

IMS2019 Author Instructions

1. Key Information	1
2. Overview	2
3. Double-Blind Reviewing Policy	2
4. Initial Paper Submission Instructions	3
4.1. Submitting Your Initial Paper – Overview.....	4
4.2. Submitting Your Initial Paper – Step by Step.....	5
4.3. Editing/Updating a Submission	15
4.4. Withdrawing a Submission.....	16
5. Initial Paper Review and Disposition.....	17
6. Final Paper Submission.....	17

1. Key Information

- The deadline for initial paper submissions is **11:59 PM Hawaii Standard Time (HST), December 5, 2019**. Deadlines are absolute – Please do not ask for extensions!
- Authors must adhere to the format provided in the [IMS2019 Paper Template for Microsoft Word](#) or the [IMS2019 Paper Template for LaTeX](#).
- Papers will be evaluated according to the four criteria in the [IMS2019 Call for Papers](#).
- The abstract that you enter at the Electronic Paper Management System (EPMS) submission portal is strictly limited to 150 words; longer abstracts will be rejected. However, the abstract length in your paper itself does not have this limit and can be longer, if desired.
- The initial paper length should be **3-4 pages**, including all figures, tables, references, etc.
- The submission must be in **PDF** format, and the size cannot exceed **2 MB**. Please do not ask for exceptions to these limits!
- Papers must be submitted using the [IMS2019 Paper Submission Website](#) as described in the following pages. **Hardcopy and email submissions will not be accepted.**
- The instructions in this document are also applicable to papers submitted to Focus and Special Sessions.

2. Overview

These instructions are intended to guide you through the paper submission process for the [2019 IEEE MTT-S International Microwave Symposium](#) (IMS2019). Your initial paper, due on December 5, 2018, is used by the IMS2019 Technical Program Review Committee (TPRC) to evaluate the suitability of including your work in the symposium.

An email notification to all authors regarding the disposition (acceptance or rejection) of their papers is anticipated to be sent out on February 1, 2019. If your paper is accepted, you will be asked to submit your final paper by March 1, 2019 for publication in the symposium digest.

These instructions apply only to [2019 IEEE MTT-S International Microwave Symposium](#) authors. As shown in the [IMS2019 Call for Papers](#), authors have 37 technical areas from which to select, over a dozen of which are applicable to RF, microwave, or millimeter-wave integrated circuits (ICs) and their technologies. Authors of IC-related papers can also consult the [RFIC 2019 website](#) for further information. If you are unsure whether your paper is best suited to IMS2019 or RFIC 2019, please review both websites.

Authors new to publishing in IEEE or new to the IMS TPRC review process can find useful general information and IEEE references on publishing an IMS paper [here](#). The IEEE editorial style manual and IEEE Author Tools can now be found [here](#).

3. Double-Blind Review Policy

IMS2019 will continue the double-blind reviewing policy used since IMS2011. A double-blind review process creates 'anonymity' for both authors and reviewers. The reviewers will not be informed of the authors' names or affiliations in the submitted paper; such information must therefore be redacted from the paper before submission. A double-blind review process is intended to eliminate any perception of bias for or against an author or his/her institution based on name recognition, country, gender, or other characteristics. This helps assure authors of the following:

- All submitted papers are judged equally, based on established evaluation criteria.
- The content and quality of submitted papers are judged and not the authors or their affiliations.

Beyond the obvious need to remove names and affiliations, there are a number of additional changes required to prepare a paper for a double-blind review. For example, citation of prior work is required to evaluate a submission. Referencing the authors' own work should be worded in a way that avoids identifying connections to the authors. Simply cite your prior work in the same way that you cite work by others. For example, do not write "We demonstrated in [2] that ..." Rather, write "It was demonstrated in [2] that..." The author must take every possible step to make the submission anonymous and avoid identification by inference. To make the process as simple as possible we can reduce the procedure to just a few steps shown below. **Papers submitted to IMS2019 that disregard these double-blind review requirements will not be reviewed.**

1. Eliminate author names, contact information, and affiliations from the title and anywhere else;
2. Eliminate acknowledgments and references to funding sources;
3. Use the third person to refer to the authors' own work;
4. Ensure figures do not contain any affiliation-related identifier (e.g. logos on hardware or in IC layouts);
5. Depersonalize the work by using anonymous text where necessary;
6. Remove or depersonalize citations to authors' unpublished work;
7. Remove references to patents filed by authors or their institutions.

One of the most common misunderstandings of the double-blind review policy concerns the reference list at the end of the paper. The table below illustrates the correct and incorrect way of handling this, assuming that J. A. Doe and J. B. Doe are the names of you and your co-author:

Correct handling of cited references	Incorrect way of handling cited references
<p>"This paper builds on the previous research of [2] by highlighting some of the recent advances..."</p> <p>[2] J. A. Doe and J. B. Doe, "Previous research: a review," in <i>2014 Int. Conf. on Writing Conf. Papers</i>, Luckenbach, TX, USA, Jun. 2014, pp. 1721–1734.</p> <p>Use anonymous, third-person language when referring to your own work. Do not redact any references, including your own.</p>	<p>"In this paper, we build on our previous research [2] and highlight some of the recent advances..."</p> <p>[2] (Redacted – double blind), "Previous research: a review," in <i>2014 Int. Conf. on Writing Conf. Papers</i>, Luckenbach, TX, USA, Jun. 2014, pp. 1721–1734.</p> <p>Do not use first-person language such as "we" and "our" when referring to your own work. Do not redact any references, including your own.</p>

For additional examples of how to avoid double-blind violations, refer to "[Recent Advances in Eliminating Double-Blind Violations in Conference Papers](#)", authored by Ryan Gough.

If your initial paper is accepted, the final archived version of the paper must be modified to reinstate the information removed above in your initial paper submission. Refer to Section 6 to compare the initial versus final paper submission requirements.

4. Initial Paper Submission Instructions

Prospective authors must electronically submit their initial paper via the [IMS2019 Paper Submission Website](#) by **11:59 PM Hawaii Standard Time (HST), December 5, 2018 (9:59 AM UTC, December 6, 2018)**. Deadlines are absolute. Please do not ask for extensions. Authors must adhere to the IEEE two-column format as illustrated in the [IMS2019 Paper Template for Microsoft Word](#) or the [IMS2019 Paper Template for La-TeX](#).

At its discretion, IMS2019 may use the abstract that you enter into the submission system in the symposium program book, on-line content, and other materials. The abstract that you enter into the EPMS submission website is strictly limited to 150 words; longer abstracts will be rejected. The abstract length in the paper itself does not have this limit, and can be longer, if desired.

The initial paper length should be **3-4 pages**, including all figures, tables, references, etc. The submission must be in **PDF** format, and the size cannot exceed **2 MB**. Please do not ask for exceptions to these limits!

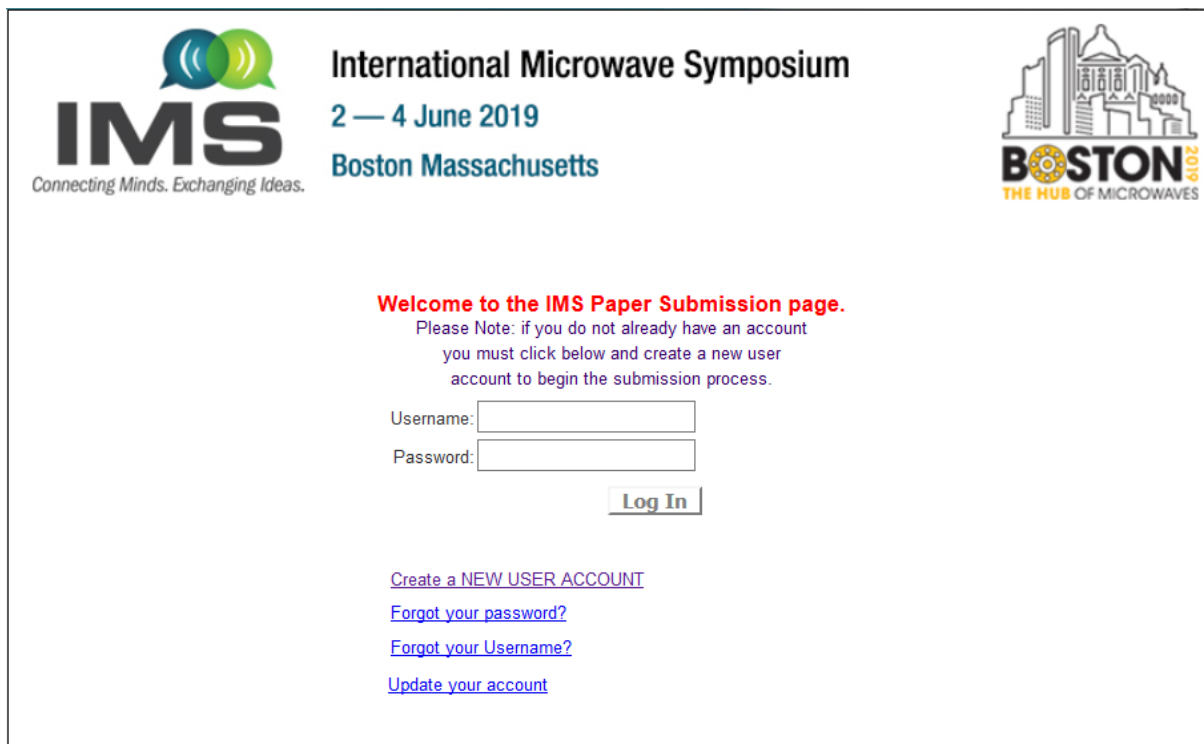
Use your own conversion software to convert your initial paper to PDF. The initial paper does not have to be compatible with IEEE Xplore. Sometimes authors may encounter difficulties with photographic images and the 2-MB size limit. This usually occurs when pictures are taken using a high-resolution digital camera, and the image is pasted directly into the paper. Use compression on photos and figures to reduce the size, and work this out well in advance of the deadline! **Do not submit copyright forms with the initial paper submission.**

4.1. Submitting Your Initial Paper – Overview

All submissions must be submitted electronically via the [IMS2019 Paper Submission Website](#). The submission process consists of four steps:

Step 1. Convert your paper to PDF format using your own conversion software.

Step 2. Go to the [IMS2019 Paper Submission Website](#) and either Create a New User Account for the submitting author or log in using an existing account.



The screenshot shows the IMS Paper Submission page. At the top left is the IMS logo with the tagline "Connecting Minds. Exchanging Ideas." To its right is the text "International Microwave Symposium 2 — 4 June 2019 Boston Massachusetts". At the top right is the Boston 2019 logo. The main content area has a red heading "Welcome to the IMS Paper Submission page." followed by a note: "Please Note: if you do not already have an account you must click below and create a new user account to begin the submission process." Below this are input fields for "Username:" and "Password:", followed by a "Log In" button. At the bottom are four links: "Create a NEW USER ACCOUNT", "Forgot your password?", "Forgot your Username?", and "Update your account".

Step 3. Add New Submission.

- a. Add Participants – Enter the information for each of the co-authors that you will use on all of your submissions, i.e. for all of your papers. Each participant will later be presented in a dropdown menu to select from later in the submission process. **You will need the name, affiliation, full address, phone number, and email address for each person.**
- b. Enter your submissions – You will be asked to enter the following information to complete a new submission:
 - Enter your title
 - Select the co-authors
 - Select the speaker
 - Select three topic areas – please see the [IMS2019 Call for Papers](#) for a complete list. These are presented in a dropdown list.
 - Enter your abstract of 150 words or less
 - Upload the PDF file of your paper
 - Answer a set of presentation questions
 - Confirm all organizational approvals
- c. Submit the paper

Step 4. Confirm that the PDF file submission is the most current and correct file.

Important Note to Authors Submitting a Focus or Special Session Paper: Focus and Special Session papers are those that have been solicited or invited by the Focus or Special Session organizers, and approved by the IMS2019 Technical Program Committee. If you are submitting an approved Focus or Special Session paper, you need the **“Approval Code”** that you received from your session organizer and/or the IMS2019 Technical Program Committee. You will need to enter it during the above **Step 3b**. Failure to do so may result in your paper being automatically rejected without any review.

Please read the following directions for more detailed step-by-step instructions.

4.2. Submitting Your Initial Paper – Step by Step

Step 1. Convert your paper to PDF format using your own PDF conversion software. The initial paper does not have to be compatible with IEEE Xplore. Ensure that your paper meets all the guidelines specified in the [IMS2019 Paper Template for Microsoft Word](#) or the [IMS2019 Paper Template for LaTeX](#).

- Paper length – three or four pages
- PDF file format (cannot exceed 2 MB)
- All double-blind review requirements are followed, e.g. author names/affiliations should be redacted, cited references should not be redacted, etc. See Section 3 above for more detail.




Step 2. Access the submission site by clicking on this link [IMS2019 Paper Submission Website](https://www.mpassociates.com/ml/account/login.aspx?redirectkey=58), or cut and paste this link (<https://www.mpassociates.com/ml/account/login.aspx?redirectkey=58>) into your browser. You should now be at the “Login” screen.

a. Existing User Account:

Please log in using your username and password and skip to Step 3


b. New User Account:

If you are submitting an IMS2019 initial paper for the first time, **select “Create a NEW USER ACCOUNT”** from the list, fill out the form, and then press the Save button. Below is an image of the user account collection form.



Connecting Minds. Exchanging Ideas.

International Microwave Symposium
2 — 4 June 2019
Boston Massachusetts



Because your login can be used for paper submission and review, as well as to track your conference registration we need complete contact information. Thank you in advance for your time!

* First Name:

Middle Initial:

* Last Name:

* Company/Affiliation: -- select your affiliation --

Secondary Affiliation: -- select your affiliation --

* Address 1:

Address 2:

* City:

State: (US only) -- Select --

Province:

* ZIP/Post Code:

* Country: -- Select --

* Phone:

* Email:

* Privacy Policy: ☐ I agree [Data Privacy Policy](#)

Username:

Password:

Confirm Password:



Activating your new account: Once you have clicked the SAVE button, an email will be sent to the email address you indicated in the form asking you to activate your account. Please click on the link “**Click here to activate.**” The image below is an example of the confirmation email.

Dear Phillip Smith:

Thank you for creating a MPASSOCIATES.COM account for IMS submissions. Please click the link below to activate your account.

[Click here to activate](#) or copy and paste the link below.

<https://www.mpassociates.com/ml/Account/activateaccount.aspx?id=6d2e57b4-7a1a-4618-a7e7-139f529ff1f1&redirectto=login.aspx?redirectKey=58>

Once you have activated your account, you will be able to log into the Navigation Center. Record your username and password in a safe place. You will need it if you ever want to update or check the status of your paper submission in the future.

Step 3.

- Add New Submission:** Once you log in, you will be on the Navigation Center home page. Please take note of the Important Information on the right side of the page for all deadlines.
- Click “**Add New Submission**” to start your paper submission and the below page will display

[Home](#) [Resources](#) [Logout](#)

SUBMISSION LIST

Welcome Sondra Owens!

[Add New Submission](#) [Add or Edit Participants](#)

Important Information

5 December, 2018
Paper Submissions Due

1 February, 2019
Paper Disposition - Accept / Reject Notification

8 February, 2018
Confirmation Form Due

26 February, 2018
Speaker Registration Due

1 March, 2019
Copyright Form Due

1 March, 2019
Final Paper Due

ATTENTION: To upload your Final Paper, Bio, and Slides/Poster please make sure your pop-up blocker is turned off.

SUBMISSION OVERVIEW

1 ADD PARTICIPANTS/CO-AUTHORS

ⓘ Please be sure to add all individuals to be listed as a participant for your submission. (Submitter, Speaker, Co-Author, etc.)

Current List Of Participants

Edit	First Name	Last Name (Surname)
Edit	Phillip	Smith

[Add Person](#)


2 ENTER YOUR SUBMISSIONS

Current List Of Submissions

Edit	Submission ID	Title	Status
------	---------------	-------	--------

No submissions have been created.

CONFIRMATION STATUS DEFINITIONS:

[\[dismiss\]](#) 

RECEIVED - Our server has received your submission and/or attachment.

[Add a New Submission](#)

#1. Add Participants: The system is designed to accommodate individuals that are creating one or multiple paper submissions, and therefore at the beginning of the process please enter all participants, whether from one or more paper submissions. Later in the process, you will select the co-authors and speakers from the list that you create here. You can edit this list throughout the submission period until the deadline on December 5, 2018. Click **"Add Person"** to enter a new individual.

#2. Enter Your Submission: Click **"Add a New Submission"**, and a box (image shown below) will pop up to make sure you have all the required information. Click **"Yes, Continue"** to move forward or **"No, go back to overview"** to enter your submission at a later date. If you click **"Yes, Continue"** the submission page will open up.

WAIT!

You Will Need The Following Information To Complete The Submission Form:

- A Title
- Enter the first 150 words of your Abstract.
- Submission Categories
- Speaker, Co-Author and Correspondent names (should have already completed in Step 1)
- Organization Approval

Are You Ready To Continue To The Submission Form?

Yes, Continue **No, go back to overview**

Delete 198-ED137 This is the title

THE SUBMISSION PAGE APPEARS.

#1 Submission Tracking – This information gives you the name of the person responsible for the paper submission and the date of the submission. You are asked to enter the title of your paper in the text box.

NOTE: Do not use all upper case or all lower case since this information may appear, as you enter it, in official publications.

SUBMISSION

1 SUBMISSION TRACKING

i The submitter will be responsible for the submission.

Submitted by: Phillip Smith
09/18/2016

* Title:

#2 Select Co-Authors – In this section you will use the dropdown menu to select the authors for the paper in the order that you want them to be published if the paper be accepted. All authors of the paper should have been input during the Add Participants stage. See page 8, #1 for instructions.

2 SELECT CO-AUTHORS

Choose Co-Authors in the order in which you would like them to appear in all electronic and printed publications.

* Author 1 | Choose Author #1

Author 2 | Choose Author #2

#3 Select Speaker – Use the dropdown menu to select the speaker of your paper. The speaker has to be an author of the paper and should have been input during the Add Participants stage. See page 8, #1 for instructions.

3 SELECT SPEAKER

The speaker agrees to register, present the submission at conference and will also be the main contact for the submission if it is accepted into the technical program.

* Speaker | Smith, Phillip

#4 Topic Area – Use the dropdown menus to select the three topic areas that most clearly describe your paper.

4 TOPIC AREA

Please choose the area(s) which most closely describes your submission from the list below.

* Please select a topic area

-- Select --

* Please select a second topic area

-- Select --

* Please select a third topic area

-- Select --

#5 Enter Abstract – Enter an abstract for your paper of 150 words or less. **NOTE:** The abstract entered on the submission page must be 150 words or less or it will not be accepted. The abstract in the paper itself does not have a limit and can be longer.

5 ENTER ABSTRACT

Enter an Abstract (150 word limit)

* Abstract

WORD COUNT: 0 WORDS REMAINING: 150

#6 Upload File - Use the “Choose File” button to identify the file that you wish to submit. The file name will then appear in the box next to the “Choose File” button. Please make sure your file size does not exceed the 2-MB limit. The paper must strictly adhere to Double-Blind Review Policy as discussed in Section 3 above.

6 UPLOAD FILE

The initial submission may be 3 or 4 pages, must be in PDF format, must be double-blind compliant, and cannot exceed 2 MB in size. Hardcopy and email submissions are not accepted. The final page length for papers accepted for publication in the proceedings is 3 to 4 pages.
File size is limited to 2MB
Any previous uploaded files will be overwritten.

File Upload:

Browse... No file selected.

#7 Presentation Questions - Next, you will be presented with a series of questions regarding presentation format and optional competitions:

- **“Indicate your preferred presentation format”** – You can select either the “Oral Presentation” or “Interactive Forum” format. If you select “Oral Presentation”, you will be asked to select either Full length (20 minutes) or Short length (10 minutes). See the [IMS2019 Call for Papers](#) for details about these styles of presentations.
- **“Enter Student Paper Competition”** – The purpose of the Student Paper Competition (SPC) is to recognize outstanding technical contributions from individual students. The first author of the paper must be a student. Faculty advisors will be contacted for verification only for those papers that are selected as SPC Finalists in March 2019. Detailed information on student paper guidelines and eligibility are described in the [IMS2019 Student Paper Competition Rules](#).
- **Is this presentation for a Special Session or Focus Session?** – Most authors should answer “No” to this question. Select “Focus Session” or “Special Session” only if your paper has been solicited or invited by the Focus or Special Session organizers, and approved by the IMS2019 Technical Program

Committee. If you are submitting an approved Focus or Special Session paper, you need the **“Approval Code”** that you received from your session organizer and/or the IMS2019 Technical Program Committee. Authors who were invited to submit Focus or Special Session papers must follow all technical paper guidelines. Complying with the double-blind review policy **is required for Focus Session papers**, and similar to regular papers, they will be evaluated according to the four criteria in the [IMS2019 Call for Papers](#). Complying with the double-blind review policy **is not required for Special Session papers**.

- **“Enter Industry Paper Competition?”** – The purpose of the IPC is to recognize outstanding technical contributions from industry sources. Eligible papers can have several authors but the work described must come from a corporate or otherwise private source, not a government or academic institution. Details can be found in the [IMS2019 Industry Paper Competition Rules](#).
- **“Enter Advanced Practices Paper Competition?”** – The purpose of the APPC is to recognize outstanding technical contributions that apply to practical applications. Eligible papers could have authors in any sector (industry/government/academic/etc.). Details can be found in the [IMS2019 Advanced Practices Paper Competition Rules](#).
- **“Enter the Three Minute Thesis (3MT®) Competition?”** – The purpose of the 3MT® Competition is to showcase students and young professionals who have distilled their technical research into a presentation of three minutes or less, supported only by one static slide. To be considered, the author must be a student or young professional (YP); YPs are defined by IEEE as post-student members who are within 15 years of receiving their first professional degree. Details can be found in the [IMS2019 Three Minute Thesis \(3MT®\) Competition Rules](#).

7 PRESENTATION QUESTIONS

* Indicate your preferred presentation format:

- ☐ Oral Presentation
☐ Interactive Forum

* Enter Student Paper Competition? [click here for guidelines](#)

- ☐ Yes
☐ No

* Is this presentation for a Special Session or Focus Session?

- ☐ No
☐ Special Session
☐ Focus Session

* Enter Industry Paper Competition? [click here for guidelines](#)

- ☐ Yes
☐ No

* Enter Advanced Practice Paper Competition? [click here for guidelines](#)

- ☐ Yes
☐ No

* Enter Three Minute Thesis (3MT®) Competition? [click here for guidelines](#)

- ☐ Yes
☐ No

#8 Approval Agreement – All submissions are subject to and must agree to seven statements. Make sure to read each and certify that you have all the required approvals to submit your paper.

8 APPROVAL AGREEMENT

* Appropriate Organizational approvals AGREEMENT

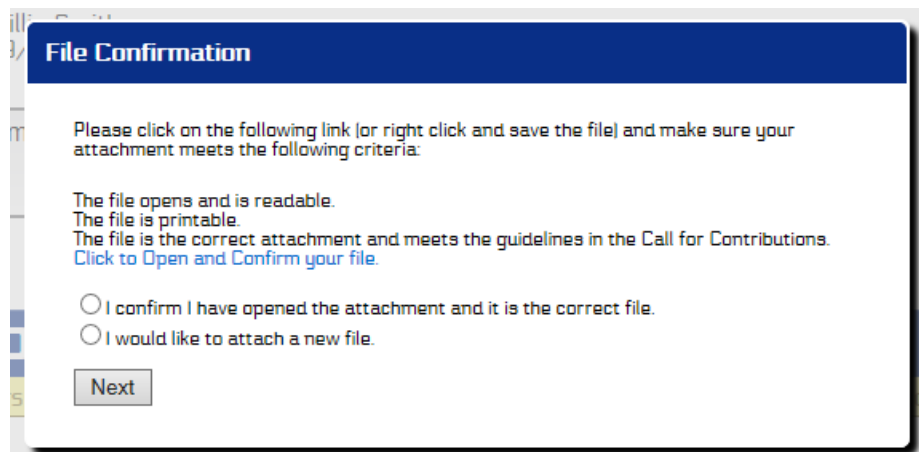
☐ By submitting the paper to IMS2019 you agree to the following:

1. STATEMENT OF CLEARANCE APPROVAL: I certify that (1) the information contained in any materials submitted to the IEEE in connection with the Work is not restricted by U.S. International Traffic in Arms Regulations (ITAR) or any other applicable U.S. export control laws; (2) any and all necessary authorization(s) from the undersigned's employer(s) for the disclosure of the information discussed in the Work have been obtained and will be retained by the authors; and (3) the foregoing applies to all future versions of the Work, whether edited by the undersigned, an assistant, co-author or any person working with the undersigned. (4) For jointly authored Works, I agree to act as the authorized agent for the other authors.
2. STATEMENT OF COPYRIGHT ASSIGNMENT: I certify that I/we will complete the required Copyright Form for this paper as part of this Final manuscript submission process. I/we, the authors, understand that copyright for this material must be assigned to the publisher prior to publication.
3. STATEMENT OF EXCLUSIVITY: I certify that neither this material nor essentially similar material has been or will be submitted to any other publication or meeting, until after presentation at the Symposium.
4. STATEMENT OF COMPLIANCE: I certify that my/our submission complies with the letter and spirit of the guidelines found in the Final Manuscript Submission instructions.
5. STATEMENT OF OBLIGATION: I certify that if this submission is accepted for the Symposium, we are obligated to submit by the deadline in the Call For Papers an IEEE Xplore compliant version of this paper suitable for publication in the Symposium Digest. I/we understand that if we do not meet this deadline our presentation may be deleted from the Symposium.
6. STATEMENT OF PRESENTATION OBLIGATION: I certify that if this submission is accepted for presentation at the Symposium, we are obligated to submit by the appropriate deadline presentation materials which comply with presentation guidelines, and which will be disseminated to conference attendees. We further acknowledge that the copyright to this presentation material is retained by us, the authors.
7. STATEMENT OF ABSENCE OF PROHIBITED AUTHORS: I certify that none of the authors of this paper are listed on the IEEE Prohibited Authors List.

Submit

Click the “Submit” button.

Step 4. Once you have completed the submission form and clicked on the “Submit” button, a pop-up box labeled “File Confirmation” will appear. Please confirm that the PDF file of your submission is the correct and latest version. If you confirm the file, you will be directed to a submission complete confirmation page and then back to your Navigation Center Home page.



File Confirmation

Please click on the following link (or right click and save the file) and make sure your attachment meets the following criteria:

The file opens and is readable.
The file is printable.
The file is the correct attachment and meets the guidelines in the Call for Contributions.
[Click to Open and Confirm your file.](#)

☐ I confirm I have opened the attachment and it is the correct file.
☐ I would like to attach a new file.

[Next](#)

Once the submission is complete, it will be listed on the [Navigation Center Home page](#).

[Home](#)
[Resources](#)
[Logout](#)

SUBMISSION LIST

Welcome s owens!

[Add New Submission](#)
[Add or Edit Participants](#)

Paper ID	Submission Title	Status [?]	Your Role [?]
View 247-SA612	Test	Received	Submitter

Important Information

5 December, 2018
Paper Submissions Due

1 February, 2019
Paper Disposition - Accept / Reject Notification

8 February, 2018
Confirmation Form Due

26 February, 2018
Speaker Registration Due

1 March, 2019
Copyright Form Due

1 March, 2019
Final Paper Due

ATTENTION: To upload your Final Paper, Bio, and Slides/Poster please make sure your pop-up blocker is turned off.

Your submission is now complete. You may now close this window, exit this website, or quit your browser.

The submission process is meant to be self-explanatory. However, if after reading this documentation and the online help screens you are still having problems, support is available via e-mail from the IMS2019 TPRC Co-Chairs Greg Lyon and Timothy Hancock at g.lyons@ieee.org and hancockt@ieee.org. Please be sure to read the available documentation before requesting help by email. If you encounter any technical problems in the use of this website, please contact Sandy Owens at support@mpassociates.com.

SPECIAL NOTE: Please ensure your spam filter is set to allow email from support@mpassociates.com.

4.3. Editing/Updating a Submission

Step 1. If you wish to edit/update your submission in the future, you will log into the [IMS2019 Paper Submission Website](#). The [Navigation Center home page](#) will list your submissions.

Home Resources
Logout

[← Back to your Submission List](#)

SUBMISSION DETAILS

IMS Details for: 247-SA612
Test

My role for this submission: **Submitter**
Status of this submission: **Received**

Edit Submission Form or Upload Paper

Correct Your Information

View Submitted File

Important Information

5 December, 2018
Paper Submissions Due

1 February, 2019
Paper Disposition - Accept / Reject Notification

8 February, 2018
Confirmation Form Due

26 February, 2018
Speaker Registration Due

1 March, 2019
Copyright Form Due

1 March, 2019
Final Paper Due

ATTENTION: To upload your Final Paper, Bio, and Slides/Poster please make sure your pop-up blocker is turned off.

Step 2. Click on the “View” button next to the submission you would like to update.

Step 3. There are three options:

- Edit Submission Form or Upload Paper – This allows the submitting author to edit the submission form or upload a new PDF file submission.
- View Submission File – This allows the submitting author to download a copy of the PDF submission to ensure it is the correct file.
- Correct Your Information – Opens a box with submitting author’s full contact information and has a link to allow the submitting author to edit/update personal information.


4.4. Withdrawing a Submission

Withdrawing a submitted submission **AFTER** the submission deadline of December 5, 2019 is strongly discouraged. It is our policy that if a paper must be removed after the final approval date for the symposium proceedings (10 April 2019), it will be done at the author's and/or the sponsoring organization's expense.

If the deadline of December 5, 2018 has passed and you wish to withdraw your submission, please contact the Technical Program Committee Co-Chairs Greg Lyon and Timothy Hancock at g.lyons@ieee.org and hancockt@ieee.org.

If you wish to withdraw your submission **BEFORE** the December 5, 2018 deadline, you will log into the [IMS2019 Paper Submission Website](#) and complete the following steps:

Click Here



SUBMISSION LIST

Welcome Phillip Smith!

Add New Submission
Add or Edit Participants

	Paper ID	Submission Title	Status [?]	Your Role [?]
View	22Q-PM265	Recent Advances in Smith Chart Usage	Received	Submitter

Important Information

5 December, 2018
Paper Submissions Due

1 February, 2019
Paper Disposition - Accept / Reject Notification

8 February, 2018
Confirmation Form Due

26 February, 2018
Speaker Registration Due

1 March, 2019
Copyright Form Due

1 March, 2019
Final Paper Due

ATTENTION: To upload your Final Paper, Bio, and Slides/Poster please make sure your pop-up blocker is turned off.

1. Click on the “Add New Submission” button.
2. In Section #2, click on the “Delete” button next to the Submission ID and Title of the submission you would like to withdraw from consideration.
3. After a pop-up box appears asking you if you are sure you want to delete this submission, click “Ok”

SUBMISSION OVERVIEW

1 ADD PARTICIPANTS/CO-AUTHORS

ⓘ Please be sure to add all individuals to be listed as a participant for your submission. (Submitter, Speaker, Co-Author, etc.)

Current List Of Participants

Edit	First Name	Last Name (Surname)
Edit	James	Maxwell
Edit	Phillip	Smith

[Add Person](#)


2 ENTER YOUR SUBMISSIONS

Current List Of Submissions

Edit	Submission ID	Title	Status
Edit Delete	220-PM265	Recent Advances in Smith Chart Usage	Received

CONFIRMATION STATUS DEFINITIONS:

RECEIVED - Our server has received your submission and/or attachment.

[\[dismiss\]](#) 

[Add a New Submission](#)

[Click Here](#)

5. Initial Paper Review and Disposition

All initial papers will be reviewed and ranked by the IMS2019 TPRC according to the four criteria in the [IMS2019 Call for Papers](#). The review process occurs during the December 2018 – January 2019 time frame, and all authors will subsequently be notified whether their paper was accepted or rejected. Historically, the acceptance rate has been approximately 50%. An email notification to all authors is anticipated to occur on February 1, 2019 regarding the disposition (accepted or rejected) status. Please do not contact us before then to ask about the disposition of your paper. You may also log into the IMS2019 Paper Submission Website to check the paper disposition status on or after February 2, 2019.

6. Final Paper Submission

All authors of accepted papers must submit the final version of their paper no later than March 1, 2019. The final paper can be up to 4 pages. **You must resubmit your paper, even if no changes are made to your initial submission!**

Complete instructions for submitting your final paper will be provided after 1 February 2019, but the key differences between the initial paper and final paper are shown in the table below.

	Initial Paper due December 5, 2019	Final Paper due March 1, 2019
Authors and Affiliations	Must be redacted for double-blind review	Include all authors and affiliations
Third-person language	Must use anonymous third-person language when referring to one's own cited work, e.g. "In [3], the investigators showed that..."	May use first-person language when referring to one's own cited work, e.g. "In [3], we showed that..."
Acknowledgments	Must not be included	May be included
Cited References	Must NOT be redacted	Must not be redacted
Page length	3-4 pages	3-4 pages
PDF conversion	Use your own conversion software. Need not be compatible with IEEE Xplore	Must use PDF eXpress® for compatibility with IEEE Xplore
Copyright form	Do not submit	Required

While the initial paper length is limited to 3-4 pages accepted papers, the final paper page length can be up to 4 pages. This is to encourage the timely reporting of the latest industrial, and research and development results, while maintaining the opportunity to expand papers for possible journal publication.

The final paper will appear in the Symposium Digest exactly as submitted. There are no page charges. Copyright forms are required to be submitted electronically by the March 1, 2019 deadline. During the submission of your final paper, you will be automatically routed to the IEEE electronic copyright form (eCF) website. Your final paper submission will not be complete without the electronic copyright submission. During the final paper submission process, you will be required to register for the conference and enter your registration number.

Concluding Remarks

We hope that you find the structure and layout of the paper submission process informative and easy to use. We also hope to see you in Boston for IMS2019!

Thank you

IMS2019 TPC Co-Chairs

Greg Lyon and Timothy Hancock

g.lyons@ieee.org and hancockt@ieee.org

IMS Electronic Paper Management

Sandy Owens

support@mpassociates.com