

# Preparation of Your Paper in Two-Column Format for the Upload on IEEE-Xplore Digital Engineering and Technology Library

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**Abstract:** *These guidelines should help you to prepare the paper in the correct format. It provides an example of the text size, format and column specifications that are required. The abstract should give a concise and informative description of the paper, in up to around 200 words.*

## 1. INTRODUCTION

As your paper is designed for publication in the Conference Proceedings, it must address the interests of readers with diverse specialties and backgrounds as well as with the author's peers.

The manuscript gives the details of the work. It should be divided into sections, each with a heading, so that the reader can follow the logical development of the work.

## 2. PAPER SIZE AND PAPER LENGTH

Your goal is to achieve the appearance of typeset papers in a technical journal.

The paper length should not exceed six pages.

### 2.1. Format

Prepare your paper in full-size US Letter format (215.9 mm x 279.4 mm) with 20 mm margins on the left and the right side for compliance with formatting guidelines for IEEE conference proceedings.

Set the top and bottom margins to 25 mm. The column width is 85 mm. Indent the first line of each text paragraph by about 5 mm.

### 2.1. Type sizes and fonts

Follow the type sizes specified in Table 1 (specified in points) as best as you can or simply use this template and the styles defined in this document.

Please use only the **Times New Roman** font and font sizes and font styles as given in the table below.

**Table 1.** Type and font size for conference papers.

Style used for	Font size, font style
Paper title	16, bold
Author names	12
Author affiliations	10
Abstract text:	11, italic
Section Headings	12, small caps, bold face
Subsection headings	11, italic, bold face
Body text	11
Footnotes (please avoid but if any)	8
Tables, table captions, figure captions, references	10

Do not forget to use *italic style* for the abstract and subsection headings.

### 2.3. Numbering and attributing

Use Arabic numbers and small caps for section headings. Subsection headings should be numbered as shown. Do not number pages.

## 3. UNITS

Use the International System of Units (SI) only. Never combine SI units and CGS or other units. If other units are unavoidable, make sure they can't be misinterpreted.

## 4. HELPFUL HINTS

#### 4.1. Figures and Tables

Large figures and tables may span both columns. Figure captions should be below the figures; table captions should be above the tables.



Fig. 1. Modern sensors in my old car.

Diagram axis labels are often a source of confusion. Try to use words and symbols in the figure captions rather than the symbols alone.

#### 4.2. References

Number citations consecutively in square brackets at the end of the sentence. The sentence punctuation follows the brackets [1]. Number footnotes separately as superscripts<sup>1</sup>. Place the actual footnote at the bottom of the column in which it is cited. Do not put footnotes in the reference list. Give all authors' names; do not use "et al." unless there are six authors or more. Papers that have been accepted for publication should be cited as "in press" or "in print".

#### 4.3. Abbreviations and Acronyms

Define abbreviations and acronyms close to where they are used in the text for the first time. Only abbreviations that can be expected to be well known, such as ISSE, IEEE, SI, CGS, ac, dc, rms and chemical elements and formulas (Cu, Al<sub>2</sub>O<sub>3</sub> etc.), do not have to be defined. Never use abbreviations in titles (unless they are really widely known).

#### 4.4. Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin. Italicize Roman symbols for quantities and variables but not function names (cos, exp, etc.), units, and natural constants like light velocity *c*, the Planck's constant *k* etc.

$$r(T) = A \cdot \exp\left(-\frac{B}{kT}\right) \quad (1)$$

Be sure that all symbols in your equations have been defined close to where the equation appears.

## 5. PREPARATION FOR EMAILING

### 5.1. MS-Word document

Please first prepare a document in MS-Word format. The optimum resolution for your figures and pixel graphics is 300 dpi for color or grayscale and 600 dpi for monochrome graphics. Since there is an increasing tendency to read papers on computer monitors and tablets it makes sense to use color also for scientific papers. However, make sure your figures are non-ambiguous also on grayscale screens (e-book readers) or printed in black-and-white.

In MS-Word formatting depends on the printer driver settings. Be sure you have selected a 600 dpi laser printer driver *before* you finally adjust and save your file. Depending on the file size it may be useful to send the file zipped.

File formats other than MS Word – like Open Office Documents – are probably acceptable but this needs to be checked carefully with the editors before final submission.

### 5.2. Preparation of a PDF document

In addition, please send us a PDF-file (protocol quality is sufficient and allows to reduce file size). This file is used to check the formatting of the received MS-Word document. It will not be used for the proceedings.

## REFERENCES

- [1] Author One, Author Two, "Title of Paper", *Source*, Vol. 17, No. 4, month year, pp. First page-last page.

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<sup>1</sup> Avoid footnotes if possible. Try to integrate them into the text.

