



MANUSCRIPT PREPARATION GUIDELINES

- Upload Two (2) Page Manuscript PDF file
- Upload Hand Signed Copyright Release Form
- Extra Page Form (if applicable)

CONTENT INFORMATION

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 - **Both Oral and Poster** Authors are required to submit a manuscript for the Proceedings.

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 - All papers that do not MATCH the format in the template will be rejected and returned for correction. Please pay attention to the guidelines and prepare your manuscript accordingly.

- Copyright Release Form separate file
 - MANDATORY for inclusion in the Conference Publication.
 - The copyright form MUST have a handwritten signature. Electronic name signatures that are not handwritten will not be acceptable.

- Conference Publication Extra Page Order Form (if applicable) 8

- Generating a PDF from MicroSoft Word 9

As mentioned in the acceptance email, registration Instructions will be sent shortly to the presenting author.

Failure to submit a manuscript and a copyright form by the deadline may result in the EXCLUSION OR WITHDRAWL of your presentation at the Conference.

GENERAL INSTRUCTIONS TO AUTHORS

Conference Date and Location: October 22 – 26, 2016

Savannah International Trade & Convention Center
1 International Drive
Savannah, Georgia 31402 USA
www.savtcc.com

Due Thursday, July 20th:

1. Upload manuscript in PDF Format.

<http://www.microtas2017.org/authors/manuscript.html>

2. Upload hand signed Copyright Release Form.

<http://www.microtas2017.org/authors/copyright.html>

- The website will start accepting PDF uploads on July 14th.
- Signed form is MANDATORY for inclusion in the Conference Proceedings.

3. On-Line Registration is also due on or before July 20th.

<https://www.microtas2017.org/cgi-bin/registration.cgi?Tier=Early>

- On-line registration is MANDATORY prior to manuscript submission.

4. Conference Proceeding Extra Page Order Form (if applicable).

- If your paper exceeds two (2) pages, an additional \$250 per page charge must be included.
- Maximum paper length is four (4) pages.

INSTRUCTIONS FOR FORMAT/STYLE OF MANUSCRIPT

READ ALL INSTRUCTIONS COMPLETELY AND CAREFULLY BEFORE PROCEEDING.

The electronic version of the **MicroTAS** Conference Proceedings will be created from the PDF file supplied by you. It is very important that all papers be consistent and uniform throughout the Conference Proceedings. Please use the following style indicated below to allow us to maintain uniformity in the final copy of the Conference Proceedings. A template is available on the [MicroTAS](#) website, along with a sample manuscript.

INSTRUCTIONS (these parameters must be adhered to):

- Your paper format and style **MUST** match the template exactly to ensure inclusion in the Proceedings.
- The manuscript that you prepare will be used and printed as it is received.
- The electronic Proceedings will be in color. There will not be a printed version of the Proceedings.
- Because the Proceeding publication will be electronic, please feel free to use active hyperlinks in your manuscript.
- The manuscript length is **up to two (2) pages** of text and figures.
 - Longer papers will be printed only if accompanied by payment of a mandatory over-length charge of \$250 per page.
 - The absolute maximum length with payment of the over-length charge is four (4) pages.
- Do **NOT** number your pages.
- Do **NOT** password protect your PDF file.
- All fonts **MUST** be embedded. If you do not know how to embed your fonts, please refer to page 9 “Generating a PDF” for instructions.

FORMAT AND STYLE:

Please refer to the [Template and Sample Manuscript](#) in conjunction with these guidelines.

- Please have a close look at the template sample. Your paper format **MUST** match the sample by style and format. All papers will be reviewed and those that do not **MATCH** the format will be rejected and returned for correction. Please pay attention to the guidelines and prepare them correctly the first time.
- Please check that the 8.5” x 11” page size converted correctly for your computer. Some computers do not convert the page size automatically. *Hint:* you may need to change your printer default settings to 8.5” x 11”. Just printing the PDF with 8.5” x 11” settings from Microsoft Word may not work.
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- Font: **Times New Roman ONLY** for all text and the **Symbol Font** for symbols
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A4 Paper: Create a special size document in document set-up:
21.59 cm x 27.94 cm. For unit conversion: 1 inch = 2.54 cm
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.75” (1.905 cm) for the top margin
1” (2.54 cm) for the bottom margin
- DO **NOT** NUMBER PAGES, we will add page numbers after all the manuscripts are in place.
- Do not overcrowd and create an unreadable paper by making the lettering or the spacing too small in the text.
- No text, figures, charts or tables should fall out of the text page area.
- The paper title, authors’ names and affiliations need to be centered.
 - **Title:** Bold in Times New Roman; Font size –14 point; Type – all UPPER CASE
 - **Author(s):** Bold in Times New Roman; Font size – 12 point; Type – Upper/Lower Case. Give all authors’ names - do not use et al.
 - **Affiliation(s):** Italic in Times New Roman; Font size – 12 point; Type - Upper/Lower Case.
- When authors are from more than one institution, use ¹superscripts for the corresponding institution. The superscript should be after the individuals last name and before the institution name (see Example #2 on next page). You **MUST** include the actual name of the institution. You may add the Department, Center or Laboratory.
- When you have more than one author, you **must** add “and” before the last author.
- Do not split words in the paper title (i.e., NANOCANNELS should not be split so NANO- is on the first line and CHANNELS on the next line).

- Do not split author names (i.e. Ferris Müller should not be split so Ferris in on the first line and Müller on the next line).
- As we want all papers to be uniform, please **DO NOT** include contact information at the top of your paper. Contact information should be at the end of your paper after References.

Example #1:

**COPPER COMPLEXATION OF MACROCYCLIC MOLECULES:
TOWARDS ON-CHIP RADIOMETALLIC LABELING OF
PET RADIOTRACERS**

**Mark D. Tarn, Bingyuan Lu, Rachel Smith, Benjamin P. Burke,
Stephen J. Archibald and Nicole Pamme**

Department of Chemistry, The University of Hull, UK

Example #2:

**SEPARATION, TRAPPING AND ANALYSIS OF BIOLOGICAL
NANO-PARTICLES IN BIOMEMS**

**M. Stelzle¹, M. Dürr¹, G. Gradl³, P. Geggier², A. Haage⁴, R. Hagedorn⁵, M. Jäger²,
J. Kentsch¹, T. Müller⁵, A. Normann⁴, and T. Schnelle³**

¹Natural and Medical Sciences Institute, GERMANY, ²Fraunhofer Institute for Biomedical Engineering, GERMANY, ³Evotec Technologies GmbH, GERMANY, ⁴Mediagnost GmbH, GERMANY, and ⁵Humboldt University, GERMANY

- The remaining body of the manuscript should be formatted as one column and should be left and right (fully) justified.
 - Two columns **will NOT** be allowed.
- Abstract: Each paper should contain an abstract not to exceed 100 words that appears at the beginning.
- Keyword list should follow the abstract.
- Major headings appear in **CAPITAL LETTERS** (11 point bold) left justified, and bold and should **NOT** be numbered.
- You should try to structure your manuscript in the following major parts: ABSTRACT, KEYWORDS, INTRODUCTION, THEORY (if applicable), EXPERIMENTAL, RESULTS AND DISCUSSION, CONCLUSION, ACKNOWLEDGEMENTS, REFERENCES, and CONTACT.
- There should not be any blank space after the section header and before the start of the text in that section.
- All paragraphs are to be indented 0.25" (0.635 cm).
- All text in the body of the manuscript must be typed single space and Times New Roman 11 point font.
- Do not overcrowd and create an unreadable paper by making the lettering or the spacing too small in the text.
- Do not have any "widow or orphans" either in your text, charts, or tables. In desktop publishing, 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.

- Please remember to spell check your entire paper.
- Use two spaces after periods at the end of sentences.
- Define abbreviations and acronyms the first time they are used.
- References: List and number consecutively, all references at the END of the paper. When referring to them in the text, type the corresponding reference number in square brackets [1]. Indent after the numbering .3”

[1] F. Microtas and S.A. Fluidic, *The principles of manuscript writing*, Proc. Micro Total Analysis Systems 2000, Kluwer Academic Publisher, Dordrecht, The Netherlands, 2000, 1000-1001.

- Illustrations, Figures, Charts and Tables must appear within the designated areas. Caption and number every illustration. Figure captions should be below the figure (10 point font italics). Table headings should be above the tables (11 point font).
- All figures/tables should be placed as close to their mention as possible.
- In the figure captions and table headings, figure and table numbers should be followed with a colon “:” after them. (e.g., Figure 1:).
- Double check your sequence numbering of figures, charts and illustrations.
- Do **NOT** have your paper reference number in the body of your paper.
- All illustrations/photographs must be high quality images. No scanned copies of photos.
- Footnotes: Number the footnotes separately with superscripts¹. Place the actual footnote at the bottom of the page on which it is cited.
- DO NOT put footnotes in the reference list.
- Do NOT put footnotes in a footer. Footers must be above the 2.54 cm (1”) bottom margin
- **Re-read your paper to make sure that there are no** grammatical, spelling, or content errors. Make sure that your paper format matches the template.

If you have **any questions regarding formatting**, please contact Shirley Galloway at 1-330-629-2375 or send an email to her at sgalloway@pmmiconferences.com.

μTAS Conference 2017
EXTRA PAGE Form
October 22 – 26, 2017
Savannah, Georgia, USA

Reference #

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