

Microscopy & Microanalysis Proceedings

Manuscript Preparation Guidelines

Overview

Welcome to the Electronic Manuscript Submission System for uploading papers to the Microscopy and Microanalysis Proceedings. *The manuscript submission process is entirely electronic; do not mail hard-copy printouts.* All papers, whether invited or contributed, whether platform or poster, must be submitted in electronic format, according to the steps outlined below.

The electronic manuscript submission site will close at **5:00 p.m. PST on February 15th**, and will not accept submissions after this deadline.

Special audio/visual equipment requests must be indicated when you fill out information about your paper, or A/V availability cannot be guaranteed. Each room will be supplied with a computer projector. **You must bring your own computer if you need it during your presentation.**

Receipt of manuscript files will be acknowledged via e-mail. Corresponding authors will be notified of presentation session and time assignments approximately the last week of May.

Instructions for Manuscript Preparation

1. ELECTRONIC FORMAT.

Document layout instructions are provided below. Alternatively, you may download a template in Microsoft Word format by going to the meeting <http://www.microscopy.org/resources/documents.cfm> site and follow the links to the author information pages or directly going to http://www.microscopy.org/resources/MMPaper_Template.doc.

All papers must be submitted in Portable Document Format (*.pdf) with NO document security. As an option, you may additionally submit original versions of your paper in .doc, .docx, .txt, and .ltx formats as a backup. The PDF of the paper MUST have fonts and images embedded; check options in the conversion utility.

2. TEXT.

All papers should be a condensed version of your presentation and include all significant findings. Write the text so readers who are not specialists can appreciate the purpose of the study and understand the procedures and conclusions. The text, entirely written in English, should include a brief introduction and motivation of the study, including experimental procedures, main results and conclusions. It is not necessary to divide the text into sub-sections, except for the References section

All submissions to the meeting are reviewed for scientific content by the Program Committee.

Contributions will be reviewed according to the following criteria: (a) relevance to a specific symposium, (b) scientific content, quality and innovative proposals, (c) clarity of the text and (d) compliance with the format. Papers not meeting the criteria above will not be accepted.

All submissions for society and meeting awards, scholarships and prizes must meet these requirements. After the closing date for paper submissions, neither paper content nor author lists will be accessible for corrections.

Presentations can be either platform or poster. The authors may express their preference about the form of presentation using the on-line paper submission site; however the Executive Program Committee reserves the right to make the final decision concerning all requests for platform presentations. All requests for poster presentation will be honored.

All accepted papers must be presented by a meeting registrant. If the registrant cannot attend due to unforeseen circumstances an alternate presenter should be arranged by the submitter.

3. PAGE 1 FORMAT.

Page 1 should contain text only, using fully justified formatting, with no figures.

Document format: Letter (8.5x11.0) inches or (21.59x27.94) cm

Document Margins should be one inch (25.4 mm) top and bottom and 0.75 inches (19.1 mm) left and right.

All papers shall have a length of two (2) pages and must conform to the layout requirements detailed herein.

Paper Title: Use single spaced, Times New Roman, Bold 14 point and left justified formatting. Capitalize all major words in your paper title as shown in the template (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions; use lowercase for articles: the, a, and an; for the following conjunctions: and, but, for, or, and nor; and for the part of a proper name that would be lowercased in the text, such as de or von; as well as for the second part of a species name, such as *fulvescens* in *Acipenser fulvescens*, even if it is the last word in a title or subtitle.

Authors: Use single spaced, Times New Roman 12 point, and left justified formatting. Each name should have a superscript number to reference the author's affiliation. Use single line spacing and leave one blank line between the title and author list and one blank line after the author's names before the list of affiliations, write each affiliation in a new line preceded by the superscript number.

Body of Document: Use single spaced, Times New Roman 12 point, and fully justified formatting, and single spacing between lines. Use italics for taxonomic terms; do not use underlines. Avoid individualized formatting and special typefaces. Skip a line before each new paragraph, but do not indent paragraphs.

4. PAGE 2.

This page may contain figures, figure captions and tables in addition to text. Be sure to include figure labels and scale markers on all figures. Captions should be placed below all figures and tables. Artwork and tables must be electronically inserted into the document. Color figures may

be used and will be reproduced in any electronic distribution of the proceedings. Printed copies, if made available, will be in grayscale, so authors should insure that color coding used for legends is distinguishable in grayscale. Line art must be created either in a drawing program or scanned into a suitable format for importing into the document. Check that the width of lines and size of fonts allow the figure to be clear at its final size.

5. LINE DRAWINGS, MICROGRAPHS AND PHOTOS.

All artwork must be electronically incorporated into the manuscript. Show figure part number and scale line (e.g., 1 μm) as needed. Color may be used and will be displayed as such on the DVD-ROM; however, the figures will appear as grayscale images in the hardbound volume. Line art must be created either in a drawing program or scanned into a suitable format for importing into the document; check that the weights of lines and sizes of label fonts in imbedded legends allow the figure to be understandable at the final reproduction size in the document.

6. TABLES.

All tables must be electronically incorporated into the text. Use the table-making functions of your word processor to create the table with a horizontal rule top and bottom and below the column headings. Indicate units (in parentheses) in column headings as needed. Type information single-spaced within the table.

7. REFERENCES.

References should be included at the end of the text, on page 2, with the appropriate reference styles for conference proceedings [1], journal articles [2] and books [3]. Indicate references in the text with Arabic numbers in square brackets, preferably at the end of the sentence, before the period. For three or more authors, use first-named author followed by “*et al*”. Acknowledgments should be included in the last reference, which should be cited at the end of the last sentence of the text [4].

References: Use single space, Times New Roman, 12 point and left justified formatting

[1] F Author *et al*, Conference Proceedings (year) p. 1.

[2] F Author, S Author and TH Author, Journal **volume** (year), p. 1.

[3] F Author in “Introduction to abstract writing”, ed. D Writers, (Publisher, City) p.1.

[4] The authors acknowledge funding from the United Federation of Planets, X File Department, Grant Number 42. Dr. W Ho is thanked for his many useful discussions and contributions to this work.

8. COPYRIGHT AGREEMENT.

By submitting a paper to these proceedings, authors (except U.S. government employees and contractors) agree that if accepted, the copyright of the paper will be transferred to the Microscopy Society of America.

Embedding Fonts in Your PDF

All PDF files submitted through the Microscopy and Microanalysis Paper Submission Site must have all fonts embedded.

After the submission deadline, Cambridge University Press staff will review all submitted papers and determine if any fonts are not embedded.

If your fonts have not been embedded on your approved PDF, staff members will contact the paper submitter to determine the best way forward.

Some recent versions of Word allow writing your file to or saving directly to PDF. Please check the settings of such options to indicate that your fonts should be embedded.

Before Submitting Your Manuscript

Before uploading your submission, please review the preceding guidelines to (a) ensure that your document meets the minimum requirements and (b) obtain suggestions about how you can best prepare your document for uploading and/or conversion to the Portable Document Format.

The Portable Document Format (*.pdf) is the REQUIRED submission format. Other formats (.doc, .docx, .txt) may be submitted as backups. Nearly any file type can be converted to Portable Document Format using Adobe Acrobat 6.0. In addition to Adobe Acrobat, there are a number of utilities that can be used to convert documents to PDF format.

- Amyuni PDF Converter for Microsoft Windows
- Jaws PDF Creator for both Apple Macintosh and Microsoft Windows
- pdfMachine for Microsoft Windows from BroadGun Software
- SimplePDF for Microsoft Windows from Tangent Software
- txt2pdf for Microsoft Windows, Unix-IBM AIX, Unix-HP UX, Linux, and Solaris from Sanface Software
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Regardless of the file format that you are uploading to the system, please be sure to include a file extension in the file name that accurately identifies the format of the file (for example, "mymanuscript.pdf" for a Portable Document Format file, and "X-ray Microanalysis.doc" or "X-ray Microanalysis.docx" for a Microsoft Word 97-2003 or 2007-2010 file). Uploaded files that do not have a valid file extension in the file name will be rejected by the Manuscript Submission System.

If you are using a word-processor such as Microsoft Word, please be sure that you have embedded the images into the document itself. This can be done using the "Insert-->Picture-->From File" option from the toolbar menu in Microsoft Word, and similar tools in other word processors.