

Preparation of Manuscripts for the 2012 IEEE Nuclear Science Symposium and Medical Imaging Conference

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Abstract—These instructions provide guidelines for preparing manuscripts for submission to the Conference Record (CR) of the 2012 IEEE Nuclear Science Symposium and Medical Imaging Conference. If you are using \LaTeX to prepare your manuscript, you may use this document as a template. Define all symbols used in the abstract. Do not cite references in the abstract.

I. INTRODUCTION

THIS document is an example of preparing your manuscript in \LaTeX . It provides instructions for authors that will be presenting a paper at the 2012 IEEE Nuclear Science Symposium and Medical Imaging Conference (NSS-MIC), and should be used in preparing and submitting manuscripts to the Conference Record (CR). The Conference Record is a non-refereed, DVD-ROM-based publication that is distributed to all conference attendees after the conference. All CR manuscripts will be made available online at <http://www.nss-mic.org/2012/ConferenceRecord> before the DVD-ROMs are mailed out. A detailed description of the CR submission procedure is provided in section II below. Submission of a manuscript to the CR is mandatory and an eight page limit is suggested.

You may submit your manuscript to the IEEE Transactions on Nuclear Science (TNS), if it represents significant original contributions in the fields associated with the NSS-MIC-RTSD (i.e., progress reports and preliminary findings are not appropriate). The TNS is a refereed publication, and is published throughout the year. There is no longer “Conference Issue” of TNS dedicated to the NSS-MIC, and therefore you can submit your manuscript to TNS at any time. For instructions on TNS manuscript submissions, please visit the IEEE’s on-line peer review system Manuscript Central (<http://tns-ieee.manuscriptcentral.com/>). Please note that submission to

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Full names of authors are preferred in the author field, but are not required. Put a space between authors’ initials. Do not use all uppercase for authors’ surnames.

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TNS is a totally separate process from that of the Conference Record.

You can download this document, and the MS Word template, from the 2012 NSS-MIC conference web site at <http://www.nss-mic.org/2012/public/publications.html> so that you can use it to prepare your manuscript. For authors using word processors other than \LaTeX or Word, please refer to the NSS-MIC12.DOC file for page layout guidelines.

II. PROCEDURE FOR MANUSCRIPT SUBMISSION

All manuscripts for the Conference Record must be submitted electronically in PDF format through the conference website. The deadline for submission of your manuscript is Nov. 16, 2012. All questions regarding CR submission should be directed to Bo Yu, the Guest Editor, at yu@bnl.gov.

A. Create IEEE Xplore-Compatible PDF File

Starting 2005, all conference record manuscripts submitted to IEEE must meet the PDF Specification for IEEE Xplore[2]. To assist authors in meeting this requirement, IEEE has established a web based service called PDF eXpress. You can use this web service to convert your word processor files into Xplore-compatible PDF files, or to check if your own PDF file is Xplore-compatible. PDF eXpress converts the following file types to PDF: Microsoft Word, Rich Text Format (RTF), \TeX (dvi and all support files required), PageMaker, FrameMaker, Word Pro, QuarkXpress, and WordPerfect.

The PDF eXpress service will be available to the NSS-MIC authors between October 1 and November 16, 2007. To use this service, go to <http://www.pdf-express.org>. Enter **nssmic12x** as the Conference ID. If you are a first time user of this system, you need to set up an account. Once logged in, follow the instructions on the web site to upload your word processor file or PDF file. Shortly after your file is uploaded to the PDF eXpress, you will receive an email. If you uploaded a word processor file for conversion, the attachment in this email will be the converted Xplore-compatible PDF file. Save this file for the submission step outlined in section II.B below. If you uploaded a PDF file for checking, the email will show if your file passed or failed the check. If your PDF file failed the check, read the error report and fix the identified problem(s). Re-upload your PDF file and have it checked again until your PDF file is Xplore-compatible.

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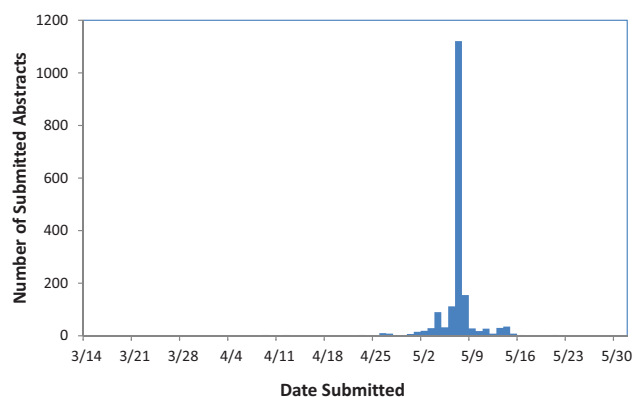


Fig. 1. Daily abstract submission rate of the 2012 NSS-MIC.

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A detailed description of the IEEE Xplore-compatible PDF requirement is available at http://www.ieee.org/documents/31296_IEEE_PDF_Spec.zip [2]. If you are using a Windows version of the Adobe Distiller to create PDF files, you can download a set of job option files (for Acrobat versions 5 through 9) from http://www.ieee.org/documents/IEEE_PDF_Create.zip. Install and use the appropriate job option to create your own Xplore-compatible PDF files. If you are using other software to generate PDF files, please refer to their manuals for correct conversion settings. The most common problem in creating Xplore-compatible PDF files is not embedding all fonts.

B. Submit the Manuscript and Copyright Form

After you have obtained the Xplore-compatible PDF file, log on to the NSS-MIC conference web site (<http://www.nss-mic.org/2012>) using the username and password for your abstract submission. Go to the “My Submissions” link and check that your paper title and author list are consistent with those in your manuscript. Make appropriate changes using the “Update Abstract” button if needed. Click on the “Upload manuscript” button to transfer your PDF file. Your PDF file will be checked again for Xplore-compatibility. PDF files that fail the check will not be included in the Conference Record DVD.

An IEEE Copyright Form should be submitted electronically at the same time your Xplore-compatible manuscript is submitted. Click on the “Submit Copyright Form” button on the “My Abstracts” link and follow the instructions. Each manuscript submitted to the Conference Record must be accompanied by a corresponding copyright form.

APPENDIX A

Appendices, if needed, appear before the acknowledgment.

ACKNOWLEDGMENT

The preferred spelling of the word “acknowledgment” in American English is without an “e” after the “g.” Use the singular heading even if you have many acknowledgments. Avoid the expression, “One of us (S.B.A.) thanks ...” Instead, write “S.B.A. thanks ...” Put sponsor acknowledgments in the unnumbered footnote on the first page.

REFERENCES

- [1] H. Kopka and P. W. Daly, *A Guide to L^AT_EX*, 3rd ed. Harlow, England: Addison-Wesley, 1999.
- [2] IEEE Content Engineering, *PDF Specification for IEEE Xplore*. Available: http://www.ieee.org/documents/31296_IEEE_PDF_Spec.zip.