

PREPARATION OF PAPER SUBMISSION TO MICROTAS 2022

John D. Doe¹, Jack Q. Public¹, and Jane Roe²

¹*Technical Manuscript Design, USA and*

²*Paper Formatting Initiative, UK*

ABSTRACT

Each paper should contain an abstract not to exceed 100 words. Please follow these instructions for preparation of your paper. The Digest will be published in 8.5" x 11" (21.59 cm x 27.94 cm) format. This template has been created using 8.5" x 11" size. Define the left, right, and top margins as .75" (1.905 cm) wide and bottom margins as 1" (2.54 cm) wide.

KEYWORDS: Formatting, Layout, Paper Submission, PDF-file

INTRODUCTION

Your paper should have a length up to **two (2) pages** and all fonts **MUST** be embedded.

The paper that you prepare will be used as it is received. Please make sure that you do not have double images and that all tables and chart lines are heavy and distinguishable. The electronic Proceedings will be produced in color. Because the Proceeding publication will be electronic, please feel free to use active hyperlinks in your paper. There will not be a hardcopy book.

You should double check that your final PDF file is 8.5" wide x 11" high before uploading it. Some computers **do not** convert the page size automatically. *Hint:* You may need to change your printer default settings. Just printing the PDF from Microsoft Word may not work. To check your page size, in Acrobat under Preferences >Page Display >Page Content and Information; click the box labeled "Always show document page size". This will display the PDF page size for your document so you may confirm the page size is correct.

THEORY

This template is an example for the submission of a final manuscript. Applying guidelines as described in this paper should guarantee excellent readability of your submitted material. Please make sure figure labels and legends are easily legible. Sometimes, font sizes are inadvertently rescaled when figures or charts are resized. If there are any problems with your PDF file, or you have not followed the guidelines in preparing your paper, you will be asked to submit a revised paper.

Please use Times New Roman throughout the entire paper, including title, authors, affiliation, headers, sub-headers, figure captions, table headings, and references. To achieve a uniform look across the publication, the following formats should be used for the main paragraph types, also illustrated in the sample manuscript:

We suggest that you 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.

EXPERIMENTAL

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 with superscripts.¹ Place the actual footnote at the bottom of the page on which it is cited. Do not put footnotes in the reference list or exceed the margins limits.

Your PDF will be reproduced exactly as it is submitted, so please make sure your text has been proofread with care. Table 1 summarizes the most important settings. Please use the suggested table and figure layouts to ensure a high degree of consistency in printing the publication. All figures should be placed as close as possible to where they are mentioned.

Table 1. Formatting instructions

Text item	Font size	Case	Alignment
Title	14 pt	ALL CAPITALS	center, bold
Author name	12 pt	Upper and lower case	center, bold
Affiliation	12 pt	Upper and lower case	<i>center, italics</i>
Header	11 pt	ALL CAPITALS	left, bold
Main text	11 pt	Upper and lower case	justified, normal
Table heading	11 pt	Upper and lower case	<i>centered, italics</i>
Figure caption	10 pt	Upper and lower case	<i>justified, italics</i>

Digital images, e.g., schematic drawings, photos, micrographs, etc., should have a resolution of at least 600 dpi. Each figure should be accompanied by a numbered caption, as shown in Figure 1, placed right below the figure being described and the number should be followed by a colon “:”. Do not use very thin lines (hairline rule) in any of your Illustrations, Figures, Charts and Tables. All lines need to be 0.5 pt or larger. Shading is permitted. Scanned copies of photos are not permitted because scanned copies do not reproduce clearly.

MicroTAS 2022 Hybrid Conference

Figure 1: Example figure.

RESULTS AND DISCUSSION

Equations should be italicized and centered on the page, with the equation number in parentheses, flush right. Please include a blank space above and below the equation.

$$\textit{MicroTAS} = \textit{Micro} + \textit{TAS} \quad (1)$$

CONCLUSION

Please look for updated Conference information on the Conference website at <https://www.microtas2022.org/>. If you have any questions regarding your paper submission, please do not hesitate to contact us at abstracts@microtas2022.org.

ACKNOWLEDGEMENTS

Properly acknowledge funding agencies. Also, acknowledge anyone that has assisted with your research and is not listed as a co-author.

REFERENCES

- [1] F. MicroTAS, N.F. Channel, and S.A. Fluidic, “The Principles of Manuscript Writing,” Proceedings of Micro Total Analysis Systems 2000, Kluwer Academic Publisher, Dordrecht, The Netherlands, 1000-1001, 2000.
- [2] E. P. Weather, “Weather Prediction with Microfluidics,” *Anal. Chem.*, 86, 935-946, 2009.

CONTACT

* J.Q. Public; phone: +1-555-123-0123; JQ@TMDG.com