary Submission process. At this point you may click the drag down menu item "Logout" from the top-level Home menu item.

If you need to return to the Submission Management page (which resembles the above screenshot), simply log into your account at <https://edas.info/N23120> and select the appropriate menu item. At this point, you may resubmit your Summary document (if you made changes to it), add authors, change author information, etc. You can resubmit your Summary document by clicking the cloud icon near the lower left of the screenshot of the screen above.



If you need additional information about the EDAS system, please refer to the following links:

<https://edas.info/doc/newUser.html>

<https://edas.info/doc/authors.html>

**In conclusion**

We hope that you find the submission process easy. We look forward to seeing you at COMCAS 2017!

Best Regards,

Amir Boag, *Technical Program Chair, COMCAS2017 Technical Program Committee*

Ben Epstein, *Publications Chair, COMCAS2017*

Shmuel Auster, *Conference Chair, COMCAS2017*