

# ARFTG Author Instructions for Final Paper Submission

Congratulations, your summary paper has been accepted and you have been asked to submit your final manuscript. These instructions are intended to guide you through the Final Paper Submission process for ARFTG. Please print out these instructions and read them very carefully!

---

*The deadline for final submissions is on the call for papers and the paper must be in PDF-ONLY format! Your final submission must be IEEE Xplore compatible or it will not be accepted.*

---

## Final Paper Submission

All authors who are accepted for publication must submit the Final Version of their paper no later than the published deadline. You must resubmit your paper, *even if no changes were made to your initial submission!* Your final submission should use the ARFTG template although ARFTG has traditionally accommodated a wide range of styles. A strictly enforced 3-Megabyte limit applies to the PDF file uploaded to the web site. Please don't ask for exceptions to these limits!

All papers must be IEEE Xplore™ compatible PDFs. ARFTG has registered for use of the IEEE tool: IEEE PDF eXpress™. IEEE PDF eXpress is a free service to IEEE sponsored conferences, allowing their authors to make IEEE Xplore compatible PDFs (Conversion function) or to check PDFs that authors have made themselves for IEEE Xplore compatibility (PDF Check function).

The final paper will appear in the digest exactly as submitted. (There are no page charges.) Completion of Copyright assignment is **required** at this stage of the submission process. During the submission of your final manuscript you will be automatically taken to the IEEE electronic copyright form website to complete the copyright formalities. Your final manuscript submission will not be complete without the electronic copyright transfer. The copyright process must be completed by the paper submission deadline. No copyright forms submitted by fax or mail will be accepted.

A complete submission requires four actions:

1. Create, proofread, and check the layout of your final manuscript.
2. Electronically complete and submit an IEEE Electronic Copyright transfer form.
3. Use the IEEE PDF eXpress web site to generate an IEEE Xplore compatible PDF of your final proceedings paper (you must do this even if you are not making any changes to the summary paper you originally submitted).
4. Upload the new electronic copy of your final proceedings paper.

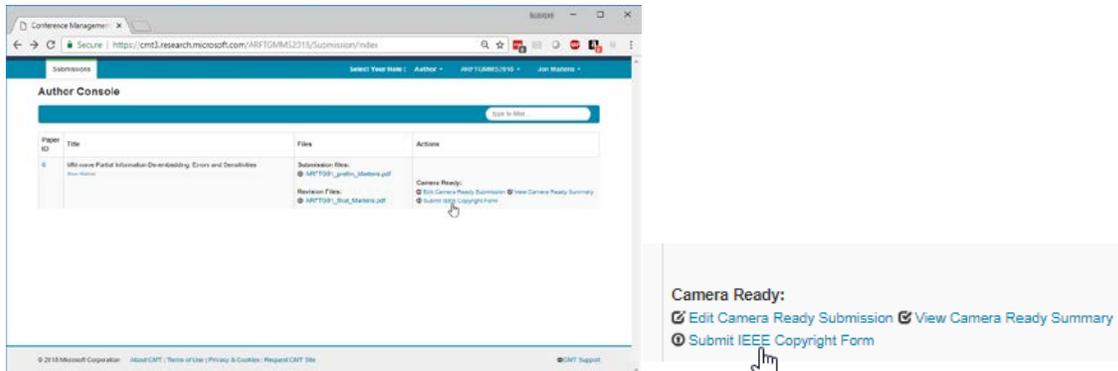
**NOTE:** If you are submitting more than one paper, you will need to repeat all steps for each paper. *All these actions must be completed prior to the Final paper submission deadline.*

## Copyright (after paper is accepted)

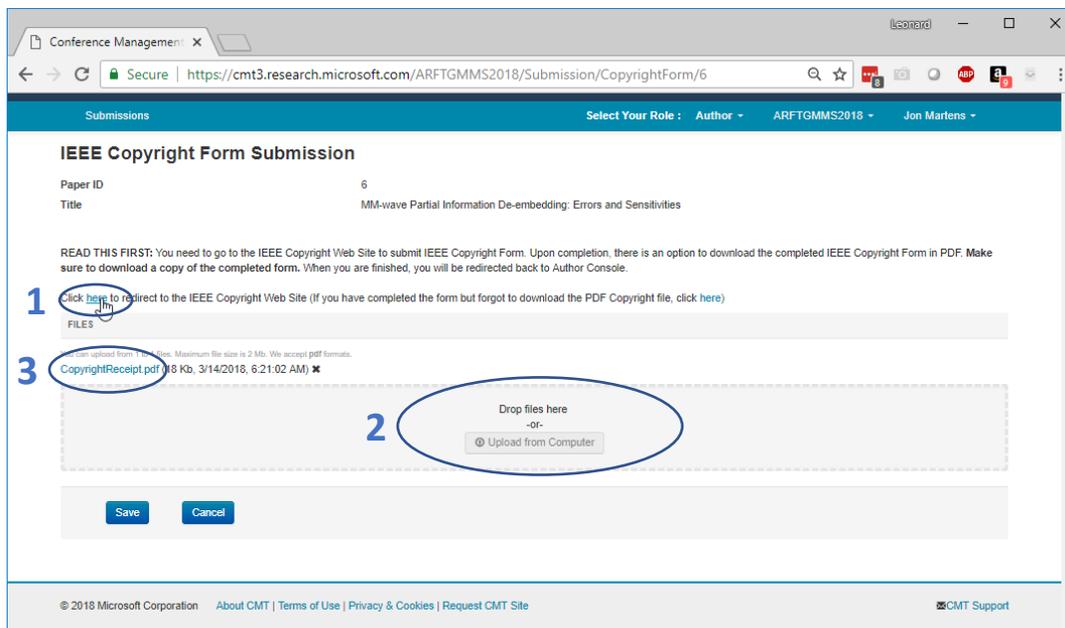
All final papers must be accompanied by an IEEE copyright release, no exceptions. Papers will appear in the digest PDF distributed at the conference and will be provided to IEEE for inclusion in IEEE Xplore.

Details about the policies may be found here: <https://www.ieee.org/publications/rights/copyright-policy.html>

Under actions click **Submit IEEE Copyright Form**



CAREFULLY read the section labelled READ THIS FIRST. It reminds you that as you go through the copyright process on the IEEE website that you need to DOWNLOAD the copyright form.



1. Select the subtly disguised “here” link to go to the IEEE copyright web site. And follow the process and **don't forget to DOWNLOAD the copyright form.**
2. Use the drag and drop field or Upload button to upload your copyright.
3. When properly completed, your copyright form pdf name should appear here.

## Before Creating Your PDF

Make note of the type of copyright that you determined was correct for your work and include the proper copyright notice in the first page footer of the paper, starting at the left margin. Including this before conversion to PDF vastly simplifies the addition. The specific text for each copyright notice is found [here](#).

- For papers in which **all authors** are employed by the US government, the copyright notice is: **U.S. Government work not protected by U.S. copyright**
- For papers in which **all authors** are employed by a Crown government (UK, Canada, and Australia), the Crown copyright notice is selected.
- For papers in which **all authors** are employed by the European Union, the European Union copyright notice is selected.
- For all other papers the IEEE copyright notice is selected.

Contact [publications@arftg.org](mailto:publications@arftg.org) if you have questions about this step.

Proofread your source document thoroughly and confirm that there are no page numbers or any other headers or footers other than the copyright notice.

## Creating a Compliant PDF

The final submission needs to be a compliant PDF file. If not using PDF eXpress to prepare your submission make sure the process you use creates a PDF/A compliant file.

## Using PDF eXpress to prepare/validate your submission

---

*Validation is mandatory.*

---

Browse to <https://www.pdf-express.org/> and login.

**First-time users** should do the following:

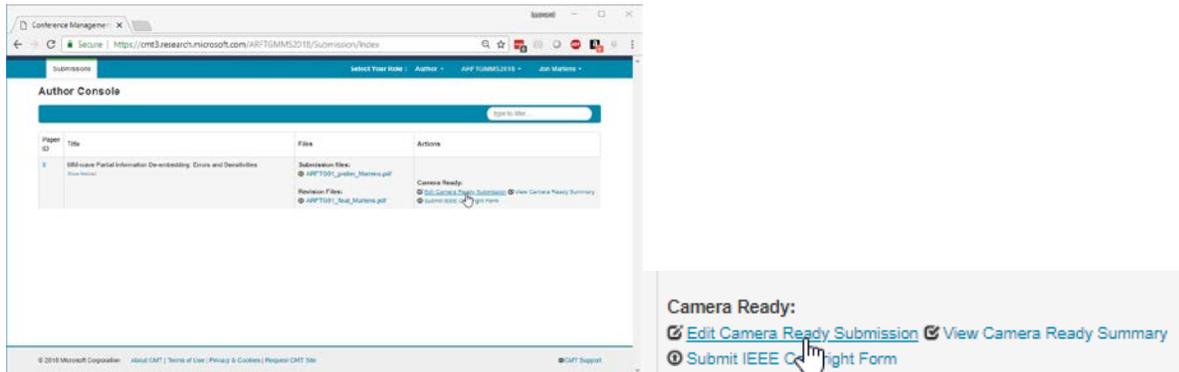
1. Select the New Users - Click Here link.
2. Enter the following:
  - a. the Conference ID  
this is available from the ARFTG Author Instructions site, or it is also listed on the camera-ready submission page that you will encounter later
  - b. your email address
  - c. a password
3. Continue to enter information as prompted.

An Online confirmation will be displayed, and an email confirmation will be sent verifying your account setup.

**Previous users** of PDF eXpress need to follow the above steps but should enter the same password that was used for previous conferences. Verify that your contact information is valid. Follow directions on the PDF eXpress page to convert or validate until you have a Xplore Compatible PDF file.

## Submit Camera Ready Submission

Under actions click **Submit (or Edit) Camera Ready Submission** (name changes after first use)

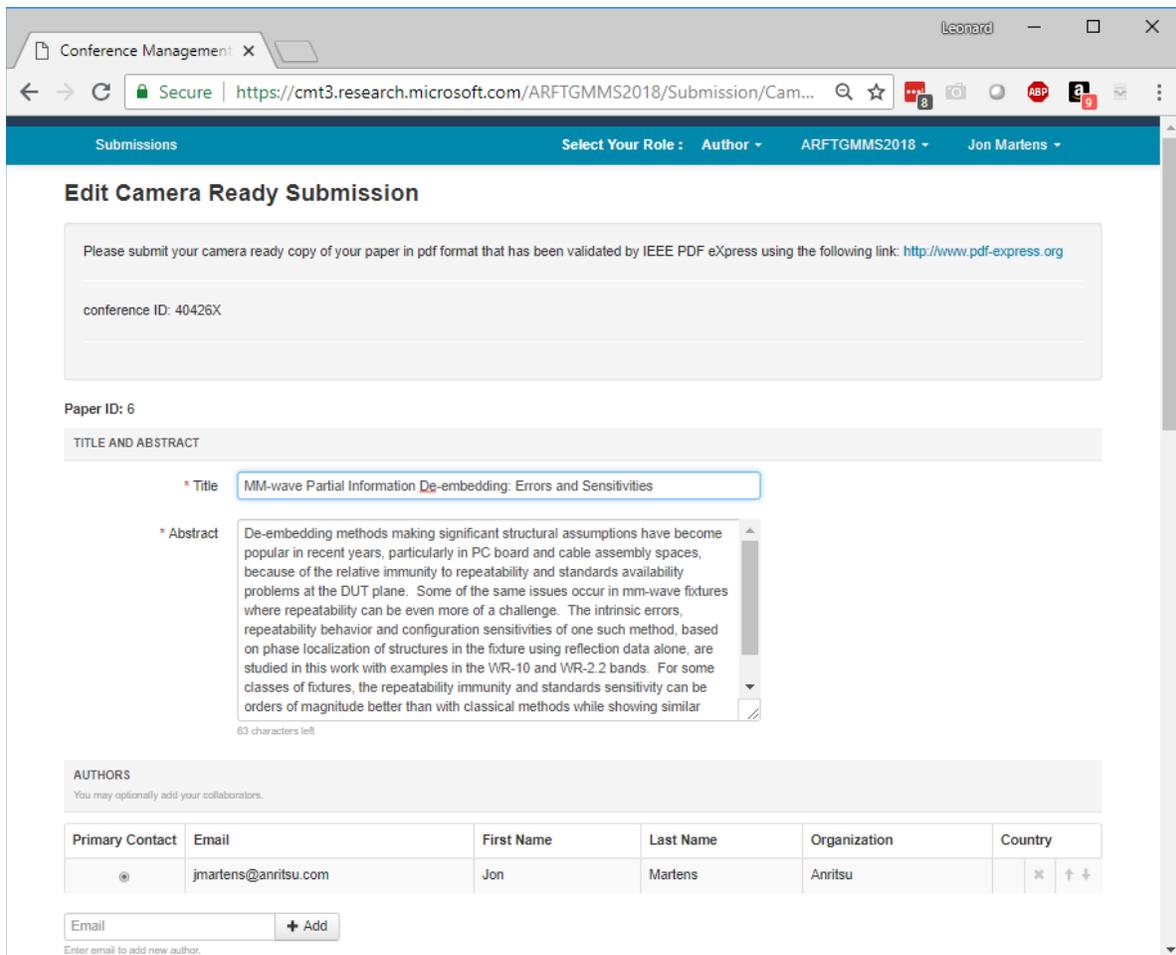


The screenshot shows the 'Author Console' interface. A table lists submission details for 'MM-wave Partial Information De-embedding: Errors and Sensitivities'. The 'Actions' column includes 'Camera Ready' with sub-options: 'Edit Camera Ready Submission', 'View Camera Ready Summary', and 'Submit IEEE Copyright Form'. A mouse cursor is pointing at the 'Submit IEEE Copyright Form' link.

**Camera Ready:**  
[Edit Camera Ready Submission](#) [View Camera Ready Summary](#)  
[Submit IEEE Copyright Form](#)

**Update/enter Title and Abstract** to match your final paper. It is permissible to shorten the abstract entry if the paper's abstract exceeds the character limit.

**Update the Author list** to match your final paper, including affiliations



The screenshot shows the 'Edit Camera Ready Submission' page. It includes a header with 'Submissions', 'Select Your Role: Author', 'ARFTGMMS2018', and 'Jon Martens'. The main content area has a title field with 'MM-wave Partial Information De-embedding: Errors and Sensitivities' and an abstract text area. Below the abstract is an 'AUTHORS' section with a table of author information.

**EDIT CAMERA READY SUBMISSION**

Please submit your camera ready copy of your paper in pdf format that has been validated by IEEE PDF eXpress using the following link: <http://www.pdf-express.org>

conference ID: 40426X

Paper ID: 6

**TITLE AND ABSTRACT**

\* Title: MM-wave Partial Information De-embedding: Errors and Sensitivities

\* Abstract: De-embedding methods making significant structural assumptions have become popular in recent years, particularly in PC board and cable assembly spaces, because of the relative immunity to repeatability and standards availability problems at the DUT plane. Some of the same issues occur in mm-wave fixtures where repeatability can be even more of a challenge. The intrinsic errors, repeatability behavior and configuration sensitivities of one such method, based on phase localization of structures in the fixture using reflection data alone, are studied in this work with examples in the WR-10 and WR-2.2 bands. For some classes of fixtures, the repeatability immunity and standards sensitivity can be orders of magnitude better than with classical methods while showing similar

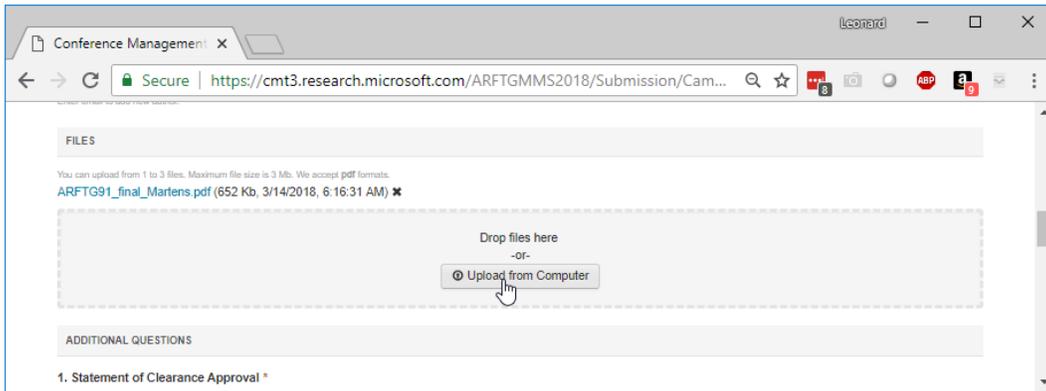
63 characters left

**AUTHORS**  
You may optionally add your collaborators.

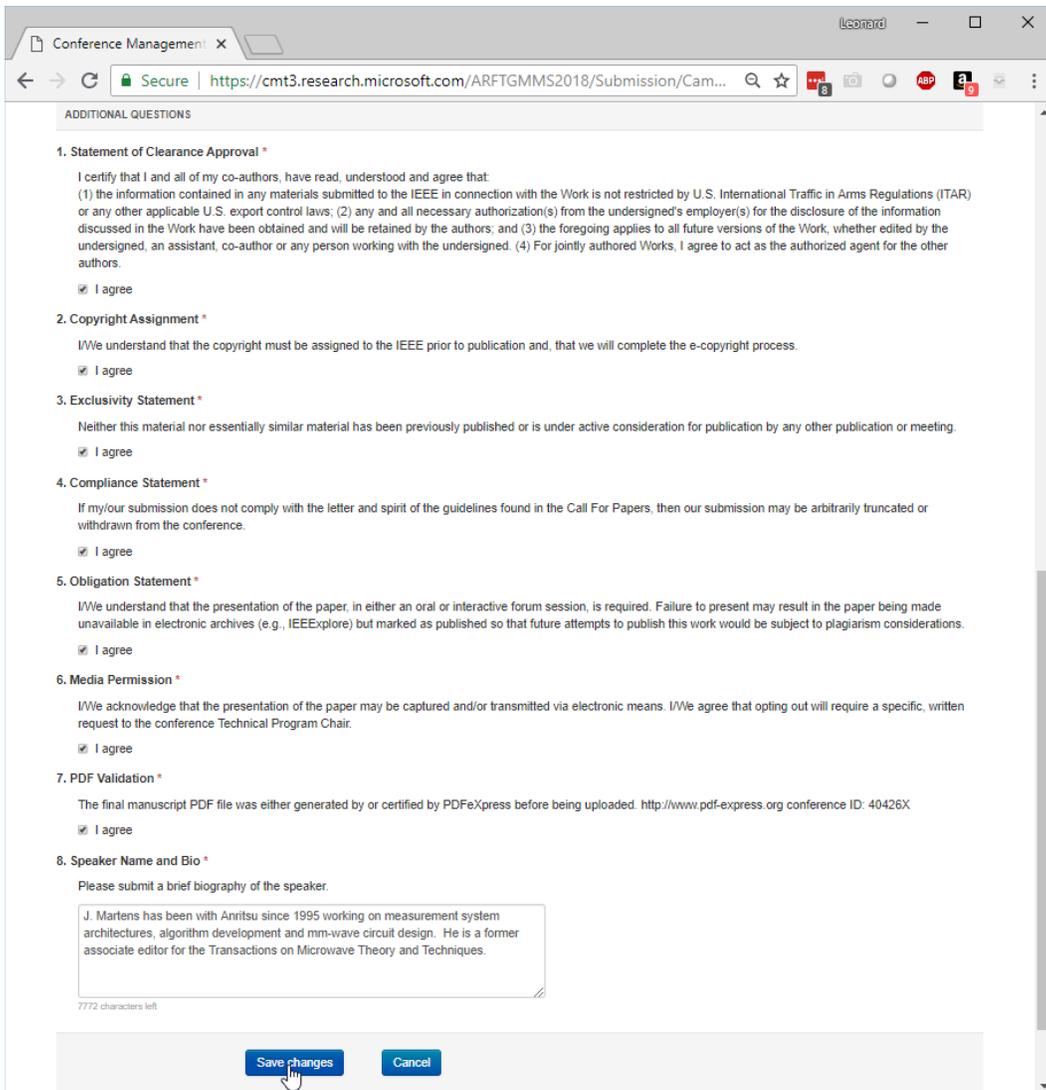
Primary Contact	Email	First Name	Last Name	Organization	Country
	jmartens@anritsu.com	Jon	Martens	Anritsu	

Email  [+ Add](#)  
Enter email to add new author.

## Upload your camera-ready submission PDF further down on this same page



## Answer all the required Additional Questions (an essential checklist) and Save



This completes the paper submission process.

## Paper Presentations at the Symposium

Authors who are presenting talks at the Conference may want to consider using a slide template. These are usually available on the most recent IMS website. Be sure to bring a copy of your presentation on a USB drive (and a backup on CD-ROM is a very good idea). Do not bring transparencies or 35 mm slides as no equipment supporting them will be available. Note carefully the length of time allocated to your talk. If you allotted 25 minutes plan the talk for no more than 20 minutes and allow no less than 5 minutes for questions.

## Guidelines for Interactive Forum Presentations

The Interactive Forum provides an opportunity for the presenter to engage in direct discussions with small groups of interested viewers. Be prepared to use your time in the Interactive Forum to explain your work and to answer specific questions. Software and/or hardware demonstrations are welcomed and encouraged. If you are assigned to participate in an Interactive Forum, here are some guidelines to guide you in your preparation:

### Poster Space:

Plan on using an area that consists of an easel mounted “push-pin bulletin board” (poster boards), approximately 1.2 m x 2.4 m (4 ft x 8 ft). Note that exact poster dimensions may vary from conference to conference; please contact the poster session chair or the technical program chair for exact dimensions for the upcoming conference. The poster board and push-pins will be provided. Provide an Introduction or Outline and a Summary or Conclusion. Use bullet charts, figures, tables, equations, and photographs as applicable to highlight the important technical content of your paper. Simply posting the pages of the written version of your paper is a very poor practice for the Interactive Forum. The title of your poster should appear in block letters at least 2.5 cm (1 in) high. Try to make the majority of the lettering at least 1 cm (0.3 in) high, and please be considerate to those viewers who are standing at a distance, by making the majority of the material easily legible from a distance of 1 meters (3 ft). Graphs and charts should be at least 10 x 15 cm (4 x 6 in) or larger. The use of color graphics and headline-style phrases in bullet charts, will allow the audience to quickly see the theme of your topic and grasp your intended message. It is a good idea to sequentially number your posted material. This will indicate to the viewer a logical progression through your presentation.

If applicable, the use of demonstration hardware and/or software, and audio-visual presentations will make your presentation more interesting to a wider viewing audience. Your presentation material must be available for viewing and you should be available for discussion during the full time scheduled for the poster displays.

We hope that you find the structure and layout of the author submission process easy to use and informative. We look forward to seeing you at the conference!