

Place Your Title Here, in Bold, Using Initial-Capitals

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Abstract

Place abstract here: usually a single paragraph summarizing the problem, approach, and results that are in the paper. Print out these instructions before pasting your paper's text into this document, so you can refer back to it. Re-name it with your abstract number (if you know it): "p174.doc" is abstract 174. If you have multiple files, they can have a suffix: "p174c.doc".

Section Header

A statement of the problem or situation, and the approach that is taken to resolve it. The second paragraph in the Section should start with a "line break" (using the enter/return key), but do not add an extra blank line. The slight indent will clearly define the paragraphs, and the "ECTC Text" Style includes a slight spacing (1 point) between paragraphs within the Section.

This first Section may also contain a summary of the past developments and background of what is already known, and published elsewhere. This is best *summarized* in your own paper, with references to other publications containing more-extensive discussions of this background information. [1] The references are placed at the end of the paper. [2]

Remember that you should not re-state material that is readily available in the archival literature; simply summarize it, then add a reference or two.

Section Header

Text about initial steps in your preparation and analysis. You should use the pre-formatted "styles" in the Word toolbar above: type the Section Header, then select "ECTC Section Header" style, above; your Header text will change to Bold and be left-justified, with spacing added above and below it. Then then hit enter/return; this will automatically place you in the "ECTC Text" style/format for typing the text paragraphs for that Section. Or, type the text for the section, select all the paragraphs, and choose the "ECTC Text" style, above.

Perhaps you have already prepared your manuscript as a document in Word or in another Word Processor. You may then copy and paste existing headers and text into *this* Word document, then select the Title, Authors, Section Headers, and Text areas and Apply the appropriate Style, from the "ECTC" Styles provided. Look up the word "style" in the Help system for guidance.

Your figures, tables, and diagrams, if computer-generated, should be placed within this document, with text placed/flowed around them. These figures may have been created in a spreadsheet or graphics program; you should simplify them so that they are easily readable, and reduce

them to fit into one column (or make them wider, if needed, with text flowing around them). Here's a potential problem, though: the printed version of your paper will be reproduced in black ink on white paper, so your graphics need to be in monochrome or gray-scale for this version; colors such as yellow and blue reproduce poorly in a black-and-white book. Black line artwork will reproduce well. However, figures such as photographs will need to be half-toned (this will be done by the printer, if you are not able to prepare it as a half-tone).

Alternately, for your figures, you may leave enough blank space in the column in your manuscript so that your photo, figure or diagram can be reduced (if needed) and placed into the space you set aside.

Your text should flow completely to the foot of the page. On 8.5x11 sheets, the top of your title (and the top line on each succeeding page) should be 0.67" from the top (you may need to adjust slightly, to match the Format Specification sheet), and the columns should continue to within 0.67" of the bottom.

If you are using A4 paper, then you may need to adjust the borders in this template file. In "Page Setup", select "paper size" of A4; then select "Margins" and set left and right to 13.8 mm, and top and bottom to 25.2 mm. The gutter between columns should already be about 5 mm, but it can be set under Format/Columns.

See the Format Specification sheet for additional details.

Section Header

Text about the next steps in your analysis

Conclusions

Place conclusions here.

Acknowledgments

Place acknowledgments here, if needed.

References

1. Downey, D. F. *et al*, Ion Implantation Technology, Prentice-Hall (New York, 1993), pp. 65-67. [A book reference ...]
2. Wasserman, Y, "Integrated Single-Wafer RP Solutions for 0.25-micron Technologies," *IEEE Trans-CPMT-A*, Vol. 17, No. 3 (1995), pp. 346-351. [A reference to a journal article ...]
3. Shu, William K., "PBGA Wire Bonding Development," *Proc 46th Electronic Components and Technology Conf*, Orlando, FL, May. 1996, pp. 219-225. [A reference to a presentation at a Conference...]