

ISBI 2004 Paper Submission Kit

Introduction

The ISBI 2004 paper submission and review process is being conducted in the following manner:

- Paper Submissions: Authors who wish to participate in the conference will submit paper documents consisting of a complete description of their ideas and applicable research results (maximum of 4 pages). This paper submission must be submitted in final, publishable form before the submission deadline listed below. **Authors of accepted papers will be allowed to make minor revisions to their manuscripts AFTER notification of acceptance, but papers submitted for review MUST conform to the page limitations and formatting described below. Papers exceeding the page limit will be rejected without review.** Please prepare your submission accordingly. No author is allowed to be the first author of more than one paper, and no author may appear on more than 5 papers.
- Review Process: Paper submissions will be reviewed by experts selected by the conference committee for their demonstrated knowledge of particular topics. The progress and results of the review process will be posted on this website, and authors will also be notified of the review results by email. Review results will be ready by 15 January 2004.

The review process is being conducted entirely online. To make the review process easy for the reviewers, and to assure that the paper submissions will be readable through the online review system, we ask that authors submit paper documents that are formatted according to the Paper Kit instructions below.

Requirements

Authors are required to complete the procedures in the following list before the specified deadlines. Detailed guidelines for each of these procedures are provided below. Authors are responsible for making sure that their papers are properly submitted for the review process.

1. Complete a properly formatted paper document.
2. Submit the paper electronically and copyright form by fax.
3. Check the [ISBI 2004 website](#) for the status of your paper.
4. Prepare a lecture or poster presentation.

Restrictions

No author is allowed to be the first author of more than one paper, and no author may appear on more than 5 papers. **Each paper must have at least one registered author to avoid being withdrawn from the conference.**

Deadline

The deadline for paper submission is **15 November 2003**.

Please make sure to put the conference name (ISBI 2004) and the paper number that is assigned to you on all correspondence.

Additional questions regarding submission of papers should be directed to the following address:

ISBI 2004
isbi2004@miracd.com

STEP 1: Complete a properly formatted paper document.

Use the following guidelines when preparing your document:

LENGTH: You are allowed a total of 4 pages for your document. This is the maximum number of pages that will be accepted, including all figures, tables, and references. Any documents that exceed the 4 page limit will be rejected.

LANGUAGE: All proposals must be in English.

MARGINS: Documents should be formatted for standard **letter-size (8-1/2" by 11") paper**. Documents may not exceed four (4) pages. Any text or other material outside the margins specified below will not be accepted:

- All text and figures must be contained in a 175 mm x 226 mm (6.9 inch x 8.9 inch) image area.
- The left margin must be 19 mm (0.75 inch).
- The top margin must be 25 mm (1.0 inch), except for the title page where it must be 35 mm (1.375 inches).
- Text should appear in two columns, each 83 mm wide with 8 mm space between columns.
- On the first page, the top 50 mm (2") of both columns is reserved for the title, author(s), and affiliation(s). These items should be centered across both columns, starting at 35 mm (1.375 inches) from the top of the page.
- The paper abstract should appear at the top of the left-hand column of text, about 12 mm (0.5") below the title area and no more than 80 mm (3.125") in length. Leave 12 mm (0.5") of space between the end of the abstract and the beginning of the main text.

A format sheet with the margins and placement guides is available in the following file formats:

- [PDF file](#) (Most Accurate. When you print this file, make sure the "shrink to fit" box is not checked!)
- [PostScript file](#)

These files contain lines and boxes showing the margins and print areas. If you print one of these files, then stack it atop your printed page and hold it up to the light, you can easily check your margins to see if your print area fits within the space allowed.

TYPEFACE: To achieve the best viewing experience for the review process and conference proceedings, we strongly encourage authors to use Times-Roman font. If a font face is used that is not recognized by the submission system, your proposal will not be reproduced correctly. Use a font size that is no smaller than 9 points throughout the proposal, including figure captions. In 9-point type font, capital letters are 2 mm high. For 9-point type font, there should be no more than 3.2 lines/cm (8 lines/inch) vertically. This is a minimum spacing; 2.75 lines/cm (7 lines/inch) will make the proposal much more readable. Larger type sizes require correspondingly larger vertical spacing.

TITLE: The paper title has to appear in boldface CAPITAL letters. The authors' name(s) and affiliation(s) appear below the title in capital and lower case letters. Proposals with multiple authors and affiliations may require two or more lines for this information.

ABSTRACT: Each paper should contain an abstract of 100 to 150 words that appears at the beginning of the document. Use the same text that is submitted electronically along with the author contact information.

BODY: Major headings appear in boldface CAPITAL letters, centered in the column. Subheadings appear in capital and lower case, either underlined or in boldface. They start at the left margin of the column on a separate line. Sub-subheadings are discouraged, but if they must be used, they should appear in capital and lower case, and start at the left margin on a separate line. They may be underlined or in italics.

REFERENCES: List and number all references at the end of the document. The references can be numbered in alphabetical order or in order of appearance in the paper. When referring to them in the text, type the corresponding reference number in square brackets as shown at the end of this sentence [1]. The end of the document should include a list of references containing information similar to the following example:

[1] D. E. Ingalls, "Image Processing for Experts," IEEE Trans. ASSP, vol. ASSP-36, pp. 1932-1948, 1988.

ILLUSTRATIONS & COLOR: Illustrations must appear within the designated margins. They may span the two columns. If possible, position illustrations at the top of columns, rather than in the middle or at the bottom. Caption and number every illustration. All halftone illustrations must be clear in black and white. Since the printed proceedings will be produced in black and white, be sure that your images are acceptable when printed in black and white (the CD-ROM proceedings will show the colors in your document). If you would like to produce a separate black and white version of your paper for use in the printed proceedings, please contact the paper submission tech support at: isbi2004@miracd.com

PAGE NUMBERS: **Do not put page numbers on your document.** We will add appropriate page numbers to accepted papers when the conference proceedings are assembled.

The following style files and templates are available for users of LaTeX and Microsoft Word:

[LaTeX style file with margin, page layout, font, etc. definitions](#)

[BiBTeX style file with bibliography style definitions](#)

[LaTeX template file, an example of using the "spconf.sty" and "IEEEbib.bst" files above](#)
[Word 97/2000 Sample, a template of correct formatting and font use](#)

We recommend that you use the Word file or LaTeX files to produce your document, since they have been set up to meet the formatting guidelines listed above. When using these files, double-check the paper size in your page setup to make sure you are using the letter-size paper layout (8.5" X 11"). The LaTeX environment files specify suitable margins, page layout, text, and a bibliography style. Although this environment has been extensively tested, there may be rare instances when it is not fully robust.

STEP 2: Submit the paper electronically and copyright form by fax.

The review process will be performed from the electronic submission of your paper. To ensure that your document is compatible with the review system, please adhere to the following compatibility requirements:

File Format

Papers must be submitted in either Word or Postscript format. These submissions must be formatted to 8.5" x 11" page size, and in first-page-first order. For best results, authors should avoid the use of custom half tones, bitmap pattern fills, and bitmap fonts. Use standard half tones and solid color or gray fills instead. The paper submission system will convert all papers into Adobe's Portable Document Format (PDF).

LaTeX Users: When preparing the proposal under LaTeX, it is preferable to use scalable fonts such as Type I, Computer Modern. However, quite good results can also be obtained with the fonts defined in the ISBI style file recommended above ([spconf-sty](#)). LaTeX formatted papers need to be converted to a Postscript for submission. One possible method for generating Postscript from a DVI file is to use the dvips command with the `-Ppdf` flag. It is recommended that LaTeX papers containing images should also use the `-G0` flag with the dvips command to produce the best results.

Submission

When you have your document file ready, gather the following information before entering the submission system:

- Document file
- Affiliation, email address, and mailing address for each author
- Paper title
- Text file containing paper abstract text, in ASCII text format (for copying and pasting into web page form)

To submit your document and author information, go to the following URL:

<http://www.biomedicalimaging.com> and go to the "Paper Submission" tab.

If this is your first visit to the site, click the "New User" button. The site will ask you to create a User Name and Password, and will automatically begin to walk you through the submission process after asking you for your contact information. If you have already provided your contact information and created a User Name and Password, please DO NOT click the "New User" button. Instead, in the fields provided, enter the User Name and Password you created previously. You will be able to view or edit existing submissions or create new submissions by clicking the Create New Submission button.

Once the submission process begins, you will be asked to provide author information, a title for your document, the text of your abstract, the file of your document, and a review category. You will also be presented with an IEEE copyright form for your paper that you MUST print, sign, and fax to us. Our fax number will be provided in the submission system.

The file (Word or Postscript) you submit of your document will be converted to PDF. Depending on the size of your file and your Internet connection speed, the entire submission process may take a few minutes. After your file is converted, you will be asked to approve the appearance of the PDF or re-submit your document. Once you have approved it, you will see a confirmation page displaying the submission ID that is assigned to this submission, and an email confirmation will be sent to the email address you provided when you first visited the site.

After successfully completing a submission, you may return to view, modify, or re-submit your submission any time before the deadline. Simply log in using your User Name and Password to access previous submissions or to create new submissions.

If at any time you encounter trouble with the submission process, contact support at: isbi2004@miracd.com.

STEP 3: Check the ISBI 2004 website for the status of your paper.

Review Process

Your submitted paper will be converted to PDF format by the submission system, then visually inspected by you to assure that the document is readable and meets all formatting requirements. A committee of reviewers selected by the conference committee will review the documents and rate them according to quality, relevance, and correctness. The conference technical committee will use these reviews to determine which papers will be accepted for presentation in the conference. The result of the technical committee's decision will be communicated to the submitting authors by email, along with any reviewer comments if there were any.

Monitor Your Submission Status

After you submit your document, you may monitor the status of your paper as it progresses through the submission and review process by logging on to the submission site and looking in the Status column.

Register for the Conference

Be sure that at least one author registers to attend the conference using the online registration system available through the conference website. **Each paper must have at least one registered author to avoid being withdrawn from the conference.**

Copyright Issues for Web Publication

If you plan to publish a copy of an accepted paper on the Internet by any means, you **MUST** display the following IEEE copyright notice on the first page that displays IEEE published (and copyrighted) material:

Copyright 2004 IEEE. Published in the 2004 IEEE International Symposium on Biomedical Imaging (ISBI 2004), scheduled for 15-18 April 2004 in Washington, D.C., USA. Personal use of this material is permitted. However, permission to reprint/republish this material for advertising or promotional purposes or for creating new collective works for resale or redistribution to servers or lists, or to reuse any copyrighted component of this work in other works, must be obtained from the IEEE. Contact: Manager, Copyrights and Permissions / IEEE Service Center / 445 Hoes Lane / P.O. Box 1331 / Piscataway, NJ 08855-1331, USA. Telephone: + Intl. 908-562-3966.

If you post an electronic version of an accepted paper, you must provide the IEEE with the electronic address (URL, FTP address, etc.) of the posting.

STEP 4: Prepare a lecture or poster presentation.

When we send the review results for your paper by email, that email message will specify whether accepted papers have been assigned for presentation in a poster session or lecture (oral) session. To help authors prepare for lecture and poster presentations, the following suggestions have been created:

Lecture Presentations

Presentation time is critical: most papers are allocated 18 minutes for oral sessions of which the actual presentation should not exceed 15 minutes. This leaves 2-3 minutes for questions from the audience. To achieve appropriate timing, organize your slides or viewgraphs around the points you intend to make, using no more than one slide per minute. A reasonable strategy is to allocate about 2 minutes per slide when there are equations or important key points to make, and one minute per slide when the content is less complex. Slides attract and hold attention, and reinforce what you say - provided you keep them simple and easy to read. Plan on covering at most 6 points per slide, covered by 6 to 12 spoken sentences and no more than about two spoken minutes.

Make sure each of your key points is easy to explain with aid of the material on your slides. Do not read directly from the slide during your presentation. You shouldn't need to prepare a written speech, although it is often a good idea to prepare the opening and closing sentences in advance. It is **very** important that you rehearse your presentation in front of an audience before you give your presentation at ISBI. Surrogate presenters **must** be sufficiently familiar with the material being presented to answer detailed questions from the audience. In addition, the surrogate presenter must contact the Session Chair in advance of the presenter's session.

A laptop projected presentation is recommended for your talk at ISBI. All presentation rooms will be equipped with a laptop video projector, an overhead projector, a microphone (for large rooms), a lectern, and a pointing device. If you need any other audio or visual equipment, please send a request for such equipment by email to isbi2004@miracd.com. Such requests must be received by one month before the conference date. **Failure to make prior arrangements may mean that the equipment will not be available to you.**

Some of the lecture presentations will be given in quite large lecture halls. We recommend that you prepare your slides according to the following guidelines to ensure that the entire audience will be able to see your presentation. Your Session Chair might contact you in advance of the conference to request copies of your visual aids for approval before the conference.

Transparencies (viewgraphs) should be oriented vertically. Their contents should fit within a rectangle 19cm wide by 23cm high. Lettering: A minimum font (type) size of 24 point (capital letters at least 6mm high) should be used, set in a "sans serif" font (for example "cmss" in the Computer Modern family or the "Helvetica" PostScript font). Spacing: A **minimum** of 5mm of blank space should be left between lines; more is preferable. Leave as much "white space" as possible to make them easily readable. Following these guidelines, you will easily be able to put as much information on the viewgraph as your audience can absorb in one minute. Remember, you can expand upon some points in your lecture presentation; the viewgraphs need not contain every minor piece of information. It is more important that they be easily readable by the audience.

35mm slides may be formatted either vertically or horizontally. In other respects, slides must conform to the same standards as set out above for viewgraphs, scaled down appropriately. In particular, the type size should be no smaller than 0.8mm and the line spacing should be at least 0.7mm on the 35mm slide.

Poster Presentations

Poster sessions are a good medium for authors to present papers and meet with interested attendees for in-depth technical discussions. In addition, attendees find the poster sessions a good way to sample many papers in parallel sessions. Thus it is important that you display your message clearly and noticeably to attract people who might have an interest in your paper.

Your poster should cover the key points of your work. It need not, and should not, attempt to include all the details; you can describe them in person to people who are interested. The ideal poster is designed to attract attention, provide a brief overview of your work, and initiate discussion. Carefully and completely prepare your

poster well in advance of the conference. Try tacking up the poster before you leave for the conference to see what it will look like and to make sure that you have all of the necessary pieces.

For your poster, a board will be provided. The size of the poster boards will be included in material sent to authors of papers accepted for poster presentation. Push tacks or velcro adhesive will be provided at the conference to mount your poster to the board.

The title of your poster should appear at the top in CAPITAL letters about 25mm high. The author(s)' name(s) and affiliation(s) should be centered below the title. The flow of your poster should be from the top left to the bottom right. Use arrows to lead your viewer through the poster. Use color for highlighting and to make your poster more attractive. Use pictures, diagrams, cartoons, figures, etc., rather than text wherever possible. Try to state your main result in 6 lines or less, in lettering about 15mm high so that people can read the poster from a distance. The smallest text on your poster should be at least 9mm high, and the important points should be in a larger size. Use a sans-serif font (such as "cmss" in the Computer Modern family or the "Helvetica" PostScript font) to make the print easier to read from a distance.

Make your poster as self-explanatory as possible. This will save your efforts for technical discussions. There will not be any summaries given at the beginning of the poster sessions at ISBI 2004, so authors need not prepare any overhead slides for their poster presentations. You may bring additional battery-operated audio or visual aids to enhance your presentation.

Prepare a short presentation of about 5 or 10 minutes that you can periodically give to those assembled around your poster throughout the 1.5 hour poster session. To effectively utilize the presentation space, poster sessions will be divided into two halves. Authors will be required to stand by their poster for one of the two halves. The precise half to which each poster is assigned will be indicated in the final program. If possible, more than one author should attend the session to aid in presentations and discussions, and to provide the presenters with the chance to rest or briefly view other posters.