

# ***OPTICAL DATA STORAGE***

## **Summary File Specifications**

Follow these guidelines to create your **three-page** summary file. This information is for **review purposes** to determine suitability for placement in the program. In addition this summary will be **published in the summary digest** distributed at the meeting.

- Prepare file as MS Word or PostScript file--  
For full consideration this file must include the paper title, authors, 35-word abstract text, and other information suitable for review purposes and publication.
  - This file may contain supporting images/ tables /figures
  - Failure to follow these guidelines may disqualify your submission.
- We suggest all your text including footnotes, author information, and illustrations should appear within a 6.75 x 8.75 in. (17.15 x 22.23 cm) area.
- If you use a U.S.-standard page (8.5 x 11 in./21.59 x 27.94 cm),
  - set margins to .875 in. (2.22 cm) left and right,
  - 1.0 in. (2.54 cm) top and 1.25 in. (3.17 cm) bottom.
- If you use an A4 page,
  - set margins to 1.925 cm left and right,
  - 2.54 cm top and 4.94 cm bottom.
- Use Times Roman or equivalent font for all text. Use boldface or italic for emphasis only.
- Single-space all text in one column, allowing extra space between paragraphs.

NOTE: You will be prompted to upload this file during the online submission process. Failure to follow these guidelines may result in your submission being rejected for presentation.

### **Summary Template**

Each conference has a distinct list of topical categories to assist with the review process. During the submission process you will be asked to choose at least one category from a preset list or provide a distinct category.