

Author Guidelines for 8.5x11-inch Proceedings Manuscripts

Author(s) Name(s)
Author Affiliation(s)
E-mail

Abstract

The abstract is to be in fully-justified italicized text, at the top of the left-hand column as it is here, below the author information. Use the word “Abstract” as the title, in 12-point Times, boldface type, centered relative to the column, initially capitalized. The abstract is to be in 10-point, single-spaced type, and may be up to 3 in. (7.62 cm) long. Leave two blank lines after the abstract, then begin the main text. All manuscripts must be in English.

Note that an “electronic” copy of your Abstract—including the conference name, paper title, keywords, author names, addresses, and affiliations—must be sent to the IEEE Computer Society Press Abstracts Department. The electronic copy is to be an ASCII text file submitted via e-mail to the Abstracts Internet address indicated in the proceedings instruction letter you receive from your production editor.

1. Introduction

These guidelines include complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts. Please follow them and if you have any questions, direct them to the production editor in charge of your proceedings at the IEEE Computer Society Press: Phone (714) 821-8380 or Fax (714) 761-1784.

2. Formatting your paper

All printed material, including text, illustrations, and charts, must be kept within a print area of 6-7/8 inches (17.5 cm) wide by 8-7/8 inches (22.54 cm) high. Do not write or print anything outside the print area. All *text* must be in a two-column format. Columns are to be 3-1/4 inches (8.25 cm) wide, with a 5/16 inch (0.8 cm) space between them. Text must be fully justified.

A format sheet with the margins and placement guides is available in both Word and PostScript files as *format.doc* and *format.ps*. It contains lines and boxes showing the margins and print areas. If you hold it and your printed page up to the light, you can easily check your margins to see if your print area fits within the space allowed.

3. Main title

The main title (on the first page) should begin 1-3/8 inches (3.49 cm) from the top edge of the page, centered, and in Times 14-point, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Leave two blank lines after the title.

4. Author name(s) and affiliation(s)

Author names and affiliations are to be centered beneath the title and printed in Times 12-point, non-boldface type. Multiple authors may be shown in a two- or three-column format, with their affiliations below their respective names. Affiliations are centered below each author name, italicized, not bold. Include e-mail addresses if possible. Follow the author information by two blank lines before main text.

5. Second and following pages

The second and following pages should begin 1.0 inch (2.54 cm) from the top edge. On all pages, the bottom margin should be 1-1/8 inches (2.86 cm) from the bottom edge of the page for 8.5 x 11-inch paper; for A4 paper, approximately 1-5/8 inches (4.13 cm) from the bottom edge of the page.

6. Type-style and fonts

Wherever Times is specified, Times Roman, or New Times Roman may be used. If neither is available on your word processor, please use the font closest in appearance to Times that you have access to. Please avoid using bit-mapped fonts if possible. True-Type 1 fonts are preferred.

7. Main text

Type your main text in 10-point Times, single-spaced. Do **not** use double-spacing. All paragraphs should be indented 1 pica (approximately 1/6- or 0.17-inch or 0.422

cm). Be sure your text is fully justified—that is, flush left and flush right. Please do not place any additional blank lines between paragraphs.

Figure and table captions should be 10-point Helvetica (or a similar sans-serif font), boldface. Callouts should be 9-point Helvetica, non-boldface. Initially capitalize only the first word of each figure caption and table title. Figures and tables must be numbered separately. For example: “Figure 1. Database contexts”, “Table 1. Input data”. Figure captions are to be *below* the figures. Table titles are to be centered *above* the tables.

8. First-order headings

For example, “1. Introduction”, should be Times 12-point boldface, initially capitalized, flush left, with one blank line before, and one blank line after. Use a period (“.”) after the heading number, not a colon.

8.1. Second-order headings

As in this heading, they should be Times 11-point boldface, initially capitalized, flush left, with one blank line before, and one after.

8.1.1. Third-order headings. Third-order headings, as in this paragraph, are discouraged. However, if you must use them, use 10-point Times, boldface, initially capitalized, flush left, preceded by one blank line, followed by a period and your text on the same line.

9. Printing your paper

Print your properly-formatted text on high-quality, 8.5 x 11-inch white printer paper. A4 paper is also acceptable, but please leave the extra 0.5 inch (1.27 cm) at the **BOTTOM** of the page. If the last page of your paper is only partially filled, arrange the columns so that they are evenly balanced if possible, rather than having one long column.

10. Page numbering

Number your pages lightly, in pencil, on the upper right-hand corners of the **BACKS** of the pages (for example, 1/10, 2/10; or 1 of 10, 2 of 10; and so forth). Please do **NOT** write on the fronts of the pages, nor on the lower halves of the backs of the pages. Do not automatically paginate your pages. Note that unnumbered pages that get out of order can be very difficult to put back in order!

11. Illustrations, graphs, and photographs

All graphics should be centered. Your artwork must be in place in the article (preferably printed as part of the text rather than pasted up). If you are using photographs and are able to have halftones made at a print shop, use a 100- or 110-line screen. If you must use photos, they must be pasted onto your manuscript. Use rubber cement to affix the halftones or photos in place. Black and white, clear, glossy-finish photos are preferable to color. Supply the best quality photographs and illustrations possible. Pencil lines and very fine lines do not reproduce well. Remember, the quality of the book cannot be better than the originals provided. Do **not** use tape on your pages!

11.1. Color images in proceedings

The use of color on interior pages (that is, pages other than the cover) is prohibitively expensive. We publish interior pages in color only when it is specifically requested and budgeted for by the conference organizers. **DO NOT SUBMIT COLOR IMAGES IN YOUR PAPER UNLESS SPECIFICALLY INSTRUCTED TO DO SO.**

11.2. Symbols

If your word processor or typewriter cannot produce Greek letters, mathematical symbols, or other graphical elements, please use pressure-sensitive (self-adhesive) rub-on symbols or letters (available in most stationery stores, art stores, or graphics shops).

11.3. Footnotes

Use footnotes sparingly (or not at all!) and place them at the bottom of the column on the page on which they are referenced. Use Times 8-point type, single-spaced. To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

12. References

List and number all bibliographical references in 9-point Times, single-spaced, at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [1]. Where appropriate, include the name(s) of editors of referenced books.

[1] A.B. Smith, C.D. Jones, and E.F. Roberts, “Article Title”, *Journal*, Publisher, Location, Date, pp. 1-10.

[2] Jones, C.D., A.B. Smith, and E.F. Roberts, *Book Title*, Publisher, Location, Date.

13. Copyright forms and reprint orders

You must include your fully-completed, signed IEEE copyright release form when you submit your paper. We **must** have this form before your paper can be published in the proceedings. The copyright form is available either as a Word file, *copyright.doc*, or as a PostScript version, *copyright.ps*. You can also use the form sent with your author kit.

Reprints may be ordered using the form provided as *reprint.doc* (Word), *reprint.pdf*(Acrobat) or *reprint.ps* (PostScript).

14. Additional items

Templates are being developed and updated to aid you in producing your papers. In addition to the basic formatting, the templates will contain style tags that can be converted

to SGML (Standard Generalized Markup Language) tags. These tags will make documents more easily convertible for CD-ROM and digital library production, and for World Wide Web applications. We encourage you to use them as they become available. Currently the only one we can fully support is the Word template. Templates for WordPerfect, LaTeX, and FrameMaker are available in limited forms, however, we do not support these applications at this time and will not be able to help you with these templates. Note that the templates will be available as they are updated.

All forms referenced here, including these instructions, are also available through our FTP site:

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pub/outgoing/cspress/proceed/{instruct,copyright,format,
reprint}.{doc,ps, pdf }
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