

# IEEE TRANSACTIONS ON MICROWAVE THEORY AND TECHNIQUES

## November 2004 Special Issue on the 2004 RFIC Symposium

Dear Author,

Congratulations on having your paper accepted for presentation at 2004 Radio Frequency Integrated Circuits Symposium, to be held in Fort Worth, Texas, USA.

At this time, you are encouraged to submit a longer version of your paper with significantly expanded content for consideration as a contribution to the Special Symposium Issue of the IEEE Transactions on Microwave Theory and Techniques, scheduled for publication in November 2004. This invitation provides a rapid dissemination of your work to a broader technical community. [IMS](#) publishes a separate special issue.

Please note that your submission will be subject to the same rigorous review criteria and other IEEE-MTT publication policies (including page charges - - see below) as other standard submissions to the Transactions. These policies can be found among the last pages of most transactions issues. Please also note that submission of your paper to the Digest and CD-ROM is a prerequisite for this transaction submission. The total number of scheduled papers for publication in the November Issue is set to be 7; this limited number mandates that a smaller fraction of the accepted papers can be published by November of 2004.

**THE DEADLINE FOR SUBMISSION OF YOUR PAPER IS 21 APRIL 2004.**

For the submission of your manuscript, an electronic process is used, similar to that used in submitting your paper to the Symposium Digest. Detailed instructions for the preparation of your submission are given in the below in the [Author's Guide](#)

Authors who have questions concerning this submission process should contact the RFIC Guest Editor well in advance of the 21 April deadline.

[Contact Information](#)

Mail address:

Tina Quach

The Special RFIC Issue of the MTT  
Transactions

2100 E. Elliot Road, MS EL-714

Tempe, AZ 85284

E-mail Address: [Tina.Quach@motorola.com](mailto:Tina.Quach@motorola.com)

Fax: 480-413-5723

Thank you very much for your contribution. I invite you to comment on the submission process.

Best regards,

Tina Quach

Guest-Editor of the 2004 Radio Frequency Integrated  
Circuits Symposium, Transactions on MTT

## **Author's Guide**

### **GENERAL INFORMATION**

In order to submit your manuscript for consideration as a contribution to the Special Symposium Issue of the Transactions, the following requirements, instructions and schedule must be strictly adhered to. Again, this year you are requested to submit your manuscript electronically over the Web.

**THE DEADLINE FOR SUBMITTING YOUR MANUSCRIPT IS  
APRIL 21, 2004.**

**No Manuscripts will be accepted after the deadline. Authors who have problems or questions on the Paper submittal process should contact RFIC Guest Editor well in advance of April 21, 2004.**

**General Rules / Information about your Manuscript**

Although all manuscripts will be reviewed according to standard TRANSACTIONS policies, publication in the Special November Issue imposes a rigid schedule on the submission and review process to meet all deadlines. In particular, only a single review cycle is possible, allowing only revisions for formatting or minor corrections.

You must prepare your manuscript using PDF format only. Any photos must be in black and white and imbedded in the file.

Since your Digest paper is an archival publication, your Special Issue paper must therefore be **significantly expanded in substantive content** compared to the Digest version. For this year, we request the extended paper should be distinct from the symposium article with at least a 60% expansion and a minimum of repeated material.

**An indication of the new material must clearly be identified (e.g. change bars, underlining, high-lighting, etc.).**

1. All manuscripts must contain complete information for final publication, including a listing of all authors and their affiliations. Detailed contact information for the corresponding author and e-mail addresses will be requested during the electronic submission process. The text in your manuscript should be in double-column, single-spaced format on 8 1/2 x 11 inch pages with figures and captions at appropriate place within the text rather than at the end. IEEE templates must be used. See the following web site for more detail:  
<http://www.ieee.org/organizations/pubs/transactions/information.htm>
2. The List of Authors and their affiliations must be provided immediately following the Title.
3. A brief Abstract of the paper must be located immediately following the List of key words.

4. All submissions must have Company/Institution approvals and government approval for government sponsored work. Papers with a US author can NOT be reviewed without completion of export compliance form. Authors and their organizations accept full responsibility that their paper has met all the export control requirements by check marking the ITAR box.

## **SUBMITTING YOUR MANUSCRIPT ELECTRONICALLY ON THE WEB**

### **A - Getting Ready for Paper Submission**

Before you submit your paper please prepare all files that you plan to upload as well as all material that you will need to complete the Submission Form. If the bold items on the Submission Form are not fully completed, your manuscript cannot be accepted. Items you need are:

- Paper Identification (Session/Slot as indicated in your Acceptance Letter). This ID is mandatory!
- Corresponding Author's Name.
- Corresponding Author's Affiliation.
- Corresponding Author's Mailing Address.
- Corresponding Author's Telephone, Fax, e-mail address.
- File for transactions submission (PDF format only) containing indications of materials from Digest version.
- You are invited to suggest up to three reviewers for your manuscript with full names and e-mail addresses.
- ITAR Export Control verification if you are a US-based author - **- THIS IS MANDATORY.**

Manuscripts can not be reviewed and considered for the Special Issue until a faxed copy of the ITAR form has been received. Detailed instructions are listed below.

### **B - Submitting the Transactions File**

After you have completed all the tasks listed above and have all your material in hand, you are ready to log on to the Web and submit your paper. [Click Here](#) to submit your expanded manuscript. You will be asked to upload the Transactions version of your manuscript. This version should have black and white photos/graphs.

The Web site will acknowledge the completion of this portion of your paper submission.

Authors who have questions concerning the submission process should contact RFIC Guest Editor well in advance of the deadline.

**SUBMISSION DEADLINE IS April 21, 2004**

### **C - ITAR Export Control Verification**

If you are a US- based author (or author working for a US company) please review

[http://www.ieee.org/organizations/tab/export\\_compliance.html](http://www.ieee.org/organizations/tab/export_compliance.html)

**AND must complete the government clearance form**

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**You must** write the manuscript number (in the subject line above) in the TITLE section as well as including the full title of the paper. **You must** faxed to +1-919-513-1979 and subsequently mailed by regular post to

R. Mohan  
ECE Dept.  
NC State University

**Raleigh, NC 27695-7914**

**Thank you very much for your contribution.**

**Sincerely,**

**Tina Quach**

**The Guest-Editor of the RFIC Special Issue**