



Author Instructions

Electronic Paper Submission: Technical papers must be submitted in an electronic form via the [RFIC Paper Submission site](#). **Hard Copies are not accepted.**

These instructions are intended to guide you through the Initial Paper Submission process, as well as the Final Paper Submission process.

These instructions apply only to RFIC authors. The International Microwave Symposium and the RFIC Symposium will have different submission deadlines. Additionally, the Technical Program Committees for the two symposia will not be meeting concurrently to perform paper evaluation and selection. The symposia program committees will be unable to trade author submissions between the IMS and RFIC paper selection committees. Therefore, once an author submits a paper to either IMS or RFIC, the paper will stay and be reviewed by **that** committee. It must be noted that double submission of a similar paper by the same authors, to both conferences (IMS & RFIC) is not permitted. The IMS and RFIC Technical Program Committee Chairs will review a list of all submissions to both conferences. If the same, or similar paper by the same authors is double submitted, the paper will be automatically rejected by both conferences.

Double-Blind Reviewing Policy. RFIC has adopted a double-blind reviewing policy for all paper submissions. A double-blind review process provides 'anonymity' for both authors and reviewers. As the reviewers will not be informed of the authors' names or affiliations in the submitted paper, such information must be removed from the paper before submission. A double-blind review process is intended to eliminate any perception of bias for or against an author or institution based on name recognition, country, gender, or other characteristics. This helps assure authors of the following:

- All submitted papers are judged equally, based on established evaluation criteria
- The content and quality of submitted papers are judged, and not the authors or their affiliations.

Beyond the obvious need to remove names and affiliations, there are a number of additional changes required to prepare a paper for a double-blind review. For example, citation of prior work is required to evaluate a submission. Referencing the authors' own work should be worded in a way that avoids identifying connections to the authors. Simply note your prior work in the same way as work by others. For example, do not write "We demonstrated in [2] that ..." Rather, write "It was demonstrated in [2] that..." The author must take every possible step to make the submission anonymous and avoid identification by inference. To make the process as simple as possible we can reduce the procedure to just a few steps shown below. Papers submitted to RFIC that disregard these double-blind review requirements will not be reviewed.

1. Eliminate author names, contact information, and affiliations from the title and anywhere else;
2. Eliminate acknowledgments and references to funding sources;
3. Use the third person to refer to the authors' own work;
4. Ensure figures do not contain any affiliation-related identifier (e.g. logos on hardware or in IC layouts);
5. Depersonalize the work by using anonymous text where necessary;
6. Remove or depersonalize citations to authors' unpublished work;
7. Remove references to patents filed by authors or their institutions.



Author Instructions

One of the most common misunderstandings of the double-blind review policy concerns the reference list at the end of the paper. The table below illustrates the correct and incorrect way of handling this, assuming that J. A. Doe and J. B. Doe are the names of you and your co-author:

Correct handling of cited references	Incorrect way of handling cited references
<p>"This paper builds on the previous research of [2] by highlighting some of the recent advances..."</p> <p>[2] J. A. Doe and J. B. Doe, "Previous research: a review," in 2014 Int. Conf. on Writing Conf. Papers, Luckenbach, TX, USA, Jun. 2014, pp. 1721–1734.</p> <p>Use anonymous, third-person language when referring to your own work. Do not redact any references, including your own.</p>	<p>"In this paper, we build on our previous research [2] and highlight some of the recent advances..."</p> <p>[2] (Redacted – double blind), "Previous research: a review," in 2014 Int. Conf. on Writing Conf. Papers, Luckenbach, TX, USA, Jun. 2014, pp. 1721–1734.</p> <p>Do not use first-person language such as "we" and "our" when referring to your own work. Do not redact any references, including your own.</p>

For additional examples of how to avoid double-blind violations, refer to the "[Recent Advances in Eliminating Double-Blind Violations in Conference Papers](#)," authored by Ryan Gough.

Prospective authors **must** electronically submit their initial summary paper in **PDF format**. Authors **must** use the IEEE double-column format indicated in the [MS Word Template](#) or [LaTeX Template](#) for submissions. Authors are required to convert their own papers from MS Word to PDF (or postscript). IEEE Copyright forms are **not** needed for the initial submission. **Make sure that the paper summary, including figures, does not exceed 4 pages and the file size is less than 2MB. The US letter size (8.5" x 11") format should be used. Use Distiller and select "embed all fonts".**

When submitting a paper, the file size is limited to 2MB. As such, some authors may encounter difficulties with papers that contain multiple high-resolution photographic images, and the image is embedded directly into the manuscript. Use compression on photos and figures to reduce the size, and work this out well in advance of the deadline to avoid last minute issues. Some helpful information is also listed in the [MS Word Template](#). Also, please see Technical Paper Electronic Submission Website given below.

Electronic Submission

ALL SUBMISSIONS MUST BE ELECTRONIC via the [RFIC Paper Submission site](#). **Hard Copies are not accepted**

Authors of accepted papers will be required to submit a revised paper, which includes clear photos of the IC's described, for publication in the Symposium Digest. Accepted authors will be instructed to access an IEEE



Author Instructions

conversion site in order to produce a pdf file compatible with IEEE publication standards. The conversion site accepts the most common formats of source files such as Word document or LaTeX.

Paper Selection Criteria: All submissions must be in **English**. Papers will be selected based on the following factors:

- **Originality:** The paper must be unique, significant, and represents state-of-the-art. Are references to existing literature included?
- **Quantitative content:** The papers should give an explicit description of the work with supporting data.
- **Quality:** Clarity of the writing and figures. What is the contribution to advancing the state-of-the-art?
- **Interest to RFIC attendees:** Why should this work be reported at this conference?

Clearances: Authors must obtain all required company and government clearances prior to submitting a paper. A statement that such clearances have been obtained, signed by the submitting author, must accompany the final manuscript of each accepted paper.

Presentation Format:

- **Full-Length Papers** report significant contributions, advancements, or applications of RF and microwave technology in a formal presentation format with a question and answer session immediately after your presentation. Details of the regular submissions can be found in the RFIC Call for Papers
- **Interactive Forum Papers** provide an opportunity for authors to present theoretical or experimental results in greater detail, and in poster format, and/or to display hardware, perform demonstrations, and/or conduct discussions in an informal manner with interested audience.

Student Paper Contest: A student paper contest will be held as part of the Symposium. Student papers will be reviewed in the same manner as all other conference papers. To be considered for an award, the student must have been a full-time student (9 hours/term graduate, 12 hours/term undergraduate) during the time the work was performed. The student must be the lead author of the paper, and must present the paper at the Symposium. **The student is required to register the paper as a student paper in the paper submission process.** A memorandum will be automatically sent to the advisor to certify that the work was done by the student. Papers accepted for the competition will be judged on academic content, originality and quality. All of the RFIC student paper finalists (best ~ 15 student papers) will receive **complementary** RFIC registration. The Student paper winners (i.e., the top 3 student papers) will receive a \$500 honorarium (in addition to the complementary registration). Winners will be announced and recognized at the RFIC plenary session at the start of the conference.

Notification: Authors will be notified by email of the evaluation result. Authors of accepted papers will receive copyright release forms and instructions for publication and presentation. Due to SPAM-filters, authors might not receive the notification message. The authors are therefore encouraged to check with their submission



Author Instructions

account where the authors will find a copy of the notification message. Final Manuscripts must be received for publication in the RFIC Symposium Digest.

Expanded Papers: By invitation only, some authors of RFIC papers will have a chance to publish an expanded version of their work either in the IEEE T-MTT or the IEEE JSSC in the Special Issues for the RFIC Symposium.

Technical Paper Electronic Submission

Author Registration and Initial Paper Submission Steps:

In order to have your paper considered for publication, you will have to complete several steps:

- Go to the [RFIC Paper Submission site](#) to create an account (if you don't have one from previous years) and complete a Paper Registration Form.
- **Before you submit your manuscript, be sure that you satisfy all the requirements for the double-blind review as shown above in this document or [here](#).**
- Submit your paper in Adobe Acrobat (4.0 or later) Portable Document Format (.pdf).
- Your paper will be reviewed by RFIC Technical Program Committee. We will send the results to you by email, or you can check the [RFIC Paper Submission site](#) any time to see the current status of your paper.
- If the paper is accepted, Authors are required to submit the final version of the manuscript.

Final Manuscript Submission Guide:

Authors of accepted papers are required to submit the final version of manuscript, in IEEE Xplore compatible PDF format, at the [RFIC Paper Submission site](#) (for publication in the RFIC Digest). Failure to submit your final version for the Symposium Digest will result in an automatic removal of your paper from the presentation program book and the Digest of the symposium. The IEEE eCopyright Form must be completed on-line and submitted to IEEE.

Please note that title, author list, order, and affiliations on the final manuscript should match what was entered in the RFIC paper submission site for the initial submission

The IEEE has mandated that all published papers comply with the IEEE conference standards, which allows for easy electronic search using IEEE Xplore. To ensure compatibility with the new search requirements for the IEEE Xplore database and maintain the quality of the published work, it is required to **submit your final manuscript in a PDF file compatible with IEEE Xplore. The step-by-step instructions to ensure compatibility of your paper will be sent to you after your paper has been accepted by the RFIC.**

Your completed manuscript for the Symposium Digest must be received by the final paper submission deadline. **Manuscripts received after this date will not be accepted or published in the Digest.**

Key differences between the initial paper and final paper are summarized in the table below.

Author Instructions

	Initial Paper	Final Paper
Authors and Affiliations	Must be redacted for double-blind review	Include all authors and affiliations
Third-person language	Must use anonymous third-person language when referring to one's own cited work, e.g. "In [3], the investigators showed that..."	May use first-person language when referring to one's own cited work, e.g. "In [3], we showed that..."
Acknowledgments	Must not be included	May be included
Cited References	Must NOT be redacted	Must not be redacted
PDF conversion	Use your own conversion software. Need not be compatible with IEEE Xplore	Must use PDF eXpress® for compatibility with IEEE Xplore
Copyright form	Do not submit	Required