

Preparation of Papers in Two-Column Format for the IEEE SSC 2006/ Dublin, Ireland Proceedings CD-ROM

Font size :16pt
Font type: Times new roman
Bold, Centred Initial Caps.

J. Q. Author (12 pt., bold, centered)
Affiliation (12 pt.)

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Second Author (12 pt., bold, centered)
Affiliation (12 pt.)

(Continue in same format for more authors)

Abstract – These instructions give you basic guidelines for preparing your journal quality paper for the Conference Proceedings. The Proceedings will be published in a CD-ROM (color) and papers may also be published later in print (B&W). CD-ROM Proceedings will be available at the Conference. The normal length of the paper must be kept to six (6) pages maximum.

I. INTRODUCTION

The Conference Proceedings will be published from the author as provided in your paper. The number of pages will be limited to those that ensure quality. Please follow the instructions closely. Your manuscript will be reproduced exactly as we receive it; please check and correct spelling and grammar mistakes before uploading the final manuscript. If errors are detected after the fact, you are allowed a total of three uploads at the abstracts website.

II. GENERAL INSTRUCTIONS

A. Paper Size

Prepare your paper in full-size format, on A4 size (210mm by 297mm).

B. Margins

Top = 18mm (0.75”), bottom = 25mm (1”), side = 18mm (0.625”).

C. Pagination.

Number each page 17.5mm (0.5”) at the bottom center in 12 pt. font. (Applies to both Word and PDF)

D. Columns

Two columns, 84mm (3.5”) wide, separated by 6mm (0.25”), fully justified.

E. Font

Times New Roman. If other fonts are used for specialty items, you must include font files with your email. See Table 1 for type sizes.

F. Style

Primary, first-level headings are centered, numbered with Roman numerals (I., II., III., etc.)

Secondary Headings are flush left, numbered with cap letters (A., B., etc.)

Tertiary headings are indented, numbered with Arabic numbers followed by a right parenthesis.

Paragraph indent for body text is 5mm (0.25”).

The “Acknowledgments,” “References,” “Appendix,” and “Appendix Title,” are centered. The Roman numerals used to number the section headings are optional. If you do use them, number “Introduction,” but not “Acknowledgment” or “References.” See Table 1 for all font point sizes

G. Variables

Variables are in *italics* throughout the paper.

H. Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1.1), (1.2), (2.1), (2.2), etc.. To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents. Italicize Roman symbols for quantities and variables, but not Greek symbols. Use a long dash rather than a hyphen for a minus sign. Use parentheses to avoid ambiguities in denominators. Punctuate equations with commas or periods when they are part of a sentence, as in

$$(1.1) \quad a+b=c.$$

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Use “(1.1),” not “Eq. (1.1)” or “equation (1.1),” except at the beginning of a sentence: “Equation (1.1) is ...”

I. Figures

Figures must occupy a single column, if possible, and must be image inserted in place. The caption is under the figure.

All reference to the figure use “Fig.” followed by the figure number. Fig. is also used in the caption.

J. Tables

Tables must occupy a single column, if possible, and must be printed in place. The name is above the table.

TABLE I
TYPE SIZES FOR PAPERS

Type	Appearance
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size (pts.)	Regular	Bold	Italic
8	Table captions, ^a table superscripts		
9		Abstract	
10	Section titles ^a , references, tables, table names ^a , first letters in table captions ^a , figure captions, footnotes, text subscripts, and superscripts, main text, equations, first letters in section titles ^a		Sub-heading
12	Authors' affiliations	Authors' names	
16		Paper title	

Times aUppercase
N. R.

K. Figures and Tables

Place figures and tables at or near the top or bottom of columns where possible. Large figures and tables may span across both columns. Figure captions must be below the figures; table captions must be above the tables. 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. Try to use words rather than symbols. As an example, write the quantity “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),” not just “A/m.” 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).” Do not write “Magnetization (A/m) x 1000” because the reader would not know whether the top axis label in Fig. 1 meant 15 000 A/m. or 0.015 A/m. Figure labels must be legible, about 8-point type.

L. Photographs

Color or black and white photos must occupy a single column, if possible, and images must be embedded. The caption is under the photograph.

M. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Common abbreviations such as *IEEE*, *SI*, *MKS*, *CGS*, *sc*, *dc*, and *rms* do not have to be defined. Do not use abbreviations in the title unless they are unavoidable.

III. HELPFUL HINTS

Maintain uniformity throughout paper. Produce for maximum legibility. Type must be clear and crisp. The CD will be produced in **color**, so we suggest that all pictures be in **color**.

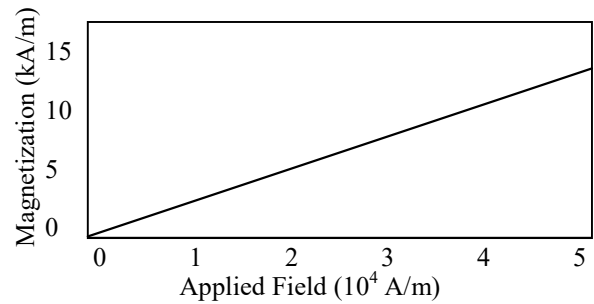


Fig. 1. Magnetization as a function of applied field. Note how the caption is centered in the column.

Do not use poor quality photostats, Ozalids, blueprints, hectographs, or photocopies. Maintain a firm, even dark, sharp impression throughout copy. Shades of blue, green, and brown do not reproduce effectively.

A. Subheadings with Letters

Use two spaces after periods (full stops). Hyphenate complex modifiers: “zero-field-cooled magnetization.” Avoid dangling participles, such as, “Using (1), the potential was calculated.” Write instead, “The potential was calculated using (1),” or “Using (1), we calculated the potential.”

Use a zero before decimal points: “0.25,” not “.25.” Use “cm³,” not “cc.” Do not mix complete spellings and abbreviations of units: “Wb²/m²” or “webers per square meter,” not “webers/m².” Spell units when they appear in text: “...a few henries,” not “...a few H.” If your native language is not English, try to get a native English speaking colleague to proofread your paper.

B. 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.

C. References

Number citations consecutively in square brackets [1]. The sentence punctuation follows the bracket [2]. 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] 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 a journal prefix before the volume number. For example, use “IEEE Trans. Magn., vol. 25,” not “vol. MAG-25.”

Give all authors' names; do not use “et al.” unless there are six authors or more. Papers that have not been

published, even if they have been submitted for publication, must be cited as “unpublished” [4]. Papers that have been accepted for publication must be cited as “in press” [5]. Capitalize only the first word in a paper title, except for proper nouns and element symbols.

For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [6].

- [7] M. Young, *The Technical Writer's Handbook*. Mill Valley, CA: University Science, 1989.

IV. SOME COMMON MISTAKES

The word “data” is plural, not singular. The subscript for the permeability of vacuum μ_0 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 *alternately* is preferred to the word “alternately” (unless you really mean something that alternates). Do not use the word “essentially” to mean “approximately” or “effectively.” Be aware of the different meanings of the homophones or homonyms, “affect” and “effect,” “complement” and “compliment,” “discreet” and “discrete,” “principal” and “principle.” Do not confuse “imply” and “infer,” nor “ensure” and “insure.” The prefix “non” is not a word; it must 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.” When using these abbreviations, they should be followed by a comma, e.g., as used in this sentence. An excellent style manual and source of information 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

- [1] G. Eason, B. Noble, and I.N. Sneddon, “On certain integrals of Lipschitz-Hankel type involving products of Bessel functions,” *Phil. Trans. Roy. Soc. London*, vol. A247, pp. 529-551, April 1955.
- [2] J. Clerk Maxwell, *A Treatise on Electricity and Magnetism*, 3rd ed., vol. 2. Oxford: Clarendon, 1892, pp.68-73.
- [3] I.S. Jacobs and C.P. Bean, “Fine particles, thin films and exchange anisotropy,” in *Magnetism*, vol. III, G.T. Rado and H. Suhl, Eds. New York: Academic, 1963, pp. 271-350.
- [4] K. Elissa, “Title of paper if known,” unpublished.
- [5] R. Nicole, Title of paper with only first word capitalized,” *J. Name Stand. Abbrev.*, in press.
- [6] Y. Yorozu, M. Hirano, K. Oka, and Y. Tagawa, “Electron spectroscopy studies on magneto-optical media and plastic substrate interface,” *IEEE Transl. J. Magn. Japan*, vol. 2, pp. 740-741, August 1987

Font size :10pt
Font type: Times new roman
First authors, title of research reference, volume no. , date of publication

Citation in [] brackets, inline with text.