



# 2025 IEEE MIT Undergraduate Research Technology Conference



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## 2025 Guidelines for Paper Submission

The following are the guidelines to submit a paper to the IEEE MIT Undergraduate Research Technology Conference.

1. Paper must be written in English, and must be no longer than 5 pages, single-spaced, with a minimum of 10 point font, and may include figures, illustrations, and graphs.
2. All papers will be peer-reviewed by faculty, graduate students, and industry professionals. Paper submissions are online, and the deadline is August 3<sup>rd</sup>, 2025. Submission site is <https://cmt3.research.microsoft.com/URTC2025>
3. **Attendance Policy:** Each author must be enrolled as a full-time undergraduate student in an University/College, or a high school student works on research project affiliates with an University program. At least one author from the submission must be registered and presented at the conference.
4. **Policy on Plagiarism:**  
The paper should be fully the work of the students and completed before they receive their engineering or scientific degree.

By submitting a manuscript to the conference, the authors guarantee that it has not been previously published (or accepted for publication) in substantially similar form. Furthermore, no paper which contains significant overlap with the contributions of the current paper is either under review at the moment of submission or will be submitted during the conference review period to any of the following: another conference, a workshop, or a journal.

Note that the conference technical program committee will also process manuscripts through IEEE's plagiarism check software to identify and eliminate plagiarism. This includes excessive self-duplication and dependence on earlier published works, as well as duplicated and unattributed content. The paper's content must be original, previously unpublished, non-confidential and without commercial content

If a paper is found to fall in the category of plagiarism, the paper will not be reviewed and automatically rejected. Even if a paper is accepted and paid for registration, the Technical Program committee has the right to reject the paper and will not publish the paper in the proceedings.

**5. Publication No Show Policy:**

Papers will be published in the conference proceedings only if at least one of the authors is officially registered to attend the conference, and the paper presented. IEEE reserves the right to exclude a paper from distribution after the conference (e.g. removal from IEEE Xplore) if the paper is not presented at the conference.

**6. Authorization to publish:**

IEEE assumes that material presented at its conferences or submitted to its publications is properly available for general dissemination to the audiences these activities are organized to serve. It is the responsibility of the authors, not IEEE, to determine whether disclosure of their material requires the prior consent of other parties and, if so, to obtain it. In order to ensure that the authors are aware of their responsibilities, signed IEEE Copyright Forms must be collected for all papers accepted for publication.

**7. Quality:**

IEEE reserves the right to withhold publishing of proceedings or papers that do not meet the IEEE quality standards.

**8. Number of submissions:**

Each author is allowed to be the presenter on a maximum of **two submissions** (total number of submissions for technical papers, lightning talks, and poster presentations). If you have more than two submissions that are accepted, you must register accompanying co-author(s) to present the additional submissions.

**9. In general, the contents of a paper shall be organized as follows:**

(a) Title page: On the title page, only the title of the paper should appear. The title should consist of the minimum number of key words necessary to portray accurately the contents of the paper. Reader interest is stimulated by a well-chosen title.

(b) Abstract: The abstract should not describe the paper, but should give, in brief, the essential facts of its contents; for example, a brief of the problem or objective and a concise summary of the results or conclusion, touching upon methods or other details only if they are unique or if they are of some particular significance. The abstract should be no longer than 500 words.

(c) Introduction: The introductions should lead to the development of the subject so that the reader may obtain a clear understanding of the significance of the paper or article prepared. This can often be done by briefly giving the state of the art as background and then by bringing out the added advantages of the method of approach and emphasizing the importance of the results or conclusions.

(d) Body: The main argument of the subject is carried out in the body of the paper, complete with supporting data. The argument should proceed in a logical sequence according to a prepared outline. The writing should be in the third person. Support data and results can be presented most effectively as curves, charts, or tables.

- (e) Standard graphical symbols and abbreviations should be used on all drawings. (Ref. "Graphic Symbols for Electrical and Electronic Diagrams," IEEE STD 315.) Well-known abbreviations may be used in the text but should be defined where used the first time followed by the abbreviation in parentheses. Generally the use of abbreviations should be confined to tables and illustrations. Illustrations and tables should supplement, not duplicate, text materials; likewise, they should complement, not duplicate each other.
- (f) Conclusion: The conclusions are often considered the most important part of a paper. They should be stated concisely in a separate section at the end of the paper. If there are three or more conclusions, better emphasis can be obtained by numbering each conclusion and setting it off in a separate paragraph.
- (g) Tables: Generally, each table should be typed on a separate sheet and numbered consecutively using Roman numerals: Table I, Table II. Small tabulations or listings may be made in the text where necessary for continuity. Each table should be titled by giving the brief description as a heading following the table number at the top. Ditto marks should not be used in tables, but brackets may be used to group information on several lines.
- (h) Figures: Figures should be numbered consecutively using Arabic numerals: Figure 1; Figure 2, etc. Three types of figures may be used: photographs, oscillograms, and line drawings. The reading material on illustrations should be kept to a minimum. In short, the reading material should be included in the captions. Portions of the illustrations may be identified by letters and explained in the captions. Whenever feasible, several curves should be combined on the same coordinates. Their identifying letters or numbers should be in clear spaces between cross section lines. Readers generally prefer having the figures distributed through the article, although it is also permissible to bind them together at the end.
- (i) Appendices: Detailed mathematical proofs, development of equations and examples, which are subordinate to the main argument in the body of the paper, but not essential to following the argument, should be treated in the appendices. Main equations as they are developed should be numbered consecutively, with the number in the right margin. The equations, figures, and tables in the Appendices should be numbered consecutively following the numbers used for the equations, figures, and tables in the text (such as, if table IV were last in the text, table V would be first in the Appendices.)

- (j) References: To enable the reader to consult important works used by the author incidental to the preparation of his manuscript and other related literature which might be helpful, a suitable reference list should be appended. References should be numbered consecutively and should follow the form shown below:

For a periodical: R.N. Hall, "Power Rectifiers and transformers," Proc. IRE, Vol. 40, pp. 1515-1518, November 1952.

For a book: W.A. Edison, "Vacuum Tube Oscillators," John Wiley and Sons, Inc., New York, New York, pp. 170-171, 1948.

For an article: B. Lawrence, B.H. Weil, and M.H. Graham, "Making online search available in a industrial research environment," Journal of the American Society for Information Science, pp. 364-369, Nov-Dec. 1974.

10. Presenters are solely responsible for the creation of their presentation. The presentation should be based on the approved/accepted paper, but may include updates and related additional content. A paper must be presented otherwise it will not be published and archived the IEEE Xplore database. Only listed authors may present a paper.

