

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

Late News submissions will need to create two documents: Manuscript and Cover Letter

1. Manuscript Prepare a manuscript including graphs, tables, and references, that should be a **MAXIMUM** of 3 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 **MAXIMUM** of three (3) pages.

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

- Contact information including phone and email.
- Indicate your paper is a Late News submission.
- Brief paragraph that states the scope of the work
- Indicate your paper subcategory. Select one of the following three technical areas. 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

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.

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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 Manuscript
 - File 2 should be your Cover Letter
- Step 5, please skip this step and do **NOT** select Reviewers and Editors.

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.

Late News submissions will go through an accelerated full peer review for inclusion in the Special Proceeding. Expect to receive comments and feedback within 2-3 weeks. You will then need to respond to all of the comments expeditiously and carefully, and submit a final manuscript.

Again, submissions will be accepted between April 15 – May 1, 2020. If you have any questions, please direct them to: authors@hiltonhead2020.org