

# SAMPLE PAPER/TEMPLATE - MANUSCRIPT PREPARATION INSTRUCTIONS FOR HILTON HEAD

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## ABSTRACT

**READ THIS ENTIRE DOCUMENT COMPLETELY AND CAREFULLY BEFORE PROCEEDING.** The manuscript should start with a brief abstract of approximately 100 words summarizing the main goals, developments, and achievements of the work. Consider that the abstract may be included in abstract search databases. Think of what requirements the abstract should fulfill in view of this perspective.

## KEYWORDS

A few meaningful keywords describing the essential topics of the paper.

## INTRODUCTION

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Create all pages to be 8.5" x 11" page size. Late News manuscripts are expected to have a total length of two (2) pages. Longer manuscripts will NOT be printed.

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figures, table captions, and references. To achieve a unified look across the Technical Digest, the following formats must be used:

- **TITLE:** **13 POINTS, BOLD, ALL CAPITALS**
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Adjust the two columns on the last page to equal length, as far as possible. All paragraphs are to be indented .25" and fully justified.

- Do not split words in paper title (i.e. NANOCANNELS should NOT be split so NANO- is on the first line and CHANNELS on the next line).
- When you have more than one author and/or affiliation, "and" must be added before the last author and/or affiliation.
- Authors' names (11 Point Times New Roman *Italic*) and affiliation (11 Point Times New Roman Regular) appear below the title, also centered, in capital and lowercase letters. Give all authors' names; do not use et. al.
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- **NO blank lines** between authors and institutions/affiliations.
- Do not have any "widow or orphans" either in your text, charts, or tables. Widows and orphans are those words or short phrases at the end or beginning of paragraphs that are left to sit alone at the top or bottom of a column - separated from the rest of the paragraph. It leaves the reading of the information, table or chart unbalanced. Do not place the header at the bottom of one page and the text of that header on another page or the caption of the figure on one page and the actual figure on another.
- Caption and number every illustration. Figure captions should be below the figures; table captions should be above the tables.

- Double check your sequence numbering of figures and charts.
- Figure/table numbers should be followed with a colon “:” after them. (i.e. Figure 1: )
- Photographs: All illustrations must be high quality with a resolution of at least 300 dpi.
- Footnotes: Do **not** use footnotes. Rather write your text to include all essential ideas and to be free from material of low importance. If you have no other option and must use a footnote, number the footnotes separately in superscripts<sup>1</sup>. Place the actual footnote at the bottom of the column in which it is cited. **Do not put footnotes in the reference list or exceed the margins limits.** They must be above the 2.54 cm (1”) bottom margin.
- References: List and number all references at the END of the paper. When referring to them in the text, type the corresponding reference number in square brackets as shown at the end of this sentence [1]. Number them consecutively.

### ABBREVIATIONS AND ACRONYMS

Define abbreviations and acronyms the first time they are used in the text. Abbreviations such as IEEE, SI, MKS, CGS, sc, dc, and rms do not have to be defined. Do not use abbreviations in the title or section headers unless they are unavoidable.

### FIGURE AND TABLE FORMATTING

All figures should be placed as close to their mention as possible. Digital images, e.g., schematic drawings, photos, micrographs, etc., should have a resolution of at least 300 dpi. Each figure should be accompanied by a numbered caption, as shown in Fig. 1, placed right below the figure being described. Please double check your sequence order. All labels within the figure frame should be in font 9 point. Please ensure that all labels, arrows, lines, and other graphical elements superimposed on schematic drawings and micrographs print with sufficient contrast. Figure 2 shows a photograph with unfavorable resolution (72 dpi) and low contrast.

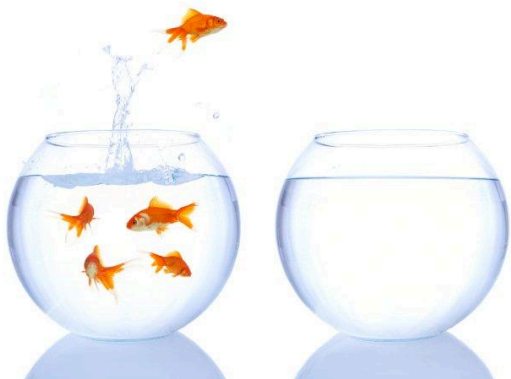


Figure 1: Reflections on corrugated liquid/gas interface, with obstacles. Rendering with 300 dpi.

Tables should span one column and should be preceded by a caption. Table 1 illustrates a possible design. Design details are left to the authors.

If a table or figure is too wide to be contained in a single column, extend it over both columns, preferable at the top or bottom of a page.

Table 1: Number N - registrations to Hilton Head and number M - submitting countries.

Region	N	M
Americas	255	1
Canada	14	1
Mexico	2	1
<b>Total</b>	<b>271</b>	<b>3</b>

### EQUATION FORMATTING

When numbering equations, enclose numbers in parentheses and place flush with right-hand margin of the column, i.e., with appropriate punctuation.

$$-1 \approx e^{i227} \tag{1}$$

The above equation is meant as an example only and has no reference or further content. **Please double check that your figures, tables, etc. are numbered in correct sequence.**

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### REFERENCE FORMATTING

Please follow the Reference section of this sample manuscript, this is illustrated for contributions to Workshop Technical Digest [1], journals [2], and books [3].

### ACKNOWLEDGEMENTS

Nice words and appreciation to someone for something they’ve done to assist you with your paper.

### REFERENCES

[1] A.B. Author, C.D. Author, and E.F. Author, “Title of Article, Enclosed in Quotation Marks”, Technical Digest of the 1994 Solid-State Sensor and Actuator Workshop, Hilton Head Isl., SC, 6/13-16/94, Transducer Research Foundation, Cleveland (1994), pp. xx - xy.

[2] A.B. Author, C.D. Author, and E.F. Author, “Title of Article, Enclosed in Quotation Marks”, *Thin Solid Films Journal*, 206, 94 (1992).

[3] M. Crichton, *Prey*, Harper Collins Publishers, Inc., New York, 2002.

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