



Conference Proceedings Preparation Guidelines

DUE DATE: Wednesday, 21 July 2010

- Upload Final Manuscript PDF file
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- Presenting author must register online
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- Proceedings Extra Page Form (if applicable)

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- On-Line Registration is also due on or before 21 July 2010.
 - On-line registration is **MANDATORY** prior to printing of your paper in the Proceedings.
 - **NOTE:** Early bird discount registration deadline is 30 July 2010.

**Failure to submit a paper by the
21 July 2010 deadline may ensue the EXCLUSION OR
WITHDRAWL of the contribution from the Conference.**

GENERAL INSTRUCTIONS TO AUTHORS

Conference Date and Location: 3 – 7 October 2010
Martiniplaza
Groningen, THE NETHERLANDS

Read ALL of the instructions carefully **BEFORE** beginning.

Due Wednesday, 21 July

1. Upload Final Manuscript Paper in PDF Format.
<http://www.microtas10.org/authors/manuscript.html>
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4. Conference Proceedings Extra Page Order Form (if applicable).
 - If your paper exceeds 3 pages, an additional €250 per page charge must be included.
 - Maximum paper length is 5 (five) pages.

INSTRUCTIONS FOR FORMAT/STYLE OF FINAL MANUSCRIPT

PLEASE NOTE THAT FORMATTING STYLES HAVE CHANGED SLIGHTLY FROM PREVIOUS YEARS. READ ALL INSTRUCTIONS COMPLETELY AND CAREFULLY BEFORE PROCEEDING.

The **μTAS 2010** Conference Proceedings electronic version will be created from the PDF file supplied by you. It is very important that all papers be consistent and uniformed throughout the Conference Proceedings. Please use the following style indicated below to allow us to maintain uniformity in the final copy of the Conference Proceedings. **A sample paper is included and is also available on the μTAS 2010 website.**

Instructions (These parameters must be adhered to):

- The manuscript that you prepare will be used as it is received. Please make sure that you do not have double images and that all tables and chart lines are heavy and distinguishable.
- Color images, pictures, and charts will be replicated in color.
- Clarity and Uniformity are of paramount importance.
- Since the proceedings will be electronic, please feel free to use active hyperlinks throughout your document.
- Prepare three (3) pages of text and figures.
 - Longer papers will be printed only if accompanied by payment of a mandatory over-length charge of €250 per page.
 - The absolute maximum length with payment of the over-length charge is five (5) pages.
- Do not number your pages.
- Do **NOT** password protect your PDF file.
- All fonts **MUST** be embedded.

FORMAT AND STYLE

Please refer to the Sample Paper in conjunction with these guidelines.

- Please have a close look at the sample paper which is accompanying this document. Your paper format **MUST** match the sample by style and format. All papers that do not **MATCH** this format will be rejected and returned for correction. Please pay attention to the guidelines and prepare them correctly the first time. The sample paper may act as a template for you.
- Please check that the A4 page size converted correctly for your computer. Some computers do not convert the page size automatically. Your final PDF file **MUST** be A4.
- Font: **Times New Roman ONLY** for all text and the **Symbol Font** for symbols
- Paper Size: A4 Paper 20.98 cm x 29.69 cm (8.26" x 11.69").
Create a special size document in document set-up to fit these dimensions if your program does not have A4 preset. For unit conversion: 2.54 cm = 1 inch for unit conversion.

- Paper Margins: 1.905 cm (.75 inch) for the left margin
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- DO NOT PAGE NUMBER, we will add page numbers after all the manuscripts are in place.
- Do not overcrowd and create an unreadable paper by making the lettering or the spacing too small in the text.
- No text, figures, charts or tables should fall out of the text page area.
- The paper title, authors' names and affiliations need to be centered. *As we want all papers to have uniformity, please do not include contact information at the top of your paper.* Contact information should be at the end of your paper after References.
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NOTE: Do not split words in paper title (i.e. NANOCANNELS should not be split so NANO- is on the first line and CHANNELS on the next line) and/or author names (i.e. T. Müller should not be split so T. in on the first line and Müller on the next line).

Example #1:

**FABRICATION AND EVALUATION OF 2D CONFINED NANOCANNELS
USING FOCUSED ION BEAM MILLING**

J.P. Alarie, A.B. Hmelo, S.C. Jacobson, A.P. Baddorf, L. Feldmen and J.M. Ramsey
Oak Ridge National Laboratory, USA

Example #2:

**SEPARATION, TRAPPING AND ANALYSIS OF BIOLOGICAL
NANO-PARTICLES IN BIOMEMS**

**M. Stelzle¹, M. Dürr¹, G. Gradl³, P. Geggier², A. Haage⁴, R. Hagedorn⁵, M. Jäger², J. Kentsch¹, T. Müller⁵,
A. Normann⁴ and T. Schnelle³**

*¹Natural and Medical Sciences Institute, GERMANY, ²Fraunhofer Institute for Biomedical Engineering, GERMANY,
³Evotec Technologies GmbH, GERMANY, ⁴Mediagnost GmbH, GERMANY, and ⁵Humboldt University, GERMANY*

- The remaining body of the manuscript should be formatted in one column, and should be left and right (fully) justified.
 - Two columns **will NOT** be allowed.
- Abstract: Each paper should contain an abstract not to exceed 100 words that appears at the beginning.
- Keyword list should follow the abstract.
- Major headings appear in **CAPITAL LETTERS** 10 point bold and left flush/bold and should NOT be numbered.
- All paragraphs are to be indented .2".
- All text in the body of the manuscript must be typed single space and New Times Roman 10 point font.

- Do not overcrowd and create an unreadable paper by making the lettering or the spacing too small in the text.
- Do not have any “widow or orphans” in either your text, charts, or tables. In desktop publishing, widows and orphans are those words or short phrases at the end or beginning of paragraphs that are left to sit alone at the top or bottom of a column — separated from the rest of the paragraph. It leaves the reading of the information, table or chart unbalanced. Do not place the header at the bottom of one page and the text of that header on another page or the caption of the figure on one page and the actual figure on another.
- All figures/tables should be placed as close to their mention as possible.
- Double check your sequence of figures and charts.
- Please remember to spell check your entire paper.
- Use two spaces after periods at the end of sentences.
- Define abbreviations and acronyms the first time they are used.
- References: List and number consecutively, all references at the END of the paper. When referring to them in the text, type the corresponding reference number in square brackets as shown at the end of this sentence [1]. Indent after the numbering .3”

[1] F. Microtas and S.A. Fluidic, *The principles of manuscript writing*, Proc. Micro Total Analysis Systems 2000, Kluwer Academic Publisher, Dordrecht, The Netherlands, pp. 1000-1001, (2000).

- Illustrations, Figures, Charts and Tables must appear within the designated areas. Text should be 10 points, Italics. Caption and number every illustration. Figure captions should be below the figures and have a 3 point paragraph spacing before the line. Table captions should be above the tables and have a 8 point paragraph spacing after the line. All figures should be placed as close to their mention as possible.
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- Caption and number every illustration. Figure captions should be below the figures with a paragraph line spacing of 3 point before the line; table captions should be above the tables with paragraph line spacing of 8 points after the line.
- Footnotes: Number the footnotes separately in superscripts¹. Place the actual footnote at the bottom of the page in which it is cited. Do not put footnotes in the reference list. Do NOT put footnotes in a footer.

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