



COMCAS 2015 Author Instructions for Full Manuscript Submission

This document provides guidance on the submission of your Manuscript to COMCAS 2015. You may wish to print out these instructions and read them before starting the submission process. These instructions apply only to COMCAS 2015. This document therefore provides guidance on the preparation of your Manuscript prior to its submission.

The deadline for full Manuscript submissions is 20 September 2015. The COMCAS2015 Editorial Staff has the right to reject all papers submitted after this date.

1. Manuscript Submission

Authors of accepted Summaries are requested to submit a final and full Manuscript conforming to your choice of one of the three COMCAS 2015 full paper templates corresponding to paper size 8.5 x 11" or 297 x 210mm A4 formats. These templates are provided at:

<http://www.comcas.org/Program/CallforPapers.aspx>

and are offered for Microsoft Word and LATEX users. The submitted Manuscript will be published in the IEEE COMCAS 2015 Proceedings, which will be available through *IEEE Xplore*, as well as in media distributed to COMCAS 2015 attendees.

Please note the following in the preparation of your Manuscript:

1. File format must be PDF. This will be the only format accepted
2. Limit the submitted document to 2-Megabyte file size, 5 pages maximum. These limits will be strictly enforced. Ensure that any graphic images in your Manuscript do not cause your document to exceed this size limit.
3. Be sure to supply all requested information in the Manuscript submission process (link provided below).
4. Manuscripts must be written in English.
5. Manuscript title, authors, and their affiliations should be clearly stated at the beginning of the document text. This information will also be entered into the Manuscript submission system.
6. Submit all Manuscripts to the COMCAS 2015 Manuscript Submission Web Site (link below). Authors desiring to submit more than one Manuscript must repeat the Manuscript submission process.
7. All submitted Manuscripts will be reviewed by the COMCAS Editorial Committee to assure that the content and layout of the document meet the high standards of COMCAS 2015.

In submitting a Manuscript, the document's authors agree that at least one author will attend COMCAS 2015 and present the paper or poster. **The presenting author must register for COMCAS 2015 by 30 September.** Expenses for travel and attendance, including registration fee, are the responsibility of each presenter.

2. Preparing your Final Manuscript

A complete submission requires the following actions:

1. Create, proofread, and check the layout of your final Manuscript. Remember, the layout must conform to the COMCAS 2015 Word or LATEX templates provided on the COMCAS 2015 Website. Page count is up to five pages.
2. Convert your document to a PDF file. You may use your own tool, or the PDF eXpress™ service which is also provided to you.

3. Go to the COMCAS 2015 Manuscript Submission page to input the required information and upload your final Manuscript. (Instructions on this last step will be provided 1 September 2015).

3. Using PDF eXpress

The service PDF eXpress™ is now available free of charge to authors who plan to submit their Manuscripts to COMCAS 2015. PDF eXpress enables authors to 1) check their PDF files for conformance with IEEE Xplore, and 2) convert Microsoft Word or LATEX files to an IEEE Xplore-compliant PDF document.

ALL AUTHORS ARE ENCOURAGED TO MAKE USE OF THE PDF eXPRESS SERVICE TO ENSURE THAT THEIR MANUSCRIPT WILL BE PROPERLY PRESENTED IN IEEE XPLORE. FAILURE TO SUBMIT AN IEEE XPLORE-COMPLIANT DOCUMENT WILL RESULT IN THE WITHDRAWAL OF THE PAPER FROM IEEE XPLORE.

First-time users of PDF eXpress need to register with the service as follows:

- 1) Go to the Web address <http://www.pdf-express.org/> then click "New Users - Click Here"
- 2) Then enter
 - 34947X for the Conference ID
 - your email address
 - a password
- 3) Continue to enter information as prompted.

A confirmation will be displayed and an email confirmation will be sent verifying your account setup. If you have used PDF eXpress in the past, you do not need to set up a new account; use your prior account information to access PDF eXpress (but with the new Conference ID for COMCAS 2015). Once you are in the PDF eXpress site, follow the instructions on how to upload your Manuscript.

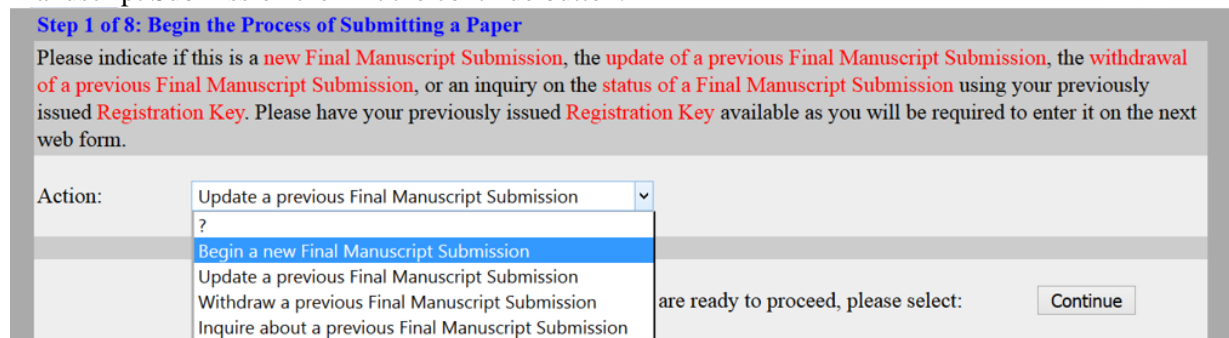
WARNING: Uploading your MANUSCRIPT to PDF eXpress is NOT the same as uploading your Manuscript to COMCAS 2015. These are completely separate processes.

4. Uploading your Final Manuscript

Step 1: Go to the link

http://www.mtt-tpms2.org/symposia_v6/COMCAS2015/start.html

Once you are at the site, the home page provides a drop down menu. Select Begin a new Final Manuscript Submission then hit the continue button:



Step 1 of 8: Begin the Process of Submitting a Paper

Please indicate if this is a **new Final Manuscript Submission**, the **update of a previous Final Manuscript Submission**, the **withdrawal of a previous Final Manuscript Submission**, or an inquiry on the **status of a Final Manuscript Submission** using your previously issued **Registration Key**. Please have your previously issued **Registration Key** available as you will be required to enter it on the next web form.

Action:

- Update a previous Final Manuscript Submission
- ?
- Begin a new Final Manuscript Submission**
- Update a previous Final Manuscript Submission
- Withdraw a previous Final Manuscript Submission
- Inquire about a previous Final Manuscript Submission

are ready to proceed, please select:

Step 2: You should now be at the “Registration Key” screen. Type in the same registration key used for your earlier Summary Manuscript submission. Note your paper acceptance email also contains your registration key. You will also need this key should you ever want to update or withdraw your submission in the future. A screen with a sample registration key entered is shown as follows:

Step 2: Registration Key:

Please enter the submission **Registration Key** of the original submission you are updating.

Registration Key:

Your **Registration Key** will **not change** after updating your submission so please **retain** your **Registration Key!**

Warnings:

The **Update** feature can be used as follows:

- to **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 receive a return web page entitled **Summary of your Submission and Confirmation of your File Transfer**.

You must enter the correct Registration Key as assigned to you during your Summary Manuscript submission and reprinted in your acceptance email. You cannot complete the Final Manuscript submission process without it.

Step 3: You should now be at the “Title, Abstract, # of authors, and # of affiliations” screen. Information entered during your Summary submission will be displayed. Make any changes and/or correct errors before continuing. Please note that your abstract should be no more than 1000 characters long and be essentially the same as that contained in your summary manuscript. If you like, you may copy and paste the abstract from your MS Word document (only special characters supported by the UTF-8 Unicode character set will be supported). Check the pasted text carefully for encoding errors and edit as needed. Information entered here will be used “as is” in official conference publications. Please check carefully for errors.

IMPORTANT NOTES:

- The abstract must be 1000 characters or less or it will not be accepted.
- Do not use all upper case or all lower case since this information may appear, as you enter it, in official publications. The software is programmed to check and reject improperly formatted text.

Step 3: Title, Abstract, Keywords, # 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 Presentation Title Here

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

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

At this point you may update the keywords, number of authors and the total number of affiliations:

Keyword 6:	<input type="text"/>
Keyword 7:	<input type="text"/>
Keyword 8:	<input type="text"/>

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:

Please select the total **Number of Affiliations/Addresses**. Note that up to two Affiliations/Addresses per author are allowed (to accommodate those authors who have a joint appointment with two organizations). 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:

This information may be used in COMCAS2015 documents, publications, and/or correspondence, **so please review carefully the information you have entered! The completeness and accuracy of this information is your responsibility**

Step 4: You should now be at the "COMCAS 2015 specific options, file format, and author responsibilities" screen. You should now review the "Statement Of Clearance Approval". Please read the document carefully, as final papers will be accessible internationally. If you agree and can comply with the statement, click the checkbox. On rare occasions, a few authors have encountered problems in getting permission to publish a paper after being accepted for publication. *It is our policy that if a paper must be removed after the final approval date for the distributed conference media (14 October 2015), it will be done at the author's and/or the sponsoring organization's expense.*

Next, you should review the "Statement of Copyright Release". You must state that you, or a designated officer, understand that copyright assignment is required and will submit a copyright transfer form electronically on or before 30 September 2015. Copyright submission instructions are provided later in this document. If the copyright transfer is not completed, COMCAS 2015 and IEEE will be unable to publish your paper.

Finally, you should review the "Statement Of Compliance". If you agree and can comply with the statement, click the checkbox. If you cannot comply with the statement, you will not be able to submit a paper to COMCAS 2015.

A screen shot of the statement form is shown as follows. Be sure to check the boxes as indicated to proceed with your manuscript upload. Hit the continue button at the bottom of the screen once the boxes are checked.

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 COMCAS2015, MTT-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 paper and have followed the instructions in the COMCAS 2015 Website for submitting the copyright form. I/we, the authors, understand that 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: If my/our submission does not comply with the letter and spirit of the guidelines found in the COMCAS 2015 final manuscript submission instructions, then our submission may be arbitrarily truncated or rejected without review. Paper formats will follow the provided templates to conform to publication in IEEE Xplore.

Statement Of Obligation:

By checking this box, I certify that I and all of my co-authors, have read, understood and agree that: We are obligated to submit by the deadline in the COMCAS 2015 final manuscript submission instructions a version of the final manuscript suitable for publication in the IEEE Xplore. I/we understand that if we do not meet this deadline, our presentation may be deleted from the Symposium. We also commit to registering at least one author listed in our final manuscript. Registration of the author will occur prior to the registration deadline described in the COMCAS 2015 website, and include payment of applicable registration fees.

This information may be used in COMCAS2015 documents, publications, and/or correspondence, **so please review carefully the information you have entered! The completeness and accuracy of this information is your responsibility**

Step 5: You should now be at the “Author List” screen. Information entered during your Summary submission will be displayed. Make any changes or correct any errors before continuing. Please enter the authors in the order they appear on your submission. Do not use all upper case or all lower case. Likewise, avoid the use of accents or other special characters, subscripts, or superscripts as they cannot be reproduced successfully. This information may not appear, as you entered it, in official publications. Be sure to indicate which author is the Correspondent. The Correspondent Author is the person responsible for all communications concerning this submission, and is indicated by selecting the appropriate Correspondent button (see screen shot below). Note that you may designate a co-author to be the corresponding author. However, there can be only one Correspondent Author per paper, and it is preferably the person who will present the paper at the symposium.

Be sure to indicate which author is the Presenter; this is the person responsible for presenting the paper at the conference. The Presenter is selected by the appropriate button, as shown in the screen shot below. Also provide a short biography of the Presenter. This biography will be used by the Session Chair at the time the paper is presented. Once completed, click the Continue button.

Also, you must indicate which author, designated the **Presenter**, will be presenting the submission if it is accepted for COMCAS2015 by selecting the appropriate **Presenter** button.

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

Title: First/Fore Name: Middle Name(s): Last/Sur/Family Name:
(e.g. Jeff, not jeff or JEFF) (include the period if entering initials) (e.g. Williams, not williams or WILLIAMS)

Dr. John H. Doe

International Access Code: Phone Number:
 United States +12125551212

E-mail Address: john_doe@techintitute.com

Author # 2: **CORRESPONDENT** **PRESENTER**

Title: First/Fore Name: Middle Name(s): Last/Sur/Family Name:
(e.g. Jeff, not jeff or JEFF) (include the period if entering initials) (e.g. Williams, not williams or WILLIAMS)

Prof. Mary L. Smith

International Access Code: Phone Number:
 France +33144111111

E-mail Address: marysmith@sciencecollege.fr

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

John Doe..... Mary Smith.....

This information may be used in COMCAS2015 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.

Save this information in a temporary file and continue to Step 6

Step 6: You should now be at the “Author’s affiliations and addresses” screen. Information entered during your Summary submission will be displayed. Make any changes or correct any errors before continuing. Please enter the Affiliations and Addresses (Company, Laboratory, or University) for the authors of your submission. Be sure to indicate which authors are affiliated with each institution by clicking on the corresponding buttons. Remember, do not use all upper case or all lower case. Likewise, avoid the use of accents or other special characters, subscripts, or superscripts as they cannot be reproduced successfully. This information may not appear, as you entered it, in official publications.

Step 7: You should now be at the “Upload manuscript PDF file” screen. Use the Browse... button to identify the file that you wish to submit. If you used PDF-eXpress, the manuscript file to be uploaded is the file that was generated by PDF-eXpress. 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, select the “Upload my file, create the official registration, and return my confirmation page” button. Your file will then 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 MB 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.

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 2.0 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: No file selected.

This information may be used in COMCAS2015 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 [Ben Epstein](#) if you have any questions.
Please contact [Jeffrey Pond](#) if you encounter server errors or malfunctions.

Step 8: If you successfully uploaded your manuscript PDF file, you should now be at the “IEEE Copyright Form and Summary of your File Transfer” screen. The IEEE Electronic Copyright form is a feature that we hope you will find quick and convenient. It eliminates the downloading, printing, signing, and mailing/faxing of a hard copy of the IEEE Copyright form.

Step 8: IEEE Copyright Form and a Summarization of your File Transfer

Dear [REDACTED]

Thank you for submitting your Final Manuscript paper to The 2015 IEEE International Conference on Microwaves, Communications, Antennas, and Electronic Systems using our Web Site on Sunday, August 23, 2015 at 15:46:18. The size of the file you uploaded was **98756** bytes.

URL of Uploaded File: Assuming you have Acrobat Reader's browser plug-in properly installed, you may view your uploaded submission using the following URL.

http://www.mtt-tpms2.org/symposia_v6/COMCAS2015/fileuploads/1151-PFJOnCInYuYq-2.pdf

Now that you have successfully uploaded your paper, it is **REQUIRED** that you complete the **Electronic IEEE Copyright Form**. When you select the **Transfer me to the IEEE Copyright site** button below, you will be taken to the IEEE's web site. All pertinent information will be transferred from this site to the IEEE site. You will need to complete a series of forms at the IEEE site. When finished, the IEEE site will automatically update our records with the status of your copyright. If you do not complete this process, your paper **WILL NOT BE PUBLISHED**.

Please be sure to refer to the following in ALL correspondence:

Submission Number = **xxxx**

Registration Key : **XXXXXXXXXXXX**

Contact Information for Correspondent: All correspondence concerning your paper will be directed to:

Mailing Address:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

e-mail:

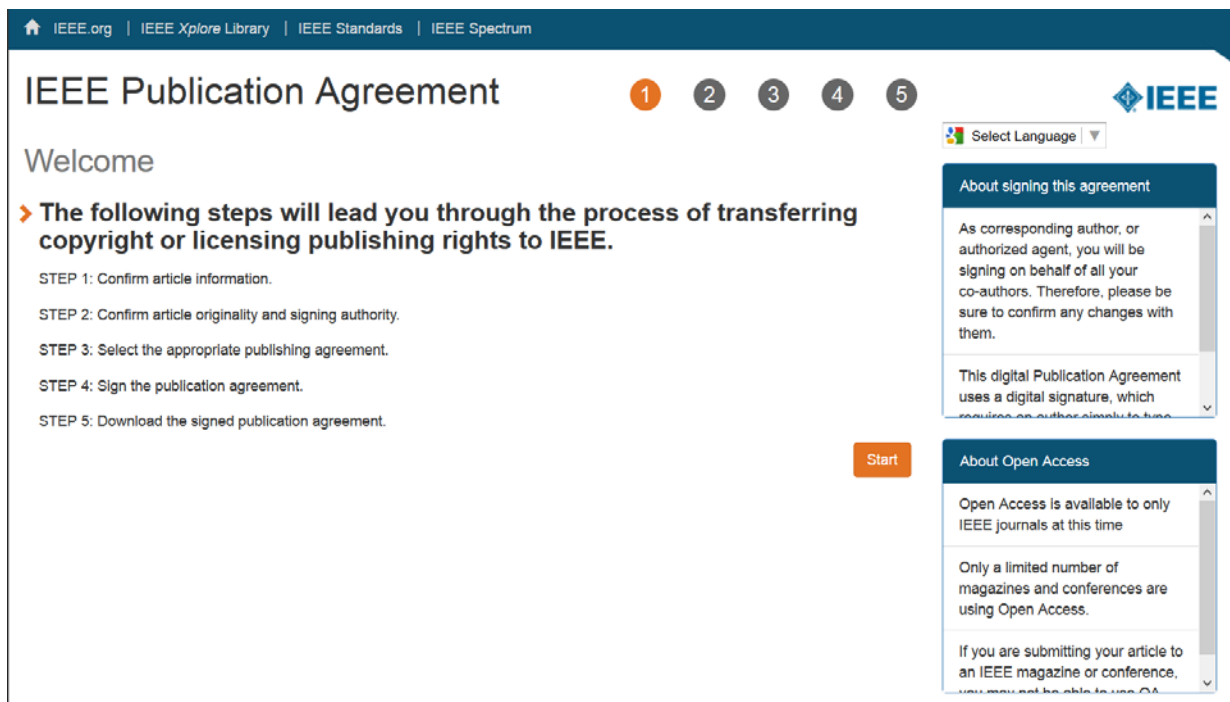
[REDACTED]

Phone:

[REDACTED]

It is required that you complete the electronic IEEE Copyright form. Select the “Transfer Me to the IEEE Copyright Site” button and your pertinent manuscript information will automatically be entered into the initial page of the IEEE electronic copyright process. Your submission is not complete until you finish the IEEE Copyright assignment electronically (Step 9 below).

Step 9: Follow the directions of the IEEE Copyright Form Wizard (see following screen shot) to complete the copyright transfer. The site will generate the correct form depending on your answers to the Wizard questions. If you do not have authority to transfer copyright, you may identify another author or corporate officer to complete the form. Regardless of who completes the form, it must be done electronically, and your submission is not finished until copyright transfer is completed. Your COMCAS 2015 record will be updated automatically when Copyright transfer has been successful.



Step 10: If you successfully uploaded your manuscript PDF file and completed the IEEE Copyright transfer form, you should now be at the “IEEE Copyright Confirmation” screen. An e-mail confirming the receipt of your paper will be sent to you automatically. Please note that from this point forward, your paper ID (e.g. 1B2-3) should be used for all future correspondence with the COMCAS 2015 committee members regarding this submission. You may wish to print this page for your records.

At the bottom of the page you should see:

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

The submission process should hopefully 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 comcas@ieee.org. Please be sure to read the available documentation before requesting help by email.

NOTE: Please ensure your spam filter is set to allow email from mtt-tpms.org

5. Instructions for Updating a Paper Submission:

Should you wish to update your submission in the future, you will need to return to the submission start page and select “Update a Previous Final Manuscript Submission” from the dropdown list and then press the Continue button. You will then 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 received when the paper was initially submitted. It is not possible to make changes to your submission without this key.

Your registration key cannot be changed after updating your submission, so please retain your existing key.

The Update feature can be used as follows:

- 1) To upload a revised manuscript file or to make other changes concerning the information in your account, you will need to re-do the entire submission. 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 “Confirmation of your Registration and File Transfer” screen. 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) To unofficially edit your information without permanently 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, 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.

Once your paper appears in IEEE Xplore, the paper cannot be changed. In other words, no publication can be modified or corrected once it is published in IEEE Xplore. The IEEE strictly enforces this policy. It is therefore very important that all authors thoroughly check their manuscripts for wording, formatting, figure numbers, references, etc. before submitting their manuscripts for publication.

Remember, the final Manuscript and registration of at least one author must be completed by 30 September 2015.

We emphasize that failure to comply with the template format will result in the elimination of the paper from the COMCAS 2015 Proceedings (which will be available through IEEE Xplore) -- even if you are a fully paid attendee of the conference.

In conclusion

We look forward to seeing you in Tel Aviv for COMCAS 2015!

Best Regards,

Amir Boag, *Technical Program Chair, COMCAS 2015 Technical Program Committee*

Shmuel Auster, *Conference Chair, COMCAS 2015*

Simon Litsyn, *Conference Co-chair, COMCAS 2015*

Ben Epstein, *Publications Chair, COMCAS 2015*