

XRM2018 Paper Preparation and Submission Guide

Welcome to the XRM2018 Meeting paper website. *XRM2018 paper submission is entirely electronic; do not mail hard-copy printouts.* All papers, whether invited or contributed, whether oral or poster, must be submitted in electronic format on this site, according to the steps outlined below. The paper submission deadline is March 25, 2018, at 12:00 AM PDT (GMT – 7)

Receipt of your submitted paper and files will be acknowledged via e-mail. **Presenting authors** will be notified of presentation session and day/time assignments sometime around June 1, 2018.

WHY ARE THESE KNOWN AS “PAPERS”, NOT “ABSTRACTS”?

The 2018 International Conference on X-ray Microscopy (XRM) meeting will handle conference abstracts and proceedings differently.

The published proceedings for XRM2018 will be **two-page scientific papers** required of all presenters. These will be peer reviewed for scientific content, format and appropriateness, and will be published **before the conference** by Cambridge University Press, in a supplement to the journal **Microscopy and Microanalysis**. Each paper will have a standard digital object identifier (DOI) and therefore can be referenced as a refereed conference proceedings paper. These papers will serve as the abstracts for selecting oral or poster presentation, and will constitute the program for the XRM2018 meeting.

Why have we made this change?

Many meetings (including previous XRM) distribute short abstracts to attendees. These traditional abstracts are not published and are therefore hard to cite. With the declining interest in post-meeting proceeding papers, much of the innovative new science presented at XRM meetings never enters the scientific record, or does so only after a long delay. By merging the function of abstract and proceeding into a 2-page peer-reviewed scientific paper, attendees will have more information to guide what they choose to attend during the conference. This change will also ensure that there is a permanent and current record of the science and technology of X-ray microscopy in 2018. This approach is the same as that used by the Microscopy and Microanalysis (MMA) meeting series. As an example, see the [Proceedings of the MMA2017 conference](#).

Registration of the presenter at XRM2018 is required to give an oral or poster presentation and to have the paper published in the proceedings.

Paper Submission Steps:

- 1.) Prepare your paper according to the XRM2018 template and the enclosed guide
- 2.) Upload your paper on the XRM2018 paper submission website:
 - a. Enter paper metadata (title, authors, student / pdf status, etc.)
 - b. Upload your paper as a pdf (no security, fonts and images embedded)
 - c. Verify that your paper file was successfully uploaded
- 3.) After you have submitted your paper, you will be emailed a copyright transfer form. Please print, sign, scan and upload this form as a pdf.
To upload your copyright transfer form, edit your paper submission on the XRM2018 website, and upload the copyright transfer form via the menu on this form.

Note: you can edit your submission at any time up to the paper submission deadline (12:00 PST, March 25, 2018)

Instructions for XRM2018 Paper Preparation

1. ELECTRONIC FORMAT.

Document layout instructions are provided below. Alternatively, you may download a template in Microsoft Word format at the conference webpage (www.xrm2018.com), under the program tab.

All papers must be submitted in Portable Document Format (*.pdf) with NO document security. The PDF of the paper MUST have fonts and images embedded; check options in the conversion utility.

2. TEXT.

Papers should be a condensed version of your presentation and include all significant findings. Write the text so that readers who are not specialists can appreciate the purpose of the study and understand the procedures and conclusions. The text, entirely written in English, should include a brief introduction and motivation of the study, and include experimental procedures, main results and conclusions. Use sub-sections for clarity if desired, but it is not necessary to divide the text into sub-sections, except for the References section.

All submissions will be reviewed for scientific content, under the supervision of the Program Committee. Contributions will be reviewed according to the following criteria: (a) relevance to the XRM conference, (b) scientific content and quality, (c) clarity of the text, and (d) compliance with the format. Papers not meeting these criteria will be returned to the author for correction. If the resubmitted version does not deal with issues identified by the review, it will not be accepted. After peer review, corrections and acceptance, neither paper content nor author lists will be accessible for corrections.

All accepted papers must be presented by a meeting registrant. The presenter must be registered by the early registration deadline (**14 June 2018**) for the paper to be published. If the

registrant cannot attend due to unforeseen circumstances an alternate presenter should be arranged.

Presentations can be either oral or poster. The authors may express their preference about the form of presentation; however the Program Committee reserves the right to make the final decision concerning all requests for platform presentations.

3. PAGE 1 FORMAT.

Page 1 may contain figures as well as text, using fully justified formatting.

Document format: Letter (8.5x11.0) inches or (21.59x27.94) cm

Document Margins should be one inch (25.4 mm) top and bottom and 0.75 inches (19.1 mm) left and right.

All papers shall have a length of two (2) pages, or up to four (4) pages for invited and plenary speakers. All papers must conform to the layout requirements detailed herein.

Paper Title: Use single spaced, Times New Roman, Bold 14 point and left justified formatting. Capitalize all major words in your paper title as shown in the template (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions; use lowercase for articles: the, a, and an; for the following conjunctions: and, but, for, or, and nor; and for the part of a proper name that would be lowercased in the text, such as de or von; as well as for the second part of a species name, such as *fulvescens* in *Acipenserfulvescens*, even if it is the last word in a title or subtitle.

Authors: Use single spaced, Times New Roman 12 point, and left justified formatting. Each name should have a superscript number to reference the author's affiliation. Use single line spacing and leave one blank line between the title and author list and one blank line after the author's names before the list of affiliations, write each affiliation in a new line preceded by the superscript number.

Underline the name of the presenting author. Identify the corresponding author with an asterisk (*) after the affiliation superscript, and insert "* Corresponding author, email address" immediately after the author affiliations, without a space.

Body of Document: Use single spaced, Times New Roman 12 point, and fully justified formatting, and single spacing between lines. Use italics for taxonomic terms; do not use underlines. Avoid individualized formatting and special typefaces. Skip a line before each new paragraph, but do not indent paragraphs.

4. FIGURES, LINE DRAWINGS, MICROGRAPHS AND PHOTOS.

Be sure to include figure labels and scale markers on all figures. Captions should be placed below all figures and tables. Artwork and tables must be electronically inserted into the document. Color figures may be used and will be reproduced in any electronic distribution of the proceedings. Printed copies, if made available, will be in grayscale, so authors should insure that color coding used for legends is distinguishable in grayscale. Line art must be created either in a drawing program or scanned into a suitable format for importing into the document. Check that the width of lines and size of fonts allow the figure to be clear at its final size.

All artwork must be electronically incorporated into the manuscript. Show figure part number and scale line (e.g., 1 μm) as needed. Color may be used and will be displayed as such on the DVD-ROM; however, the figures will appear as grayscale images in the hardbound volume. Line art must be created either in a drawing program or scanned into a suitable format for importing into the document; check that the weights of lines and sizes of label fonts in imbedded legends allow the figure to be understandable at the final reproduction size in the document.

5. TABLES.

All tables must be electronically incorporated into the text. Use the table-making functions of your word processor to create the table with a horizontal rule top and bottom and below the column headings. Indicate units (in parentheses) in column headings as needed. Type information single-spaced within the table.

6. REFERENCES.

References should be included at the end of the text on the last page, with the appropriate reference styles for conference proceedings [1], journal articles [2] and books [3] Indicate references in the text with Arabic numbers in square brackets, preferably at the end of the sentence, before the period. For three or more authors, use first-named author followed by “*et al*”. Acknowledgments should be included in the last reference, which should be cited at the end of the last sentence of the text [4].

References: Use single space, Times New Roman, 12 point and left justified formatting

[1] F Author *et al*, Conference Proceedings (year) p. 1.

[2] F Author, S Author and TH Author, Journal **volume** (year), p. 1.

[3] F Author in “Introduction to abstract writing”, ed. D Writers, (Publisher, City) p.1.

[4] The authors acknowledge funding from the United Federation of Planets, X File Department, Grant Number 42. Dr. W Ho is thanked for his many useful discussions and contributions to this work.

Embedding Fonts in Your PDF

All PDF files submitted must have all fonts embedded.

After the submission deadline, Cambridge University Press staff will review all submitted papers and determine if any fonts are not embedded. If your fonts have not been embedded on your approved PDF, staff members will contact the paper submitter to determine the best way forward.

Some recent versions of Word allow writing your file to or saving directly to PDF. Please check the settings of such options to indicate that your fonts should be embedded.

Before Submitting Your Manuscript

Before uploading your submission, please review the preceding guidelines to (a) ensure that your document meets the minimum requirements and (b) obtain suggestions about how you can best prepare your document for uploading and/or conversion to the Portable Document Format.

The Portable Document Format (*.pdf) is the REQUIRED submission format. Nearly any file type can be converted to Portable Document Format using Adobe Acrobat 6.0. In addition to Adobe Acrobat, there are a number of utilities that can be used to convert documents to PDF format.

- Amyuni PDF Converter for Microsoft Windows
- Jaws PDF Creator for both Apple Macintosh and Microsoft Windows
- pdfMachine for Microsoft Windows from BroadGun Software
- SimplePDF for Microsoft Windows from Tangent Software
- txt2pdf for Microsoft Windows, Unix-IBM AIX, Unix-HP UX, Linux, and Solaris from Sanface Software
- Win2PDF for Microsoft Windows from Dane Prairie Systems
- pdf995 for Microsoft Windows, free software from Software995

Note that neither the XRM2018 conference nor Cambridge University Press intends or implies any endorsement of the links, companies, or products listed above, which are provided here as a courtesy only.

Regardless of the file format that you are uploading to the system, please be sure to include a file extension in the file name that accurately identifies the format of the file (for example, "mymanuscript.pdf" for a Portable Document Format file).

If you are using a word-processor such as Microsoft Word, please be sure that you have embedded the images into the document itself. This can be done using the "Insert-->Picture-->From File" option from the toolbar menu in Microsoft Word, and similar tools in other word processors.