

How to submit your Final Manuscript

Final manuscripts for the upcoming 2018 Printing for Fabrication Conference are due on Thursday July 5, 2018. If you will have any difficulty meeting the July 5 deadline, please contact papers@imaging.org as soon as possible. We are on a fairly tight deadline.

General instructions for uploading your final manuscript are below. **Please look for an email from papers@imaging.org for your specific submission instructions.**

Deadlines

The **manuscript submission deadline is Thursday July 5**. If you think you will have difficulty meeting this deadline, please contact me as soon as possible at papers@imaging.org to arrange a mutually acceptable extension. We're on a very tight production timeline; please submit on time. Papers not submitted in time may not appear in the official conference proceedings.

Preparing Your Manuscript

Use the templates, samples, and copyright release forms at <http://www.imaging.org/print4fab>. Your paper should be approximately 4-6 pages long in the templates provided on the conference website.

We do not edit your manuscripts. If your PDF meets our printer's criteria, we will print directly from your file, therefore, it is incumbent on you to use the conference paper template and to carefully review your final PDF.

Format of Submitted Files

Please submit **all** of the following:

1. **An A4-Letter sized PDF** with all of the fonts embedded. The most common errors are creating a PDF that's the wrong page size, and failure to embed all the fonts.
 - **PDF/A format is preferred**, but the "High Quality Print" preset in Acrobat Distiller is also acceptable. We require all the fonts be embedded. Images must be either vector art or saved at a resolution that is adequate for printing, but does not result in an excessively large PDF for our digital library; we recommend 300 ppi.
 - **Do not add any headers footers or page numbers**. We'll add these as part of our production process.

- If your PDF is in our template and meets our criteria, we will usually print directly from your file.
- 2. Your source files (MS Word or LaTeX, usually). If we can't use your PDF, we may try to make minor corrections and produce a new PDF. It saves us time if we have your source files from the beginning.
- 3. A signed [copyright release form](#).
- 4. A photo that will be used on the poster identification sign to help attendees to identify and locate the author(s) during the poster session. A 3" x 3" JPEG file that is 300 dpi (900 pixels x 900 pixels) is sufficient.

Upload Your Files

The username and password below will give you read and write access to a folder where you can deposit your manuscript file(s). If you have more than one paper in the program, you should see a folder for each paper for which you are listed as the corresponding author.

1. **Login page:** <http://workspace.imaging.org>
Username: unique usernames will be e-mailed to you
Password: unique passwords will be e-mailed with your username
2. For the paper
"Paper Title" open the folder labelled **2018P4F_AuthorName_Submission#**.
3. Click the "upload files" button in the upper right corner of the page. Select the files to upload. **Note:** you will not be able to select entire **folders** to upload, but you can select several **files** to upload at one time by holding down your shift or CTRL keys when making your selection.
4. When the progress bar indicates that the upload is complete, you may log out.
5. The system will automatically notify me each time a new file is added.

A few notes about revisions:

You will not be able to delete files from this site. If you submit multiple versions of the file, please be sure to label them clearly as version 1, version 2, etc. When in doubt, we will always choose the most recently uploaded version. You may also create new sub-folders to organize your materials.

Presentation only

You need not provide a full paper for the proceedings. However, we would like to remind you that should you want to update the original abstract for the upcoming 2018 Printing for Fabrication, the deadline is July 5. Instructions and passwords for uploading your final abstract will be emailed to you (see above Upload Files). If you intend to provide a full paper for the proceedings, let me know as soon as possible so I can update my records.

Deadlines

The **submission deadline is Thursday July 5, 2018**. If you think you will have difficulty meeting this deadline, please contact me as soon as possible at papers@imaging.org to arrange a mutually acceptable extension. We're on a very tight production timeline; please submit on time. Abstracts not submitted in time may not appear in the official conference proceedings.

Preparing Your Abstract

An MS Word file containing the Control ID (3010432), final title, a list of all of the co-authors/co-presenters, and the abstract will be sufficient. Abstracts should be brief – one to three paragraphs is all we expect.

A few notes about revisions:

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I look forward to working with you on the conference proceedings. If you have any questions, please feel free to contact us directly at papers@imaging.org. We will be monitoring that mailbox very closely. To speed response time, please include your paper number (P4F-3010432) on all correspondence.

We look forward to working with you on the conference proceedings. If you have any questions, please feel free to contact us directly at papers@imaging.org. We will be monitoring that

mailbox very closely. To speed response time, please include your paper number (P4F-2973683) on all correspondence.