

INFORMATION FOR AUTHORS

Submitting Manuscripts for Publication

Manuscripts for review should be submitted in pdf format as an email attachment to the Editor, David Rutledge, at **rutledge@caltech.edu**. Please make the pdf file with a word-processing program or by converting a printer file, rather than by scanning. The maximum file size is 1MB and all fonts need to be embedded in the file. Each manuscript must include an abstract of 200 words or less. The manuscript should be formatted so that is easy to read on either a computer screen or on paper printed out in black and white. The manuscript should be single-spaced and single-column, with figures and captions included within the text. Figures should be large enough to be easily viewed on a computer screen. Label axes carefully and use large lettering. Screen dumps from instruments should be redrawn to make them clear. Plot theory and experiment on the same graph so that they can be compared easily. Shading and color should be avoided for the reviewers who print the manuscripts. If you have difficulty making the pdf file, please contact Dale Yee at **dale@caltech.edu**.

Papers are considered as either full-length or short papers. Short papers describe extensions of previous work, new experimental results, or other material of limited scope, and are limited to three printed pages. Letters are limited to comments on previously published material and errata. The author must notify the editor at the time of submission if the paper contains material that has been previously published or submitted for publication. We will consider papers that are related to material published in conference digests only if the paper is substantially expanded. Please attach the pdf files for the previously published papers.

Final Manuscript

Upon final acceptance of the manuscript, the author must submit the final version of the manuscript in electronic form on floppy disks or CDs, clearly marked with operating system and software, together with two identical paper copies. For the final manuscript, the preferred word processors are TeX and LaTeX, but Word, WordPerfect, and other programs are acceptable, even though equations will be re-keyed into a TeX format at IEEE. More information, including templates, is available at **<http://www.ieee.org/organizations/pubs/authors.html>**.

Please note that pdf and Postscript are not acceptable formats for final manuscript submission to IEEE Periodicals. Figures, tables, and photos should be submitted in an electronic form (PostScript, EPS, TIFF) on separate floppy disks or CDs, or as hard copies in camera-ready form. Photos should be black-and-white glossies. Note that virtually all figures will be reduced to a width of 75mm or less, and unless care is taken in their preparation, detail will be lost. Shading and color should be avoided. Figures should be similarly sized and drawn with dark lines. Use large lettering and label axes carefully. The final version must include a list of figure captions on a separate page. Final manuscripts should be sent to: Carol Sosnowski, MTT Editorial Assistant, MS 136-95, California Institute of Technology, Pasadena, CA 91125.

Copyright and Clearance

It is the policy of the IEEE to own the copyright to the technical contributions it publishes. To comply with the IEEE copyright policy, authors are required to sign an IEEE Copyright Form before publication. The IEEE must assume that material submitted to its publications is available for general dissemination. It is the responsibility of the author, not the IEEE, to determine whether disclosure of the material requires prior consent of other parties and, if so, to obtain it.

Page Charges

Papers will be reviewed for their technical merit, and decisions to publish will be made independently of an author's ability to pay page charges. Page charges of \$110 (U.S.) per printed page will be assessed on papers of five printed pages or less. Overlength page charges of \$200 per page are mandatory for each page in excess of five pages. If the author's organization agrees to honor the total page charge, which includes the page charges on the first five pages plus the mandatory overlength charge, the author will receive 100 reprints. If the supporting organization honors only the mandatory charge, no free preprints will be sent.