

# COMCAS2009 Author Instructions for Final Paper Submission

Your summary paper has been accepted and you have been asked to submit your final manuscript. These instructions are intended to guide you through the Final Paper Submission process for COMCAS2009. You may wish to print out these instructions and read them before starting the submission process. These instructions apply only to COMCAS2009.

**The deadline for final submissions is 30 September 2009 in PDF-ONLY format! Your final submission must be IEEE Xplore compatible or it will not be published in the Proceedings.**

## 1. Final Paper Submission

All authors with papers accepted for publication must submit the Final Version of their paper no later than 30 September 2009. You must resubmit your paper, *even if no changes were made to your initial submission!* It is preferable that the final submission use the COMCAS 2009 [MS Word template](#) or an equivalent. Please remove any page numbers on your manuscript; COMCAS will insert the correct Proceedings page numbers for you. A strictly enforced 1-Megabyte file size limit applies to the PDF file uploaded to the web site. Please don't ask for exceptions to these limits!

All COMCAS papers must be IEEE Xplore<sup>®</sup> compatible PDFs. COMCAS2009 has registered for use of the IEEE tool: IEEE PDF express - a free service to IEEE conferences, allowing their authors to make IEEE Xplore-compatible PDFs (Conversion function) or to check PDFs that authors have made themselves for IEEE Xplore compatibility (PDF Check function).

The final paper will appear in the Proceedings CD-ROM and in IEEE-Xplore exactly as submitted. (There are no page charges.) Completion of Copyright assignment is **required** at this stage of the submission process. During the submission of your final manuscript, you will be automatically taken to the IEEE electronic copyright form web site. Your final manuscript submission will not be complete without the electronic copyright transfer. The copyright process must be completed by the 30 September 2009 deadline. No copyright forms submitted by fax or mail will be accepted.

### How to Submit your Final Paper

A complete submission requires four actions:

- (1) Create, proofread, and check the layout of your final manuscript.
- (2) Use the IEEE PDF-eXpress web site to generate an IEEE Xplore compatible PDF file of your final digest paper (you must do this even if you are not making any changes to the summary paper you originally submitted).
- (3) Upload the new electronic copy of your final manuscript.
- (4) Electronically submit an IEEE Electronic Copyright transfer form.

**All of these actions must be completed prior to the Final paper submission deadline of 30 September 2009.**

## Step-by-Step Instructions for Final Manuscript Submission

**NOTE:** If you are submitting more than one paper, you will need to repeat all steps for each paper.

**Step 1.** Login to the IEEE PDF-eXpress web site by clicking on the [IEEE PDF eXpress site](http://www.pdf-express.org) link or by manually entering <http://www.pdf-express.org> into your web browser's address line. You should now be at the "**Login**" screen.

- a. **First-time users** – (i). Click "New Users-Click Here". (ii) Enter **comcas09x** 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 PDF eXpress users, but using it the first time for COMCAS 2009** - (i) Enter **comcas09x** for the Conference ID, your email address, and enter 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, and click "Submit". (iv) You will receive online and email confirmation of successful account setup.
- c. **Returning users** - Enter **comcas09x** for the Conference ID, your email address and password.

**Step 2.** To convert your manuscript to an IEEE Xplore compatible PDF file using IEEE PDF-eXpress, click "Create New Title". You will need to do this for each conference paper to be submitted.

**Step 3.** Enter identifying text for the paper (title is recommended but not required). Click "Submit Source Files for Conversion". You can alternatively check if an existing PDF file is already Xplore compatible by clicking "Submit PDF for Checking".

**Step 4.** Indicate platform, source file type (if applicable), click Browse and navigate to file, and click "Upload File". You will receive online and email confirmation of successful upload

**Step 5.** You will receive an email with your Checked PDF or IEEE PDF eXpress-converted PDF attached. If you submitted a PDF for Checking, the email will show if your file passed or failed.

*If you are not satisfied with the IEEE PDF eXpress-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

**Step 6.** Access the paper submission site by clicking on the [COMCAS2009 Final Paper Submission Site](#) link. (**NOTE:** site opens for submissions starting 10 September 2009)

**Upload Final Manuscript** – To upload your final manuscript, select "**Begin a new Final Manuscript Submission**" from the dropdown list and then press the "**Continue**" button. You will need to use the *same* Registration key assigned to your previously submitted and accepted Summary paper.

**Step 7.** You should now be at the “**Registration Key**” screen. Type in the same *registration key* used for your earlier Summary Manuscript submission. Your paper acceptance email contains your *registration key* if you have lost it. You will also need it should you ever want to update or withdraw your submission in the future. A screen with a sample *registration key* entered is shown below.

**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:  ?  
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

You are ready to proceed, please select:

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

**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 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**.
- to 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 (including the upload of your file) of updating your submission. An update only becomes official when you receive a return web page entitled **Summary of your Submission and Confirmation of your File Transfer**

To begin modifying your submission, please select:

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

**Step 8.** 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, # 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.)

An Ultra-Low Power InAs/AlSb HEMT W-Band Low-Noise Amplifier

Please enter a short **Abstract** describing your submission:

An antimonide-based compound semiconductor (ABCS) microstrip MMIC, a W-Band low-noise amplifier using 0.2-um gate length InAs/AlSb metamorphic HEMTs, has been fabricated and characterized on a 50 um GaAs substrate. The compact 1.2 mm<sup>2</sup> five-stage W-band LNA demonstrated a 3.9 dB noise-figure at 94 GHz with an associated gain of 20.5 dB.

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 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:

This information may be used in IMS200X 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 [Jeffrey Pond](#) if you have any questions.  
Please contact [Jeffrey Pond](#) if you encounter server errors or malfunctions.



**Step 9.** You should now be at the “**COMCAS2009 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 CD-ROM (15 October 2009), 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 2009. Copyright submission instructions are provided later in this document. If the copyright transfer is not completed, COMCAS2009 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 COMCAS2009.

**Step 10.** 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, since this information may appear, *as you enter it*, in official publications, and do not use accents or other special characters, subscripts, or superscripts as they cannot be reproduced successfully. Be sure to indicate which author is the **Correspondent**, the person responsible for all communications concerning this submission, by selecting the appropriate **Correspondent** button. 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**, the person responsible for presenting the paper at the conference, by selecting the appropriate **Presenter** button. Please provide a short biography of the **Presenter** for use by the Session Chair at the time the paper is presented.

**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 IMS2009 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 jef or JEFF)      (include the period if entering initials)      (e.g. Williams, not williams or WILLIAMS)

                

International Access Code:      Phone Number:  
     

E-mail Address:

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

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

                

International Access Code:      Phone Number:  
     

E-mail Address:

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

This information may be used in IMS2009 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.

**Step 11.** 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. Do not use all upper case or all lower case; this information may appear, *as you enter it*, in official publications. Also do not use accents or other special characters, subscripts, or superscripts as they cannot be reproduced successfully.

**Step 12.** 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 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 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 13.** 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 new feature and we hope you find it quick and convenient. It eliminates the downloading, printing, signing, and mailing/faxing of a hard copy of the IEEE Copyright form.

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 14 below).**

**Step 14.** Follow the directions of the IEEE Copyright Form Wizard 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 COMCAS2009 record will be updated automatically when Copyright transfer has been successful.



The screenshot shows the IEEE website's navigation bar with links for HOME, SEARCH, SHOP, WEB ACCOUNT, and CONTACT. Below the navigation bar is a dark blue banner with the IEEE logo and the text "IEEE Electronic Copyright Form". Underneath the banner are language selection links: Español, Deutsch, Français, Русский язык, 漢語, and 日本語. The main content area has a heading "Introduction" and a sub-heading "Thank you for being an IEEE Author!". Below this is a paragraph of text: "You are about to begin a process that is quick, convenient and replaces downloading, printing, signing and mailing/faxing the hard copy of the IEEE Copyright Form. This process can now be done electronically and will require you simply to type your name at the appropriate time and place."

**Step 15.** 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 COMCAS2009 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 [comcas2009.tpc@gmail.com](mailto:comcas2009.tpc@gmail.com). 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](mailto:jpond@mtt-tpms.org)

**NOTE:** Please ensure your spam filter is set to allow email from [mtt-tpms.org](mailto:mtt-tpms.org)

#### **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 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 will not change after updating your submission so please retain your existing key. The Update feature can be used as follows:

- 1) To 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 “**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, 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.

#### **In conclusion**

We hope that you find the structure and layout of the author submission process easy to use and informative. Looking forward to seeing you in Tel Aviv for COMCAS2009!

Best Regards,

Barry Perlman and Roger Pollard  
Co-Chairs, COMCAS2009 Technical Program Committee