



## COMCAS 2021 Author Instructions for Manuscript / Summary Submission (Revised, 22 August 2021)

This document provides guidance on the submission of your final manuscript or summary to COMCAS 2021. **The deadline for manuscript and summary submissions is 10 Sept 2021.**

COMCAS 2021 will feature the following awards:

- The Mini-Circuits Harvey Kaylie Best Paper Award
- The Mini-Circuits Harvey Kaylie Best Student Paper Award
- The European Microwave Association (EuMA) Student Paper Awards

To qualify for any of the above awards, a the final manuscript of 4 to 6 pages in length must be submitted by 10 September 2021. Papers where the first author is a student can qualify for the Student Paper awards.

The *IEEE Xplore*<sup>®</sup> Digital Library will serve as the official proceedings digest of COMCAS 2021. In view of COVID-19, COMCAS 2021 is instituting a new option where authors may submit a summary paper only. When this option is applied, accepted papers will be published in the USB stick that will be distributed at the conference, but these summary papers will not be published in *IEEE Xplore*. *Those authors desiring to have their manuscript included in the IEEE Xplore official digest must submit their final manuscript on or before 10 September 2021*. We again emphasize that only full manuscripts will qualify for the student paper and best paper awards.

### 1. Final Manuscript or Summary Submission

COMCAS 2021 will follow a two-step paper submission process. For a paper to be published in *IEEE Xplore*, the initial manuscript must be of length of 2 to 6 pages, conforming to one of the provided templates (see Authors Instructions on the COMCAS 2021 website). (If authors wish for their submission to qualify for a Best Paper or Student award, the page count is 4 to 6 pages.) Note accepted summary papers will be included in the USB digest distributed at the conference (should the author opt for this), but will not be published in the official COMCAS 2021 digest to be published in *IEEE Xplore*.

Authors of accepted full papers will be requested to submit a final manuscript conforming to the COMCAS 2021 full paper template, which will be due **10 September 2021**. Please click links in the Authors Instructions web page to obtain the templates. Accepted manuscripts will be published in the *IEEE COMCAS 2021 Proceedings*, which will be made available through *IEEE Xplore*<sup>®</sup> Digital Library.

Please note the following requirements, *which will be strictly enforced*:

1. Submit all manuscripts and summaries to the COMCAS 2021 Manuscript Submission Web Site (link below) for consideration as an oral or poster presentation. Authors desiring to submit more than one paper must repeat the manuscript submission process for each paper. An author may submit up to two papers (see instructions below).
2. File format must be PDF. This will be the only format accepted.
3. Limit the submitted document to 10-Megabyte file size, 2 to 6 pages. *These limits will be strictly enforced*. Remember, to qualify for publication in *IEEE Xplore*, the minimum initial manuscript length must be 2 pages; to qualify for the Best Paper or Student paper awards, this page count minimum is 4 pages.



4. Be sure to supply all requested information in the manuscript submission process (link provided below).
5. Manuscripts and summaries must be written in English.
6. Full manuscripts must follow the provided templates, which can conform to US or International dimensions (click links in the Authors Instructions web page to obtain the templates). Separate templates are also provided for summary submissions; it is required that summaries follow these templates.
7. Manuscript title, authors, and their affiliations should be clearly stated at the beginning of the manuscript text. This information will also be entered into the manuscript submission system.
8. All submitted initial manuscripts and summaries will be reviewed by the COMCAS Technical Program Committee to assure proper page layout and quality.
9. COMCAS 2021 will not accept plagiarized content. This includes re-used content from an author's prior publication in a journal, conference proceeding, or earlier COMCAS event. Plagiarism will be checked for; thus, authors are obliged to submit new content. Likewise, use of content without attribution will be flagged. Such papers risk rejection.

In submitting the final manuscript, authors should make sure all corrections to their initial manuscripts are made, and when applicable, address recommendations pointed out during the paper review. This submission will also provide authors the opportunity to supply additional data, update results, reinforce presented concepts, and provide other information to their initial manuscript.

#### Additional Information for Manuscript Submission:

- At least one presenter from each accepted contribution must register for the COMCAS 2021 Conference by 10 September 2021 in order to be included in the final program. The final manuscript must likewise have been uploaded into the submission system for publication by the due date for the final manuscript submission. Up to two papers can be covered by a single registration.
- Expenses for travel and attendance including registration fee, are the responsibility of each presenter.
- All papers must be submitted with an IEEE copyright authorization form. This step will apply to the final submission.
- Given the current COVID-19 situation, presenters may opt to have their presentations pre-recorded, with the video shown at the conference. Please refer to the [comcas.org](http://comcas.org) website for further information on this option. Nevertheless, authors choosing this option must still register for COMCAS 2021 by 10 Sept and have their final manuscript submitted by that date, for inclusion of their paper in Xplore and / or the USB stick distributed at the conference.

## 2. How to Submit your Final Summary or Manuscript

A complete submission requires the following actions:

1. Update your manuscript (or summary) as necessary, proof read it, and check its layout. Links to templates providing guidance on the full paper layout are provided in the Authors Instructions page of the COMCAS Website.
2. Convert your document to a PDF file.
3. Go to the COMCAS 2021 Manuscript Submission page (below) to input the required information and upload your manuscript or summary PDF document.

**All of these actions must be completed prior to the final manuscript submission deadline of 10 Sept 2021.**



### 3. Step-by-Step Instructions for Manuscript or Summary Submission

**NOTE:** If you are submitting more than one paper, you will need to repeat the submission process for each paper.

**Step 1.** Prepare your Manuscript using the templates provided [here](http://www.comcas.org/Program/AuthorsInstructions.aspx) (<http://www.comcas.org/Program/AuthorsInstructions.aspx>). Templates for Word and instructions for Latex are provided on this page.

**Step 2.** Convert your paper to PDF. This should be done using PDF eXpress. To do this, log into the IEEE PDF eXpress site [here](http://www.pdf-express.org/) (<http://www.pdf-express.org/>):

First-time PDF eXpress users should do the following:

1. Select the New Users - Click Here link.
2. Enter the following:
  - **52219X** for the Conference ID
  - your email address
  - a password

An Online confirmation will be displayed and an email confirmation will be sent verifying your account setup.

Previous users of PDF eXpress should simply enter the same email address and password that were used for previous conferences; however, note that this information is not necessarily the same as what you have used for EDAS (which is a completely different system). Verify that your contact information is valid. You might be asked for a new password for this conference.

If you are a new user or returning user to PDF eXpress:

1. Continue to enter information as prompted, including the upload of your paper (Word or PDF).
2. Once completed, PDF eXpress will return the PDF of your manuscript (or summary) to you via email. If there are problems in converting or checking your manuscript, the email will explain such problems.

IT IS HIGHLY RECOMMENDED THAT AUTHORS SUBMIT THEIR MANUSCRIPT TO PDF EXPRESS, EVEN IF THEY ALREADY HAVE GENERATED A PDF FILE FOR THEIR MANUSCRIPT. IEEE XPLORE HAS DEMANDING DOCUMENT REQUIREMENTS, AND THE EDAS SYSTEM WILL RIGOROUSLY CHECK TO MAKE SURE THE XPLORE REQUIREMENTS ARE MET. USE OF PDF EXPRESS WILL SAVE YOU CONSIDERABLE TIME IN AVOIDING DOCUMENT FORMATTING PROBLEMS.

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**Step 3.** Log into the following link:

<https://edas.info/N28159>

You should see the web page shown below. Once you are at this site, simply enter the login information that you had already used to submit your initial manuscript. **DO NOT CREATE A NEW ACCOUNT.** If you forgot your password, click the icon for resetting your password. If you have persistent problems in accessing EDAS, please contact EDAS at [help@edas-help.com](mailto:help@edas-help.com).



**Step 4.** Go to your Paper Information page.

This is found by going to the top menu My... then clicking "My papers". Your paper's information will then show on the Paper Information screen, as shown below.

Property	Change Add	Value																				
Conference and track		2021 IEEE International Conference on Microwaves, Antennas, Communications and Electronic Systems (COMCAS) - Communications and Sensors																				
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Status		Pending (no manuscript)																				
Revised manuscript		Can upload 8 pages (track) until Sep 11, 2021 20:52:59 EDT.																				
Final manuscript		Can upload 8 pages (track) until Sep 15, 2021 19:59:59 EDT.																				
Review manuscript		Can upload 8 pages (track) until Jul 16, 2021 20:52:59 EDT.																				



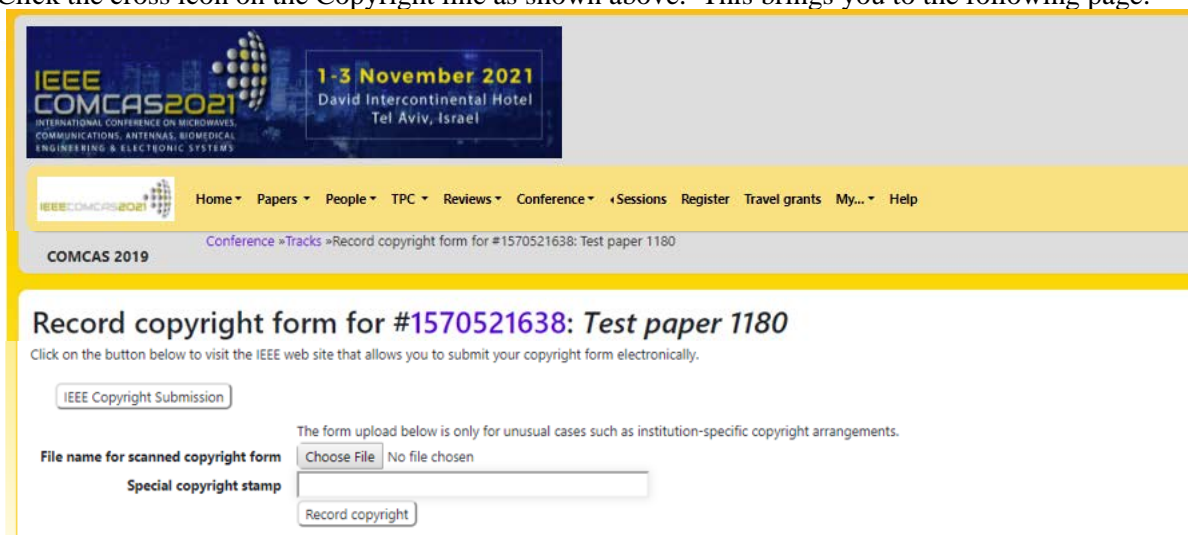
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**Step 5.** Sign IEEE Copyright Release Form.

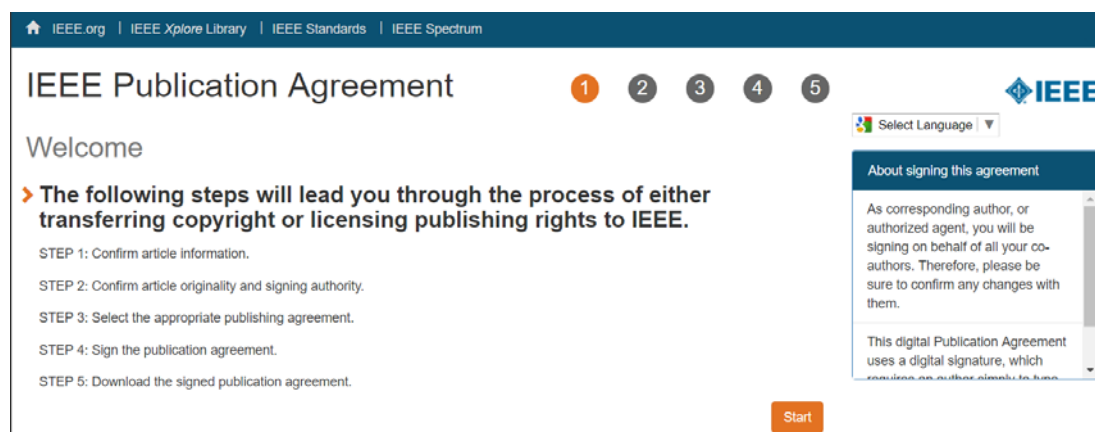
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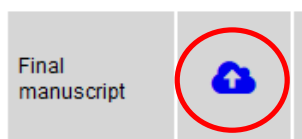




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**Step 6.** Upload the full Manuscript.

Scroll down further on your Paper Information page until you see the entry below:



Click the cloud icon (shown circled in red above), then follow the paper upload instructions. **REMEMBER TO HAVE COMPLETED THE PDF EXPRESS PROCESS DESCRIBED ABOVE BEFORE UPLOADING YOUR MANUSCRIPT.**

**Step 7.** Completing the submission and making further changes.

The above steps complete the Manuscript Submission process. At this point you may click the drag down menu item "Logout" from the top-level Home menu item.

If you need to return to the Submission Management page, simply log into your account at <https://edas.info/N28159> and select the appropriate menu item. Prior to 10 Sept, you can re-submit your Manuscript document (if you made changes to it), add authors, change author information, etc. Resubmit your Manuscript document by clicking the cloud icon.

**AS A REMINDER: Registration to attend and present at COMCAS 2021 is handled through the registration process on the COMCAS 2021 website [www.comcas.org](http://www.comcas.org). Conference registration is NOT handled through EDAS for this conference. Also, make note of the new COMCAS 2021 option to have your paper presented via a pre-recorded video if you wish to avoid travel to Israel due to the COVID-19 situation.**

For additional information about the EDAS system, please refer to the following links:

<https://edas.info/doc/newUser.html>

<https://edas.info/doc/authors.html>

### **In conclusion**

We hope that you find the submission process easy. We look forward to seeing you at COMCAS 2021!

Best Regards,

Amir Boag, *Technical Program Chair, COMCAS2021 Technical Program Committee*

Ben Epstein, *Publications Chair, COMCAS2021*

Shmuel Auster, *Conference Chair, COMCAS2021*