Preparation of Papers in Two-Column Format for the Proceedings of Conferences Sponsored by IEEE

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Abstract—These instructions give you basic guidelines for preparing camera-ready papers for conference proceedings.

I. INTRODUCTION

Your goal is to simulate the usual appearance of papers in an IEEE conference proceedings. For items not addressed in these instructions, please refer to the last issue of your conference’s proceedings or your Publications chair.

A. Full-Sized Camera-Ready (CR) Copy

Prepare your CR paper in full-size format, on US letter paper (8 ½ by 11 inches). For A4 paper, use the A4 template.

Type sizes and typefaces: Follow the type sizes specified in Table I. As an aid in gauging type size, 1 point is about 0.35 mm. The size of the lowercase letter “j” will give the point size. Times New Roman is the preferred font.

1) US letter margins: top = 0.75 inches, bottom = 1 inch, side = 0.625 inches.

2) A4 margins: top = 19mm, bottom = 43mm, side = 13 mm.

The column width is 88mm (3.45 in). The space between the two columns is 4mm (0.17 in). Paragraph indentation is 3.5 mm (0.14 in).

Left- and right-justify your columns. Use tables and figures to adjust column length. On the last page of your paper, adjust the lengths of the columns so that they are equal. Use automatic hyphenation and check spelling. Digitize or paste down figures.

Table I: Type Sizes for Camera-Ready Papers

<table>
<thead>
<tr>
<th>Type size (pts.)</th>
<th>Appearance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular</td>
</tr>
<tr>
<td>6</td>
<td>Table captions, table superscripts</td>
</tr>
<tr>
<td>8</td>
<td>Section titles, references, tables, table names, first letters in table captions, figure captions, footnotes, text subscripts, and superscripts</td>
</tr>
<tr>
<td>9</td>
<td>Abstract</td>
</tr>
<tr>
<td>10</td>
<td>Authors’ affiliations, main text, equations, first letters in section titles</td>
</tr>
<tr>
<td>11</td>
<td>Authors’ names</td>
</tr>
<tr>
<td>24</td>
<td>Paper title</td>
</tr>
</tbody>
</table>

“Uppercase

II. HELPFUL HINTS

A. Figures and Tables

Position figures and tables at the tops and bottoms of columns. Avoid placing them in the middle of columns. Large figures and tables may span across both columns. Figure captions should be centered below the figure; table captions should be centered above.

Avoid placing figures and tables before their first mention in the text. Use the abbreviation “Fig. 1,” even at the beginning of a sentence.

Figure axis labels are often a source of confusion. Use words rather than symbols. For example, write “Magnetization,” or “Magnetization, M,” not just “M.” Put units in parentheses. Do not label axes only with units. In the example, write “Magnetization (A/m)” or “Magnetization (A · m⁻¹).” Do not label axes with a ratio of quantities and units. For example, write “Temperature (K),” not “Temperature/K.”

Multipliers can be especially confusing. Write “Magnetization (kA/m)” or “Magnetization (10³ A/m).” Figure labels should be legible, about 10-point type.

B. References

Number citations consecutively in square brackets [1]. Punctuation follows the bracket [2]. Refer simply to the reference number, as in [3]. Use “Ref. [3]” or “Reference [3]” at the beginning of a sentence: “Reference [3] was the first …”

Number footnotes separately in superscripts. Place the actual footnote at the bottom of the column in which it was cited. Do not put footnotes in the reference list. Use letters for table footnotes (see Table I). IEEE Transactions no longer use
III. Units

Use either SI (MKS) or CGS as primary units. (SI units are encouraged.) English units may be used as secondary units (in parentheses). An exception would be the use of English units as identifiers in trade, such as “3.5-inch disk drive.”

Avoid combining SI and CGS units, such as current in amperes and magnetic field in oersteds. This often leads to confusion because equations do not balance dimensionally. If you must use mixed units, clearly state the units for each quantity that you use in an equation.

IV. SOME COMMON MISTAKES

The word “data” is plural, not singular. The subscript for the permeability of vacuum μ0 is zero, not a lowercase letter “o.” In American English, periods and commas are within quotation marks, like “this period.” A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.) A graph within a graph is an “inset,” not an “insert.” The word alternatively is preferred to the word “alternately” (unless you mean something that alternates). Do not use the word “essentially” to mean “approximately” or “effectively.” Be aware of the different meanings of the homophones “affect” and “effect,” “complement” and “compliment,” “discrete” and “discrete,” “principal” and “principle.” Do not confuse “imply” and “infer.” The prefix “non” is not a word; it should be joined to the word it modifies, usually without a hyphen. There is no period after the “et” in the Latin abbreviation “et al.” The abbreviation “i.e.” means “that is,” and the abbreviation “e.g.” means “for example.” An excellent style manual for science writers is [7].

ACKNOWLEDGMENT

The preferred spelling of the word “acknowledgment” in America is without an “e” after the “g.” Try to avoid the stilted expression, “One of us (R. B. G.) thanks ...” Instead, try “R. B. G. thanks ...” Put sponsor acknowledgments in the unnumbered footnote on the first page.

REFERENCES