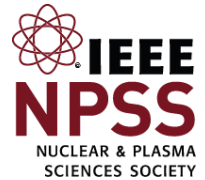


Quick Guide

Conference Records (CR)



Below you receive a quick guide on how to create your Conference Record for the conference IEEE NSS/MIC/RTSD 2018. More detailed information on each step can be achieved from the manual attached.

Please start the approval process well before the submission deadline.

Deadline to receive manuscripts: December 15, 2018.

1) Prepare your Manuscript

Stick to the [IEEE Guidelines on Republication](#)

Use IEEE templates: Word Templates | LaTeX Template pls. refer to [IEEE Author Digital Tools](#)
add copyright notice

2) Upload your draft to IEEE *PDF eXpress* webservice

Link: <https://www.pdf-express.org/>

Conference ID: 38694X

Create an account and upload your manuscript to IEEE PDF eXpress webservice

Refer to [guidelines for IEEE PDF eXpress](#)

Available between August 1 and December 15, 2018.

3) Receive an IEEE *Xplore*-compatible PDF by e-mail

If necessary modify your paper until it has been verified and confirmed

Save your verified manuscript as pdf-file

Do not modify the proven pdf-file anymore!

4) Log in at the Abstract system

Link: https://www.eventclass.org/contxt_ieee2018/

Go to Authors → my Submission → upload

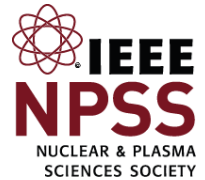
5) Sign the IEEE Electronic Copyright Form (eCF)

6) Upload your Manuscript

Please proof the uploaded manuscript pdf-file

Manual

Conference Records (CR)



A) General information

The Conference Record (CR) is the official repository for manuscripts presented at the 2018 Nuclear Science Symposium and Medical Imaging Conference and will be made available as a file for download by all registered conference attendees after the conference. The CR also will be submitted to IEEE Xplore for publication. IEEE reserves the right to exclude a submission from distribution after the conference, including exclusion from IEEE Xplore, if the submission does not meet IEEE standards for scope and/or quality.

All manuscripts submitted through the conference web site will be made available immediately at the 'Conference Record' web link. However, only those that meet the following requirements will be included in the CR:

1. Paper (oral or poster) has been presented at the conference
2. Manuscript conforms to the page layout requirements specified in the online templates available at [IEEE Author Digital Tools](#)
3. PDF file is IEEE Xplore-compatible
4. PDF file and the electronic copyright form are received no later than the Nov. 10 deadline

Please start the approval process well before the submission deadline.

B) Prepare your manuscript

IEEE Guidelines on Republication

Per the IEEE Publication Services and Products Board (PSPB) Operations Manual, it is common in technical publishing for material to be presented at various stages of its evolution, such as publishing early ideas in a workshop, more developed work in a conference, and fully developed contributions as journal or transactions articles. IEEE recognizes the importance of this evolutionary publication process as a significant means of scientific communication and fully supports this publishing paradigm, but IEEE requires that this evolutionary process be fully referenced. Accordingly, the publication in an IEEE periodical of original technical material contained in a conference article or articles is permitted, provided that the articles published in the periodical contain substantial additional technical material with respect to the conference article or articles of which they represent an evolution. Under these guidelines, NPSS republication policy is that any manuscript submitted to a journal must contain **at least 50%** more substantive content than that which appears in its [parent] conference record paper.

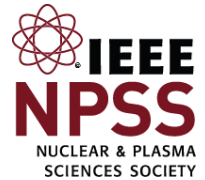
In addition, authors should be aware that IEEE policy requires that all submitted manuscripts be screened for plagiarized material prior to being uploaded to *Xplore*. If plagiarism is found the manuscript will be rejected automatically. Also, each manuscript will be checked to ensure that there is not excessive reuse of an author's previously published material; the manuscript should contain significant new content beyond anything previously published. If it is determined that there is insufficient new content, the manuscript will be rejected. A complete listing of guidelines and policies on IEEE Intellectual Property Rights is available at http://www.ieee.org/publications_standards/publications/rights/index.html.

Therefore, each author has the following two options when submitting a paper to the Conference Record:

1. Submit only an extended abstract (minimum 2 pages) to the Conference Record and then subsequently submit a full-length manuscript to a journal. This extended abstract can be an improved version of the summary submitted during the review process.

Manual

Conference Records (CR)



2. Or submit a regular, full-length manuscript to either the Conference Record or to a journal, but not to both. Information about the three most appropriate IEEE journals is available here.

Instructions for formatting manuscripts for the Conference Record

To ensure a timely release of the CR, please follow this step process below for manuscript submission.

Available Templates

Page layout requirements are specified in the online templates available at [IEEE Author Digital Tools](#).

To create your manuscript, we recommend starting from one of these IEEE-approved templates:

- [MS Word](#)
- [PDF](#)
- [LaTeX](#)

Copyright notice on your manuscript

Please add the appropriate copyright notice as a footer centered at the bottom of the first page of your source document (TimesNewRoman, 9):

- For papers in which all authors are employed by the **US government**, the copyright notice is: U.S. Government work not protected by U.S. copyright
- For papers in which all authors are employed by a **Crown government (UK, Canada, and Australia)**, the copyright notice is: 978-1-5386-8495-5/18/\$31.00 ©2018 Crown
- For papers in which all authors are employed by the **European Union**, the copyright notice is: 978-1-978-1-5386-8495-5/18/\$31.00 ©2018 European Union
- For **all other papers** the copyright notice is: 978-1-5386-8495-5/18/\$31.00 ©2018 IEEE

Produce IEEE Xplore-compatible PDF file using IEEE PDF eXpress webservice

All manuscripts submitted to the IEEE must be in IEEE Xplore-compatible PDF format. To assist authors in meeting this requirement IEEE has established a web based service called **IEEE PDF eXpress**. This year authors **MUST** use this service, either to create your PDF files or to check existing PDF files. Only PDFs that have been returned to the authors from the IEEE PDF eXpress site will be accepted.

The IEEE PDF eXpress service will be available for the NSS-MIC authors between **August 1 and December 15, 2018**.

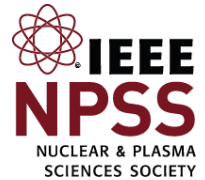
To use this service go to <https://www.pdf-express.org/> and enter **38694X** as the Conference ID. New users will need to set up an account by clicking on the link 'New Users – Click here'. An online confirmation will be displayed and an email confirmation will be sent verifying your account setup. Previous users should enter the same Email Address and Password used for previous conferences. Please verify that your contact information is still valid.

Once you have logged in you can upload your word processor file to the web site and have it converted to a PDF. Shortly after your upload, an electronic proof in PDF format will be generated and emailed to you. You need to retrieve this IEEE Xplore-compatible file either from the PDF eXpress web site or from your email. You also can use this service to verify that a PDF file that you created is Xplore-compatible. In either case you must submit the new PDF that IEEE PDF eXpress sends to you.

If your draft has not passed the IEEE PDF eXpress verification process, please modify your paper. Within the e-mail you receive more detailed information what needs to be changed to fit the needs of IEEE Xplore compatibility. The verification process (modification of your paper / upload to IEEE PDF eXpress / verification / receiving a response by e-mail from IEEE) needs to be done until the paper has been

Manual

Conference Records (CR)



confirmed finally.

If you encounter problems in generating an IEEE PDF eXpress-compatible PDF, extensive help is available at www.pdf-express.org/pdfcheck.asp. In addition, answers to many common questions can be found by going to <https://supportcenter.ieee.org/app/home> and typing appropriate search terms into the 'Find Answers' blank, e.g. PDF create. Any questions about CR submission should be directed to the Conference Editor, Jae Sung Lee, at jaes@snu.ac.kr

Very Important: IEEE PDF eXpress is NOT the final destination for your manuscript. You must submit your manuscript to the Conference Editor through the [Abstract Management System](#).

Once you have received your IEEE Xplore-compatible PDF file please save it on your computer.

It is very important that you do not modify your verified pdf-file in any way, which you have received from IEEE PDF eXpress by e-mail. Otherwise your file will be rejected during the upload of your conference record.

C) Submit your IEEE Xplore-compatible PDF file

Login at the Abstract Management System

Go to https://www.eventclass.org/contxt_ieee2018 and log in using the same credentials that you used to submit your abstract. In the menu on the left side of the screen, under the Author section, click on 'My Submissions'. For Each of your accepted submissions the button 'upload' at the bottom line is active. Please press it. You will be guided to the upload dialog. The conference record should be submitted in the section 'upload of conference record'.

Sign the IEEE electronic Copyright Form (eCF)

Before you are able to upload your manuscript please fill out the IEEE *electronic Copyright Form* (eCF). Click on the button 'Start IEEE electronic copyright form (eCF) process'. Follow the instructions and the step by step guided process. After you have finished the eCF process successfully you will be automatically routed back to the upload form of the abstract submission system. Each contribution requires its own eCF process and has to be done just once. The information that you have passed the eCF process will be submitted from IEEE to the Abstract Management System in the background.

If you are not the person who is authorized to sign the eCF form you will be asked for the person who is eligible during the eCF process. This person will be informed automatically by e-mail and invited to complete the eCF process. After the authorized person has passed the eCF process successfully the upload of the manuscript will be enabled.

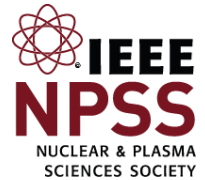
Passing the eCF process successfully is mandatory before you are eligible to upload your manuscript.

Upload your manuscript for the Conference Records

You should be in the upload section of the Abstract Management system. Your file has been verified by IEEE PDF eXpress and you signed the IEEE electronic copyright form successfully. Now please press 'upload of Conference Record', select the folder on your computer where you have stored the pdf file previously and start the upload. Your PDF file will be checked to ensure that it is an IEEE Xplore-compatible file which has been verified by the IEEE PDF eXpress webservice. Files that do not meet this requirement will be rejected. In the case please refer to issue B) Prepare your manuscript.

After the upload has been finished please doublecheck your uploaded file to ensure that you have submitted the right one.

Manual Conference Records (CR)



The deadline for manuscript submission for the Conference Record is December 15, 2018.

D) Special instructions for RTSD authors

So that the RTSD papers may be collected in the August issue of Transaction on Nuclear Science (TNS), RTSD papers should be submitted to TNS by Dec. 1. RTSD papers submitted after that date may not complete the review process by June 1, the deadline for the August issue. Those RTSD papers that complete the review process after June 1 will appear in later issues of TNS and be identified as originating in the RTSD Workshop. When submitting a paper to TNS at [ScholarOne ManuscriptsTM](#), please indicate the 'Type' to be "RTSD". This will ensure that the paper is routed to the appropriate senior editor and helps us aggregate the RTSD Workshop papers.

E) Contact

Scientific issues:

Jae Sung Lee

e-mail: jaes@snu.ac.kr