

**Guidelines for Submission and Review**  
**Submissions Accepted Between April 15 – May 1, 2020**

**All Accepted Papers** (oral and poster) will need to create three documents for submission to the JMEMS site:

1. Expanded Manuscript
2. Cover Letter
3. Reviewer Comment Response Page

**1. Expanded Manuscript** Prepare an expanded version of the initial 4-page final manuscript for submission to the “Special Proceeding” of JMEMS. The final version, including graphs, tables, and references, should be 5-6 pages long. Please download the IEEE [“Transactions template and instructions on how to create your article”](#) for formatting guidelines as your paper must match this look/format. NOTE: even though the template is nine (9) pages, your file should be a MINIMUM of five (5) page and a MAXIMUM of six (6) pages.

**2. Cover Letter** Prepare a cover letter with the following:

- Contact information including phone and email.
- Indicate your paper was accepted to HH 2020 Workshop and include your paper abstract/reference number.
- Brief paragraph that states the scope of the work
- Indicate your paper subcategory. Select one of the following three technical areas (similar to the original abstract submission last December 2019). An associate editor will be assigned based on the selected category to facilitate the review of your submission.
  - (P) Physical Sensors, Actuators, or Systems
  - (C) Chemical or Biological Sensors, Actuators or Systems
  - (T) Technology, Materials, Packaging and CAD

**3. Reviewer Comment Response Page** All accepted papers received detailed feedback and comments from the Technical Program Committee (TPC). This was included in the email acceptance notification from [authors@hh2020.org](mailto:authors@hh2020.org) earlier this year (February 2020). Please carefully review the feedback and comments for your respective abstract and address all items in your manuscript.

- List all comments and feedback by the TPC members along with your response for each one. These changes must ALSO be **highlighted** in the manuscript accordingly.

Submit files to JMEMS manuscript central: <https://mc.manuscriptcentral.com/jmems>. If you do not already have an account with the journal, you will need to create one. Submissions will be accepted between April 15 – May 1, 2020.

Follow the instruction to submit a new manuscript. Most of the steps are self-explanatory, however, note the following:

- Step 1 - Type: Scroll down and select your paper category.
  - Special Section: Hilton Head Workshop 2020  
**(P) - Physical Sensors, Actuators, or Systems**
  - Special Section: Hilton Head Workshop 2020  
**(C) - Chemical or Biological Sensors, Actuators or Systems**
  - Special Section: Hilton Head Workshop 2020  
**(T) - Technology, Materials, Packaging, and CAD**

- Step 2 - upload your files in the following order:
  - File 1 should be your Expanded Manuscript
  - File 2 should be your Cover Letter
  - File 3 should be your Comment Response (select “Supplementary Files” in the dropdown list)
- Step 5, please skip this step and do **NOT** select Reviewers and Editors.

Again, submissions will be accepted between April 15 – May 1, 2020.

Expect to receive new comments and feedback (if any) within 2-3 weeks. You will then need to respond to all of the comments expeditiously and carefully, and submit a final manuscript.

Please, **re-read your entire paper to make sure that there are no** grammatical, spelling, structure, or content errors. Make sure that your paper format matches the [sample paper](#). This will help expedite the review process.

If you have any questions, please direct them to: [authors@hiltonhead2020.org](mailto:authors@hiltonhead2020.org)