

Author Guidelines for Manuscript Preparation

Below is a checklist outlining the important points that will help you in formatting your paper for submission to the IEEE FUZZ conference.

Please refer to the *sample manuscript* that follows for more specific instructions, and to the *Author Instructions for Electronic Files* found in that manuscript.

- Graphics and fonts both print and view correctly.
- Format of the paper is two column and follows the sample paper (that follows on pp. 2-3).
- Top and bottom margin is 25mm or 1 inch.
- Left and right margins are 12mm or .5 inches.
- Paper is single-sided A4 sized (210mm x 295mm or 8.5" x 11.5")
- Regular and Invited papers should not exceed 4 single-sided pages and Poster papers should not exceed 4 single-sided pages.
- File size is reasonable - not more than 1 MB (see Author Instructions for Electronic Files - *Graphics* and *Fonts* sections). If it is larger, please indicate this in a note accompanying your file.
- Copyright form to be signed and returned to Conference Management, Old Physics Building, The University of Melbourne, Victoria, Australia, 3010 or Fax: +61-03-8344-6122

Preparation of Papers in Two-Column Format for the Proceedings of IEEE FUZZ 2001 TITLE

Your Name Here
Put Your Department's Name Here
Put Your Institution's Name Here
Address, including City, State, Postcode and Country

Co-author's Name and More Co-authors' Names Here
Co-authors Affiliation Here

Abstract

The following paper is intended to set out style guidelines for the *Camera Ready Copies* of papers for the IEEE FUZZ 2001 conference. The aim is to provide a style that will closely resemble the IEEE transactions style and is closely based on the guidelines for 2000 IEEE FUZZ proceedings. This paper too is an example of that style.

I. GUIDELINES FOR FORMATTING

Introduction

The aim of the style guidelines is to produce a style for the camera ready copies of your paper which reflects, as much as possible, the style found in the IEEE transactions. One difference is that the authors' affiliations should appear immediately following their names. To keep printing costs as low as possible, authors are requested to comply, as much as possible, with these guidelines in the preparation of their final manuscript. For items not covered by these guidelines, please refer to a recent issue of the journal.

The proceedings of the conference will be distributed in two formats: (1) a printed volume, and (2) a CD-ROM. The guidelines are intended to cover both media and to provide a quality online version of the proceedings as well as a quality printed version.

Full-Sized Camera-Ready (CR) Copy

We request that your final camera-ready copy be submitted electronically in *PDF* format. PDF is by far the most portable format and one that will most likely preserve the structure of your paper. There are a number of ways of converting other formats to be PDF (see below), but *MS Word* format and *Postscript* are also acceptable. The CD-ROM version of the proceedings will use PDF for which viewers are freely available.

Your paper should be in two-column format and layed out according to the guidelines below.

A. The Printed Copy of Your Paper

The printed copy of the proceedings will be on A4 paper. Table I provides the specifications for layout on A4 pages. Left- and right-justify your columns.

TABLE I
GUIDELINES FOR LAYOUT ON AN A4 PAGE

A4 Paper	Metric	Imperial
Page Size	210 x 296mm	8.5 x 11.5inches

Top and bottom margin	25mm	1 inch
Left and right margin	12mm	0.5 inch
Column width	88mm	3.45 inch
Inter-column gap	5mm	0.2 inch

Use tables and figures to adjust column length. On the last page of your paper, try to adjust the lengths of the two columns so that they are the same. Use automatic hyphenation and check spelling. Either digitize or paste down your figures. Paragraph indentation is about 3.5 mm (0.14 in).

B. Type Sizes and Fonts

Table II gives the font sizes for various items in your paper.

TABLE II
TYPE SIZES FOR CAMERA-READY PAPERS

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

^aUppercase

Proportional serif fonts such as TIMES NEW ROMAN are preferred for printing and for on-line viewing of papers. TIMES NEW ROMAN is recommended in this guide for this very purpose.

If you are using MS Word or the TeX and LaTeX document preparation system to prepare your camera ready copy then beware of font selections which may not convert faithfully to PDF.

TABLE III
Type I Fonts

Courier	Helvetica-BoldOblique
Courier-Bold	Symbol
Courier-Oblique	Times
Courier-BoldOblique	Times-Bold
Helvetica	Times-Oblique
Helvetica-Bold	Times-BoldOblique
Helvetica-Oblique	ZapfDingbats

In general, tools like **Adobe Distiller** will convert postscript or MS Word documents to PDF but will map certain fonts to bitmapped images. This in turn, may not preserve the structure or layout of your paper as well as making your electronic version much larger than necessary. The *Type I* fonts shown in Table III are strongly recommended in order to avoid these problems.

Converting From Other Formats to PDF

Converting from MS word to PDF, or from Postscript to PDF is straightforward with the right tools.

C. Converting Postscript Documents to PDF

Note that the quality of your PostScript file will have a direct impact on the quality of the converted file. A high quality Postscript file is one that reliably produces pages with the desired look, as efficiently as possible. Please take the following suggestions into account when producing your PostScript file to ensure that it results in a presentable PDF file when converted.

- Use only base fonts (see *Table III*). If you use ANY OTHER font(s), you must embed those fonts in the PostScript file. If using a Windows system, select the "Use Printer Fonts for all TrueType Fonts" option in the "Advanced Options" dialog box for the PostScript printer driver.
- Embed all images and figures.
- Make sure that your submitted paper prints correctly to a PostScript printer. Files that cannot be printed usually cannot be converted. Select the following printer for PostScript output:

Windows 3.1, 3.11	PostScript Printer driver
Windows '95	AdobePS 5.0 (available from www.adobe.com) or any Linotronic printer driver.
Windows NT	any Linotronic printer driver
Mac OS	LaserWriter 8.x driver
OS/2	any Apple LaserWriter w/ PostScript driver

- Always use the latest version of your PostScript driver and select PostScript Level 2 if available.
- If you design your document using color, select a color PostScript printer to create your PostScript file. Note that many applications create color data only when printing to a color printer and will create a grayscale document unless a color PostScript printer is selected.
- Do not use custom halftones (photographs) and pattern fills. Instead use solid-color or gray scale fills to produce a more readable document on-screen that will also load and print significantly faster.

Do not select "Smooth Graphics". This option often produces extremely large files that will take a long time to display and print. The Smooth Graphics option is usually found in the Page Setup Dialog box in Macintosh applications and some Windows applications.

The best way of converting postscript documents to PDF is by using *Adobe Distiller* on Windows or Unix platforms. A good reference site is the *Adobe* technical [support page](#). but there are a number of good references on the web for using *Distiller* to convert from postscript to PDF. To create a PostScript file from a source application (Windows):

1. Open the document in its authoring application.
2. Choose File > Print.
3. Choose the PostScript printer from the list of printers (Acrobat Distiller is the default PostScript printer). In some applications, you may need to click Setup in the Print dialog box to get access to the list of printers.
4. Return to the Print dialog box if necessary.
5. Print to File or Save to File, and enter a name and location for the PostScript file. Use .ps as the filename extension (for example, myfile.ps). If you are printing to Acrobat Distiller, you must turn off the hostfont feature in order to print to file.
6. Click Properties in the Print Setup dialog box for the Acrobat Distiller printer.
7. Verify that Do Not Send Fonts to Distiller is unchecked on the Adobe PDF Settings tab of the Acrobat Distiller Properties dialog box.
9. Open the document in its authoring application.
10. Choose File > Print.
11. Choose the PostScript printer from the list of printers (Acrobat Distiller is the default PostScript printer). In some applications, you may need to click Setup in the Print dialog box to get access to the list of printers.
12. Return to the Print dialog box if necessary.
13. Print to File or Save to File, and enter a name and location for the PostScript file. Use .ps as the

filename extension (for example, myfile.ps). If you are printing to Acrobat Distiller, you must turn off the hostfont feature in order to print to file.

14. Click Properties in the Print Setup dialog box for the Acrobat Distiller printer.
15. Verify that Do Not Send Fonts to Distiller is unchecked on the Adobe PDF Settings tab of the Acrobat Distiller Properties dialog box.
- Note:** Some applications use a .prn extension instead of the .ps extension. Distiller recognizes both .ps and .prn extensions.
17. Enter any other print options you want, and click Print or OK.
18. If the Save As dialog box appears, choose All Files (*.*) from the Save As Type menu, and click Save.

Another alternative, if *Adobe Distiller* is not available is to go to a [conversion site](#) and to follow the simple instructions found there.

Authors who have the *Ghostscript* tools on their Windows platform can also convert Postscript to PDF using

File>Save-as

option on their ghost-script viewer.

D. Converting MS Word Documents to PDF

The default Acrobat installation in Windows includes a macro--Adobe PDFMaker 5.0--that allows you to create Adobe PDF files quickly and easily from within Microsoft Office applications. PDFMaker works with Microsoft Word 97, Word 2000, Excel 97, Excel 2000, PowerPoint 97, and PowerPoint 2000 and is installed automatically if you have the Microsoft Office application on your system.

By default Adobe PDF files created with PDFMaker generate tagged PDF and preserve hyperlinks, styles, and bookmarks present in the source document. To convert a Microsoft Office application document to PDF, choose *Acrobat > Convert* to Adobe PDF from your Microsoft Office application menu bar. For further information, choose *Acrobat > Change Conversion Settings* and click Help in the PDFMaker dialog box.

Again, care needs to be taken with the selection of fonts. For best results use only the fonts in Table II as *Distiller* will map other fonts to bitmaps in most other cases and this only increases the risk that your manuscript is not a faithful reproduction of the original.

E. Converting LaTeX Files to PDF

There are essentially two possibilities here. The first is to generate postscript from your LaTeX document and then to convert your postscript using either *Adobe Distiller* or by using the [conversion site](#).

Note that LaTeX produces a *dvi* file that can be translated to postscript using *dvips*. To improve the generated postscript for translation to PDF use

dvips -j0 -Ppdf file.

The second, and perhaps a slightly more involved method, is to use the *pdfTeX* macros in the original preparation of your document. There is a [pdfTeX user-manual](#) and the *pdfTeX*

program is freely available. One good source of *pdfTeX* for Windows 9x platforms is [MiKTeX](#) which you can download for a small fee.

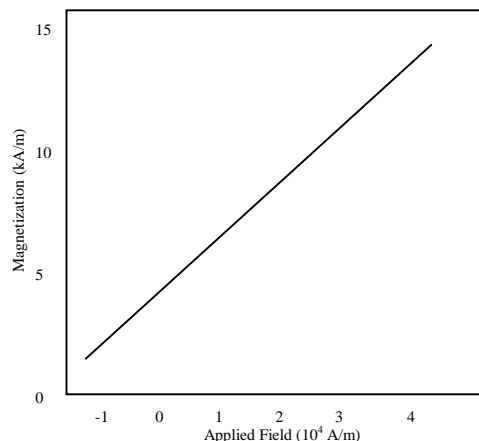


Fig. 1. Magnetization as a function of applied field. Note how the caption is centered in the column.

II. HELPFUL HINTS

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 below the figures; table captions should 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 ($A \cdot m^{-1}$),” 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 (10^3 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 should be legible, about 10-point type.

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, should be cited as "unpublished" [4]. Papers that have been accepted for publication should 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].

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. Abbreviations such as IEEE, SI, MKS, CGS, sc, dc, and rms do not have to be defined. Do not use abbreviations in the title. Do not use abbreviations in the title unless they are unavoidable (for example, the title of this article).

Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). 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

$$a+b=c. \quad (1)$$

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Use "(1)," not "Eq. (1)" or "equation (1)," except at the beginning of a sentence: "Equation (1) is ..."

Other Recommendations

The Roman numerals used to number the section headings are optional. If you do use them, number INTRODUCTION, but not ACKNOWLEDGMENT and REFERENCES, and begin 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. Do not add any kind of pagination anywhere in the paper.

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.

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

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