

# IEEE Radio Frequency Integrated Circuit Symposium

## Author Instructions

These instructions are intended to guide you through the Initial Paper Submission process, as well as the Final Paper Submission process.

**These instructions apply only to RFIC authors.** The RFIC, RFSA, and RFTT Symposia (note that until 2025, RFSA and RFTT were previously combined and called IMS) have different submission deadlines. Additionally, the Technical Program Committees for the three symposia will not be meeting concurrently to perform paper evaluation and selection. The symposia program committees will be unable to trade author submissions between the RFIC, RFSA, and RFTT paper selection committees. Therefore, once an author submits a paper to RFIC, RFSA or RFTT, the paper will stay and be reviewed by that committee. It must be noted that double submission of a similar paper, by the same authors, to more than one conference (RFIC, RFSA or RFTT) is not permitted. The RFIC, RFSA, and RFTT Technical Program Committee Chairs will review a list of all submissions to both conferences. If the same, or similar paper by the same authors is double submitted, the paper will be automatically rejected by both conferences.

**Double-Blind Reviewing Policy.** RFIC has adopted a double-blind reviewing policy for all paper submissions. A double-blind review process provides ‘anonymity’ for both authors and reviewers. As the reviewers will not be informed of the authors’ names or affiliations in the submitted paper, such information must be removed from the paper before submission. A double-blind review process is intended to eliminate any perception of bias for or against an author or institution based on name recognition, country, gender, or other characteristics.

This helps assure authors of the following:

- All submitted papers are judged equally, based on established evaluation criteria
- The content and quality of submitted papers are judged, and not the authors or their affiliations.

Refer to the RFIC double blind review instructions posted here:

[rfic2026\\_double\\_blind\\_review\\_policy.pdf](#)

**Electronic Paper Submission.** Prospective authors **must** electronically submit their initial summary paper in **PDF format** via the [RFIC Paper Submission site](#). Authors **must** use the IEEE double-column format indicated on [MS Word Template](#) or [LaTeX Template](#) for submissions. Authors are required to convert their own papers from MS Word to PDF (or postscript). IEEE Copyright forms are not needed for the initial submission. **Make sure that the paper summary, including figures, does not exceed 4 pages and the file size is less than 5 MB. The US letter size (8.5" x 11") format should be used. Use Distiller and select “embed all fonts”.**

When submitting a paper, the file size is limited to 5 MB. Some authors may encounter difficulties with papers that contain multiple high-resolution photographic images, and the image is embedded directly into the manuscript. Use compression on photos and figures to reduce the size, and work this out well in advance of the deadline to avoid last minute issues. Some helpful information is also listed in the [MS Word Template](#). Also, please see Technical Paper Electronic Submission Website given below.

Authors of accepted papers will be required to submit a revised paper, which includes **clear photos of the IC's** described, for publication in the Symposium Digest. Accepted authors might be instructed to access an IEEE conversion site in order to produce a pdf file compatible with IEEE publication standards. The conversion site accepts the most common formats of source files such as Word document or LaTeX.



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**Plagiarism.** IEEE defines plagiarism as the use of someone else's prior ideas, processes, results, data, algorithms, or words without explicitly acknowledging the original author and/or source. This includes:

- Verbatim copying of another author's work.
- Paraphrasing, or rewording another author's text but having the same meaning, is forbidden. (Paraphrasing a small section of a paper is permitted if it is properly cited.)
- Using data from another author's paper must be properly cited.
- Use of Artificial Intelligence to generate any part of a paper is forbidden.

**Paper Selection Criteria.** All submissions must be in **English**. Papers will be selected based on the following factors:

- **Originality:** The paper must be unique, significant, and represents state-of-the-art. Are references to existing literature included?
- **Quantitative content:** The papers should give an explicit description of the work with supporting data.
- **Quality:** Clarity of the writing and figures. What is the contribution to advancing the state of the art?
- **Interest to RFIC attendees:** Why should this work be reported at this conference?

**Clearances.** Authors must obtain all required company and government clearances prior to submitting a paper. A statement that such clearances have been obtained, signed by the submitting author, must accompany the final manuscript of each accepted paper.

### Presentation Format.

- **Full-Length Papers** report significant contributions, advancements, or applications of RF and microwave technology in a formal presentation format with a question-and-answer session immediately after your presentation. Details of the regular submissions can be found in the RFIC Call for Papers
- **Interactive Forum Papers** provide an opportunity for authors to present theoretical or experimental results in greater detail, and in poster format, and/or to display hardware, perform demonstrations, and/or conduct discussions in an informal manner with interested audience.

**Student Paper Contest.** A student paper contest will be held as part of the Symposium. Student papers will be reviewed in the same manner as all other conference papers. To be considered for an award, the student must have been a full-time student (9 hours/term graduate, 12 hours/term undergraduate) during the time the work was performed. The student must be the lead author of the paper, and must present the paper at the Symposium. **The student is required to register the paper as a student paper in the paper submission process.** A memorandum will be automatically sent to the advisor to certify that the work was done by the student. Papers accepted for the competition will be judged on academic content, originality and quality. All of the RFIC student paper finalists (best ~ 15 student papers) will receive **complementary** RFIC registration. The student paper winners (i.e., the top 3 student papers) will receive a \$500 honorarium (in addition to the complementary registration). Winners will be announced and recognized at the RFIC plenary session.

**Notification.** Authors will be notified by email of the evaluation result. Authors of accepted papers will receive copyright release forms and instructions for publication and presentation. Due to SPAM-filters, authors might not receive the notification message. The authors are therefore encouraged to check with their submission account where the authors will find a copy of the notification message. Final manuscripts must be received for publication in the RFIC Symposium Digest.



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**Expanded Papers.** By invitation only, some authors of RFIC papers will have a chance to publish an expanded version of their work either in the IEEE T-MTT or the IEEE JSSC in the Special Issues for the RFIC Symposium.

**Author Registration and Initial Paper Submission Steps.** In order to have your paper considered for publication, you will have to complete several steps:

- Go to the [RFIC Paper Submission site](#) to create an account (if you don't have one from previous years) and complete a Paper Registration Form.
- **Before you submit your manuscript, be sure that you satisfy all the requirements for the double-blind review as shown above in this document or [here](#).**
- Submit your paper in Adobe Acrobat (4.0 or later) Portable Document Format (.pdf).
- Your paper will be reviewed by RFIC Technical Program Committee. We will send the results to you by email, or you can check the [RFIC Paper Submission site](#) any time to see the current status of your paper.
- If the paper is accepted, Authors are required to submit the final version of the manuscript.

**Final Manuscript Submission Guide.** Authors of accepted papers are required to submit the final version of manuscript, in IEEE Xplore compatible PDF format, at the [RFIC Paper Submission site](#) (for publication in the RFIC Digest). Failure to submit your final version for the Symposium Digest will result in an automatic removal of your paper from the presentation program book and the Digest of the symposium. The IEEE eCopyright Form must be completed on-line and submitted to IEEE.

**Please note that title, author list, order, and affiliations on the final manuscript should match what was entered in the RFIC paper submission site for the initial submission.**

The IEEE has mandated that all published papers comply with the IEEE conference standards, which allows for easy electronic search using IEEE Xplore. To ensure compatibility with the new search requirements for the IEEE Xplore database and maintain the quality of the published work, it is required to **submit your final manuscript in a PDF file compatible with IEEE Xplore. The step-by-step instructions to ensure compatibility of your paper will be sent to you after your paper has been accepted by the RFIC.**

Your completed manuscript for the Symposium Digest must be received by the final paper submission deadline. **Manuscripts received after this date will not be accepted or published in the Digest.**

Key differences between the initial paper and final paper are summarized in the table below.

	Initial Paper	Final Paper
<b>Authors and Affiliations</b>	Must be redacted for double-blind review	Include all authors and affiliations
<b>Third-person language</b>	Must use anonymous third-person language when referring to one's own cited work, e.g. "In [3], the investigators showed that..."	May use first-person language when referring to one's own cited work, e.g. "In [3], we showed that..."
<b>Acknowledgments</b>	Must not be included	May be included
<b>Cited References</b>	Might be redacted if unpublished	Must not be redacted
<b>Copyright form</b>	Do not submit	Required