

Template for Preparation of Papers for PaperCept/PaperPlaza Hosted Conferences & Symposia

First A. Author, Second B. Author, Jr., and Third C. Author, *Member, IEEE*

Abstract— The conference manuscript submission system imposes several requirements on the PDF files and the style of the manuscript that may cause the submitting author some inconvenience. Most of these requirements are based on the sponsoring organization's efforts to standardize conference manuscripts properties and layout. Additional requirements (e.g. page limits) are set by individual conference.

I. INTRODUCTION

The conference manuscript submission system imposes several requirements on the PDFfiles and the style of the manuscript that may cause the submitting author some inconvenience. Most of these requirements are based on several publishers efforts to standardize conference manuscripts properties and layout. Additional requirements (e.g. page limits) are set by individual conference. Please see the section on Compliance on support section of the website for further information about why these requirements are necessary. Briefly,

All fonts must be embedded in the file

Fonts that require non-English language support are not allowed

Two-column format in the IEEE style is required for final submissions and recommended for initial submissions

The paper size for final submission must be US Letter

The document margins must satisfy the printer's requirements

The number of pages and the file size must satisfy the conference requirements

The document should not have *any* password protection

We have noticed that a few software packages invariably breakdown the created PDF files. Listed below are these packages and associated problems. Please note that using these packages will likely delay preparation of conference

Paper titles should be written in uppercase and lowercase letters, not all uppercase. Avoid writing long formulas with subscripts in the title; short formulas that identify the elements are fine (e.g., "Nd-Fe-B"). Do not write "(Invited)" in the title. Full names of authors are preferred in the author field, but are not required. Put a space between authors' initials.

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proceedings. Authors are strongly advised to not use these packages.

Scientific Word/Workplace: If you are using graphics in your documents created with Scientific Word/Workplace, chances are that the resulting PDF, will not show some of them.

Scientific Word/Workplace: Due to the font encoding used in the system, once the file is stamped with page number, it is rendered non-searchable. Such files will need to be replaced, in turn, delaying the conference proceedings production.

DVIPDFM: This is one of the popular dvi => PDF conversion package among LaTeX users. If your files has text and equations only, there should not be a problem. However, if you have images in your document, when the resulting PDF file is "pre-flighted" (readied for the CD-ROM), the PDF file breaks down.

This will again require that you resubmit your papers.

All manuscripts (initial as well as final) must be submitted electronically. Hardcopy manuscripts are no longer required nor accepted in lieu of electronic files.

II. MARGIN REQUIREMENTS FOR PAPER SUBMISSION

A. Review Stage

It is strongly recommended that prospective authors download suitable style file for use with **LaTeX** and templates for use with **MS Word**.

Style files and templates provided here have been created to ensure that margin requirement is adequately met. Note that each conference has its own page setting requirements. Even if you recently downloaded the style file or template for a previous conference, it does not mean that it will meet requirement for the next conference. If, for some reason, you are not able to use provided templates or style files, please observe the following margins and font settings strictly.

Caution: *Not adhering to appropriate margins and/or font settings may result in removal of paper from conference proceedings without warning.*

B. Page Limits

Each conference sets its own page limit. This information appears on the conference website rather than here, please consult the [conference home page](#) for further information on page limits for this conference. Note that most conferences are placing restrictions on number of pages for initial submissions and you will not be able to upload the file if it exceeds this limit.

C. Page Setup

Please observe following margins for a 2-column layout

TABLE 2.1
MARGIN SETTING FOR LETTER PAPER

Page margins:	Letter paper	
Paper Size	(8.5x11.0) in	(21.59x27.94)cm
Top margin (1st page)	1.0in	2.54cm
Top margin (rest)	.75in	1.9cm
Left margin	0.75in	1.9cm
Right margin	0.75in	1.9cm
Bottom margin	0.7in	1.8cm
Text width	7.0in	17.78cm
Text height	9.5in	24.13cm
Column width	3.4in	8.63cm
Column separation	0.2in	0.5cm

Further, for uniformity, please use the following point-sizes for various sections, headings, etc:

TABLE 2.2
FONT SETTINGS

Title	16pt
Author List	11pt
Section Titles	10pt
Normal Text	10pt
Table/Figure captions	10pt
Sub-scripts	8pt
Sub-Sub-scripts	7pt
Footnotes	8pt

D. Copyright Form

For conferences sponsored by any IEEE unit (society, council), copyright transfer forms will be collected electronically at the time of final paper submission. You are no longer required to mail a signed copy to the IEEE.

III. MATH AND UNITS

If you are using *Word*, use either the Microsoft Equation Editor or the *MathType* add-on (<http://www.mathtype.com>) for equations in your paper (Insert | Object | Create New | Microsoft Equation or MathType Equation). “Float over text” should *not* be selected.

Users of *Scientific Word/Workplace*, or *DVIPDFM* please see the cautionary note in the Introduction.

Use either SI (MKS) or CGS as primary units. (SI units are strongly encouraged.) English units may be used as secondary units (in parentheses). **This applies to papers in data storage.** For example, write “15 Gb/cm² (100 Gb/in²).” An exception is when English units are used as identifiers in trade, such as “3½ in 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 in an equation.

The SI unit for magnetic field strength H is A/m. However, if you wish to use units of T, either refer to magnetic flux density B or magnetic field strength

TABLE 3.1
UNITS FOR MAGNETIC PROPERTIES

Symbol	Quantity	Conversion from Gaussian and CGS EMU to SI ^a
	magnetic flux	1 Mx 10^8 Wb = 10^8 V·s
B	magnetic flux density, magnetic induction	1 G 10^4 T = 10^4 Wb/m ²
H	magnetic field strength	1 Oe $10^3/(4\pi)$ A/m
m	magnetic moment	1 erg/G = 1 emu 10^3 A·m ² = 10^3 J/T
M	magnetization	1 erg/(G·cm ³) = 1 emu/cm ³ 10^3 A/m
$4\pi M$	magnetization	1 G $10^3/(4\pi)$ A/m
	specific magnetization	1 erg/(G·g) = 1 emu/g 1 A·m ² /kg
j	magnetic dipole moment	1 erg/G = 1 emu $4\pi \cdot 10^{10}$ Wb·m
J	magnetic polarization	1 erg/(G·cm ³) = 1 emu/cm ³ $4\pi \cdot 10^4$ T
χ	susceptibility	$1/4\pi$
	mass susceptibility	1 cm ³ /g $4\pi \cdot 10^3$ m ³ /kg
	permeability	$1/4\pi \cdot 10^7$ H/m = $4\pi \cdot 10^7$ Wb/(A·m)
μ_r	relative permeability	μ_r
w, W	energy density	1 erg/cm ³ 10^{-1} J/m ³
N, D	demagnetizing factor	$1/(4\pi)$

^aGaussian units are the same as cgs emu for magnetostatics; Mx = maxwell, G = gauss, Oe = oersted; Wb = weber, V = volt, s = second, T = tesla, m = meter, A = ampere, J = joule, kg = kilogram, H = henry.

symbolized as $\mu_0 H$. Use the center dot to separate compound units, e.g., “A·m².”

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). First use the equation editor to create the equation. Then select the “Equation” markup style. Press the tab key and write the equation number in parentheses. To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents. Use parentheses to avoid ambiguities in denominators. Punctuate equations when they are part of a sentence, as in

$$\int_0^{r_2} F(r, \varphi) dr d\varphi = [\sigma r_2 / (2\mu_0)] \cdot \int_0^\infty \exp(-\lambda |z_j - z_i|) \lambda^{-1} J_1(\lambda r_2) J_0(\lambda r_i) d\lambda. \quad (1)$$

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Italicize symbols (T might refer to temperature, but T is the unit tesla). Refer to “(1),” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is”

IV. HELPFUL HINTS FOR PDF CREATION

A. Acrobat Distiller

We have provided Acrobat Distiller joboptions settings for Acrobat 4, 5, 6 and 7 for your reference. To download

these joboptions, go the submission system home page => Start => Support => PDF Support. Download the joboption file that correspond to your Acrobat version. To install this joboption, you may either directly save it as:

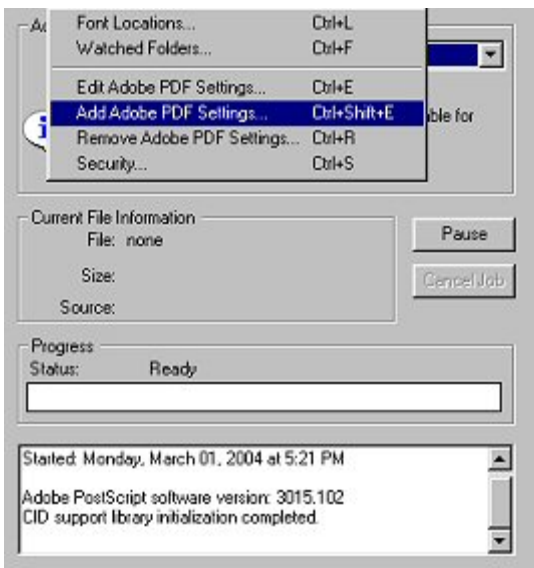
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..\Adobe\Acrobat 7.0\Distillr\Settings

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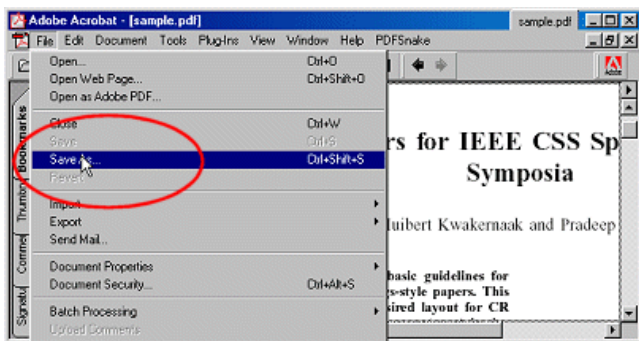
wherever your Acrobat is installed. Or follow the steps below to install that via Acrobat interface.

Download and **unzip** appropriate joboption and save it on your computer, it will have the extension ".joboptions" (note down the location where you saved the file). Launch Distiller and click on "Settings | Add Adobe PDF Settings ...", locate the joboptions file you saved as shown in the screen capture to below.



Before converting the file to PDF, select the joboption installed above to get IEEE compliant PDF file.

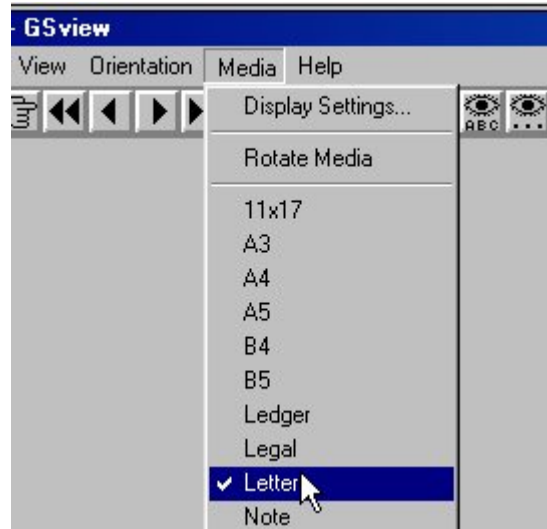
Important: After creating your PDF, make sure to use "File | Save As" rather than "Save" as shown in screen captures from Acrobat 5 and 6 below. This will ensure that the resulting PDF is more compact and ensure the integrity of the PDF file.



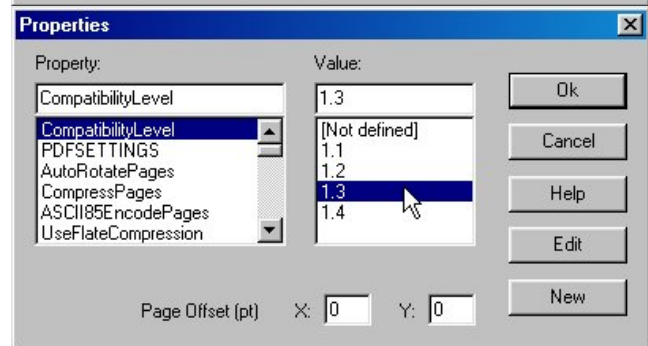
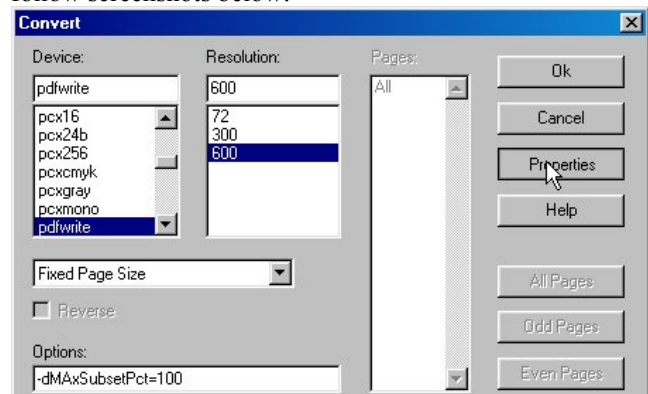
B. Ghostscript/Ghostview

If you are using *MS-Windows operating system*, as an alternative to Acrobat, we strongly recommend using GSview, a graphical front end to Ghostscript. It provides an easy interface for setting up suitable parameters for PDF creation. Note that it is assumed that you have been able to convert your file to postscript format using existing printer drivers on your system.

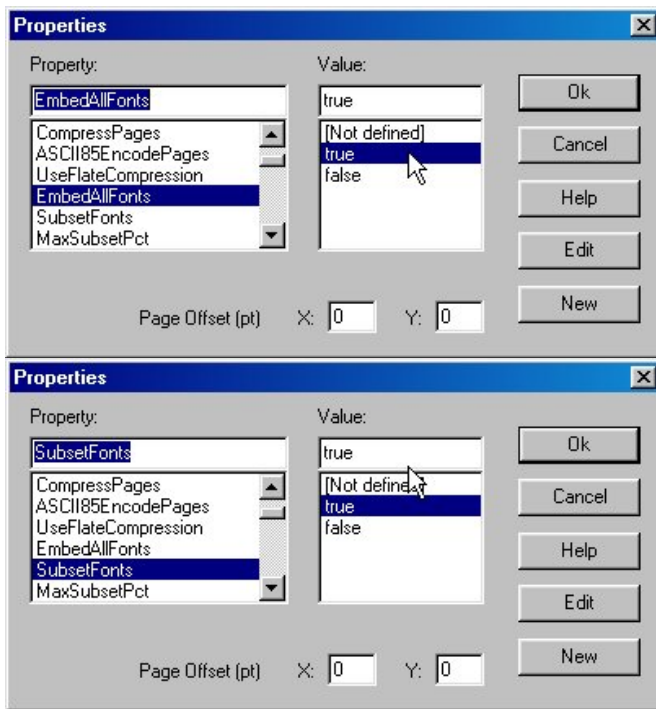
The first step is to set the media size to Letter. To do this, in the GSview menubar at the top click on "Media" and select Letter as shown below:



Next, click on "File | Convert". In the ensuing window, in Options textbox type in "-dMaxSubsetPct=100", then follow screenshots below:



This option makes sure that the files will be viewable by readers with Acrobat Reader 4, 5 or 6.



These two settings, together with "-dMaxSubsetPct=100" will ensure that all fonts are embedded as required. If you prefer command line access, you may use ps2pdf that comes bundled with ghostscript. Using ps2pdf, you may create compliant PDF using the following commands:
 ps2pdf -dCompatibilityLevel=1.3 -dMaxSubsetPct=100 -dSubsetFonts=true -dEmbedAllFonts=true sample.ps
 ps2pdf -dCompatibilityLevel=1.3 -dMaxSubsetPct=100 -dSubsetFonts=true -dEmbedAllFonts=true a4sample.ps

V. OTHER HELPFUL HINTS

A. References

Number citations consecutively in square brackets [1]. The sentence punctuation follows the brackets [2]. Multiple references [2], [3] are each numbered with separate brackets [1]–[3]. When citing a section in a book, please give the relevant page numbers [2]. In sentences, refer simply to the reference number, as in [3]. Do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] shows” Unfortunately the IEEE document translator cannot handle automatic endnotes in *Word*; therefore, type the reference list at the end of the paper using the “References” style.

Number footnotes separately in superscripts (Insert | Footnote).¹ Place the actual footnote at the bottom of the column in which it is cited; do not put footnotes in the reference list (endnotes). Use letters for table footnotes (see Table I).

Please note that the references at the end of this document

¹It is recommended that footnotes be avoided (except for the unnumbered footnote with the receipt date on the first page). Instead, try to integrate the footnote information into the text.

are in the preferred referencing style. Give all authors’ names; do not use “*et al.*” unless there are six authors or more. Use a space after authors’ initials. Papers that have not been published should be cited as “unpublished” [4]. Papers that have been submitted for publication should be cited as “submitted for publication” [5]. Papers that have been accepted for publication, but not yet specified for an issue should be cited as “to be published” [6]. Please give affiliations and addresses for private communications [7].

Capitalize only the first word in a paper title, except for proper nouns and element symbols. If you are short of space, you may omit paper titles. However, paper titles are helpful to your readers and are strongly recommended. For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [8].

B. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations such as IEEE, SI, ac, and dc do not have to be defined. Abbreviations that incorporate periods should not have spaces: write “C.N.R.S.,” not “C. N. R. S.” Do not use abbreviations in the title unless they are unavoidable (for example, “IEEE” in the title of this article).

C. Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). First use the equation editor to create the equation. Then select the “Equation” markup style. Press the tab key and write the equation number in parentheses. To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents. Use parentheses to avoid ambiguities in denominators. Punctuate equations when they are part of a sentence, as in

$$\int_0^{r_2} F(r, \varphi) dr d\varphi = [\sigma r_2 / (2\mu_0)] \int_0^\infty \exp(-\lambda |z_j - z_i|) \lambda^{-1} J_1(\lambda r_2) J_0(\lambda r_i) d\lambda. \quad (1)$$

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Italicize symbols (*T* might refer to temperature, but *T* is the unit tesla). Refer to “(1),” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is”

D. Other Recommendations

Use one space after periods and colons. Hyphenate complex modifiers: “zero-field-cooled magnetization.” Avoid dangling participles, such as, “Using (1), the potential was calculated.” [It is not clear who or what used (1).] Write instead, “The potential was calculated by using (1),” or “Using (1), we calculated the potential.”

Use a zero before decimal points: “0.25,” not “.25.” Use “cm³,” not “cc.” Indicate sample dimensions as “0.1 cm 0.2 cm,” not “0.1 0.2 cm².” The abbreviation for “seconds” is “s,” not “sec.” Do not mix complete spellings and abbreviations of units: use “Wb/m²” or “webers per square meter,” not “webers/m².” When expressing a range of values, write “7 to 9” or “7-9,” not “7~9.”

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.) In American English, periods and commas are within quotation marks, like “this period.” Other punctuation is “outside”! Avoid contractions; for example, write “do not” instead of “don’t.” The serial comma is preferred: “A, B, and C” instead of “A, B and C.”

VI. CONCLUSION

A conclusion section is not required. Although a conclusion may review the main points of the paper, do not replicate the abstract as the conclusion. A conclusion might elaborate on the importance of the work or suggest applications and extensions.

APPENDIX

Appendixes, if needed, appear before the acknowledgment.

ACKNOWLEDGMENT

Use the singular heading even if you have many acknowledgments. Avoid expressions such as “One of us (S.B.A.) would like to thank” Instead, write “F. A. Author thanks” **Sponsor and financial support acknowledgements are placed in the unnumbered footnote on the first page.**

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