

**Preparing and Submitting Electronic Files for the  
2016 IEEE International  
Reliability Physics Symposium**

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## I. Conference Specific Information

Conference ID:	IRPS16
Conference Dates:	April 17-21, 2016 Pasadena Convention Center
File Submission URL:	<a href="http://www.submitpapers.com">www.submitpapers.com</a>
Site Opens for submissions:	January 13, 2016
Author Deadline for submissions:	March 8, 2016
IEEE Electronic Copyright Forms submitted by:	March 8, 2016
File Naming Convention:	<i>Use your Session number and Paper number. Example: s2p4.doc (see your acceptance letter for assigned file name)</i>

## II. Process Overview

Author Paper Submission Steps:

- Step 1) Author goes to the *File Submission* website [www.submitpapers.com](http://www.submitpapers.com)
- Step 2) Author creates an account using Conference ID, email address, and a password of choice. Note: Authors who have an account from past conferences may use the same account by using the same email address and **password**.
- Step 3) Author uploads their source file(s).
- Step 4) Author is notified via email that their file was received.
- Step 5) Source file(s) are converted to PDF.
- Step 6) Author is notified via email, with the PDF as an attachment, that their paper was converted and available for review and approval.
- Step 7) Author reviews PDF online and in print for correctness.
- Step 8) Author returns to the *File Submission* website to approve the PDF and reviews the Paper Title, Author and Affiliation information.
- Step 9) Author is sent confirmation via email that the PDF has been approved.
- Step 10) If revisions are needed, author must delete PID and create a new one.
- Step 11) Author submits copyright to the IEEE eCopyright online service. The IEEE eCopyright service sends a confirmation email to the Author.

## III. Supported Browsers

The following browsers are recommended:

- Microsoft® Internet Explorer
- Firefox®
- Safari®

## IV. Creating a User Account

First, click on "New Users – Click Here" Next, fill in your:

- Conference ID ([IRPS16](#))
- Email Address
- A password of your choice

After the author has created the account, it is available at anytime to view the status of the submission(s).

## V. Uploading Files

Once the author has created the account, the "File Submission Status" page allows the author to submit their paper(s.)

Click on the "Submit New Title" button. Complete the required fields regarding the paper. Go to the "Source File Name:" field and click on the "Browse" button.

Select the file. Click on the "Submit" button. This uploads the file to the site.

## **VI. Acceptable File Formats/Recommended Fonts**

Submissions must include the source file(s) used to create the Acrobat PDF. The PDF is created according to specific requirements provided to ICP by the conference coordinator.

Acceptable formats for submission are as follows:

- Microsoft Word®
- Corel WordPerfect®
- Rich Text Format
- Lotus Freelance®
- Microsoft PowerPoint®
- (La)TeX w/ DVI
- Adobe PageMaker®
- Adobe FrameMaker®
- Lotus Word Pro®

If the paper submission includes multiple files e.g. LaTeX submissions, before uploading the files, they must be compressed into one file. This is accomplished by using any of the common compression programs such as WinZip®, PKZIP®, or StuffIt®. Common file extensions for such compression programs are: .zip, .tgz, .gz, .tar, .sit, .bin, and .hqx.

LaTeX users must, at a minimum, submit a .dvi file and the graphic files (.eps) for conversion to PDF. If the graphic files are not located in the same folder as the LaTeX document (.tex,) create the compressed file with the folder structure preserved (no greater than 3 folder levels deep.) This is so that when the files in the compressed folder are uncompressed, the files are located where the .dvi expects to find them. The best way to create the .tex is to have the graphic files located in the same folder as the .tex. This way when the .dvi file is created, it will expect to find the graphic files in the same folder where it is located. And, it insures that the compressed file will include all the necessary files to create the .PDF file. Please keep filenames to no more than 11 characters.

*Note: The most common problems with LaTeX submissions are missing graphic files, compressed file is missing the folder structure, or the figure filenames exceed 11 characters.*

The following fonts are the preferred fonts for conversion to PDF:

- AdobeSanMM
- AdobeSerMM
- Arial MT
- Arial MT, Italic
- Arial MT, Bold
- Arial MT, Bold Italic
- Courier, Bold
- Courier, Bold Italic
- Symbol
- Times New Roman PS MT
- Times New Roman PS MT, Italic
- Times New Roman PS MT, Bold

- Computer Modern
- Courier
- Courier, Italic
- Times New Roman PS MT, Bold Italic
- ZapfDingbats

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## VII. Reviewing your PDF

When the PDF is ready for review, an email is sent to the author. The email will include the PDF as an attachment. Review the PDF online and in print (this requires Adobe® Acrobat Reader 5.0 or higher.) The author then logs into the site and approves or revises the PDF. The PDF is also available for viewing and saving on the *File Submission* website.

## VIII. Assigning Status to your PDF

Assigning a status to the PDF simply means to Approve or Not Approve the PDF.

Your options are:

- "Approve Paper" – the Author approves the PDF for publication and the Paper Title, Author, and Affiliation information.
- "Revise Paper" – to revise the current version of the paper by submitting a revised version of the source file.
- "Request Manual Conversion" - means that the problem you see in the PDF is not in your source file and you would like your PDF re-created. In the comments field, please provide a description of the problem and the page the problem can be found on in order to insure it is corrected.
- "Delete Paper" – the PDF has been approved by the author by mistake. The PID needs to be deleted to insure it is not published.
- "Withdraw Paper" – the author has decided not to publish this title at this time and is communicating to the conference personnel that he/she will not be contributing to the conference.

*Note: Once the PDF has been "approved," it cannot be revised. The PID must be deleted and the author must start over by clicking on the "Submit New Title" button.*

## IX. Submitting your IEEE Electronic Copyright Form

To complete the IEEE Copyright Transfer agreement.

Step 1: Click on the "Submit Copyright" link in the File Status table.

Step 2: You will be queried to proof the Paper title and Author information for your paper. Please review it carefully.

Step 3: If the information is correct, click on the "Continue – Information Correct" button. This will take you to the IEEE site where you can follow the instructions for submitting your IEEE Electronic Copyright. You will receive a confirmation email from the IEEE when your Copyright has accepted.

Step 4: If it is not correct, click on the "Correct Paper Information" button. This will take you to a page where you can update your Paper title, add or remove authors, and change author order. Once you have updated the paper information, return to Step 1.

File Submission Site Technical Support is available at [icpsupport@redshift.net](mailto:icpsupport@redshift.net)

