

**AUTHOR INSTRUCTIONS FOR PREPARING AND SUBMITTING ELECTRONIC FILES
FOR THE 2002 IEEE VEHICULAR TECHNOLOGY SOCIETY
SPRING CONFERENCE PROCEEDINGS**

VTC 2002-Spring

NOTE: Please read the detailed instructions that follow before you begin, taking particular note of preferred fonts, formats, and delivery options. The quality of the finished product is largely dependent upon receiving your help at this stage of the publication process.

PRODUCING YOUR PAPER

ACCEPTABLE FORMATS

Papers can be submitted in Portable Document Format® (PDF®) (see *Generating PDF Files*).
VERY IMPORTANT: ALL FONTS MUST BE EMBEDDED (see *Fonts*).

Using LaTeX

Documents converted from the TeX typesetting language into PDF files usually contain fixed-resolution bitmap fonts that do not print or display well on a variety of printer and computer screens.

Although Adobe® Acrobat® Distiller® will convert a PostScript language file with bitmapped fonts (level 3) into PDF, these fonts display slowly and do not render well on screen in the resulting PDF file. But, **if you use Type 1 versions of the fonts you will get a compact file format that delivers the optimal font quality when used with any display screen, zoom mode, or printer resolution.**

Using Type 1 fonts with DVIPS

The default behavior of Rokicki's DVIPS is to embed Type 3 bitmapped fonts.

You need access to the Type 1 versions of the fonts you use in your documents in order to embed the font information (see *Fonts*). Type 1 versions of the Computer Modern fonts are available in the BaKoMa collection and from commercial type vendors.

Before distributing files with embedded fonts, consult the license agreement for your font package. Some typeface vendors do not allow you to embed complete fonts into a PDF language file for public distribution. Contact the type vendor for more information.

You must embed all fonts included in your manuscript. Do not use fonts that cannot be embedded. If you do not embed the fonts, when viewed on a system that does not have your font, the font will be substituted with a different font. This can cause many Greek characters and special symbols to change to completely different characters. This would require that your paper be scanned rather than using the electronic file, which can negatively impact the quality of the manuscript and its searchability.

Use of Times fonts is highly recommended for consistency and readability, both on screen and in print.

With LaTeX2e use the command
`\usepackage{times}`.

and with LaTeX 2.09 use the command
`\documentstyle[times]{...}`.

If you are unable to submit your paper in PDF form, and/or we encounter problems converting your electronic submission, your paper will be scanned and converted to PDF. Although a scanned paper looks identical to the original when printed, it may be slower and more difficult to view on screen. If you do plan to deliver your paper by hard copy, avoid typefaces smaller than 11 points.

GENERATING PDF FILES

The submission of your document as a PDF file is the preferred method. PDF files are more likely than others to preserve your intended layout.

IMPORTANT: When creating a PDF, DO NOT PASSWORD-PROTECT IT. Access is needed to embed the document information fields for searching.

Almost all applications/systems can produce a suitable PostScript (PS) file, which can then be converted to PDF. PS files may be generated in a wide variety of ways. In all cases, the quality of your PS file will have a direct impact on the quality of the converted file. A high-quality PS file is one that reliably produces pages with the desired look, as efficiently as possible.

Please review the following suggestions for producing your PS file. This will ensure it is usable and presented in the manner you wish.

- You must embed ALL fonts in the PostScript file, *including* the base fonts. 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, or print with errors, usually cannot be properly converted. Select the following printer for PostScript output:

Windows 3.1, 3.11	PostScript Printer driver
Windows '95	AdobePS 4.3.1 (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 driver 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. (Fill Patterns in Lotus Freelance do not convert to PDF. White solid fill is substituted.) Instead use solid-color or grayscale fills to produce a more readable document on-screen that will also load and print significantly faster. This is especially important for charts and graphs.

- 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.

CONVERTING MICROSOFT WORD ('95, '97, 2000) FILES

You will need either the PDF Writer or any PostScript printer driver installed to create a PDF file from a Word document file.

To generate a PDF file from a Word document (you must have the PDF Writer driver):

Using the instructions below, set the PDF Writer properties as follows. (IMPORTANT!):

1. Select File | Print.
2. Under Printer Name select the Acrobat PDF Writer driver.
3. Click Properties button to the right of the Printer Name text box.
4. Click Compression.
5. Under the Compatibility drop-down list, choose Acrobat 3.0 and click OK.
6. Click Fonts.
7. Check the **Embed All Fonts** option, or check the **Always Embed List** option and add all fonts (including the base fonts) to the list .
8. Deselect any subsetting options. (IMPORTANT!)
9. Click OK twice; then either click Close to complete the configuration or OK to create the PDF.

After the Properties are set, you may also create a PDF by choosing **File | Create Adobe PDF | Print via PDF Writer**.

CONVERTING LATEX FILES

You will need the program MiKTeX. You can install MiKTeX (basic features) on your PC. It is DOS-based and, therefore, works with all versions of Windows.

1. Go to <http://www.miktex.org/> and click on the server closest to you.
2. Open the zip file and run **setupwiz.exe**. When prompted for "Local TEXMF Tree," respond *Yes, this is where I'll put the IEEE style file*. The wizard will perform the installation automatically.

The only thing left for you to do is to add the: `c:\texmf\miktex\bin` to your path:

1. In Windows NT, add `set PATH=%PATH%;c:\texmf\miktex\bin` to your autoexec.bat.
2. In Windows 98, add `start\run\sysedit` and then add `c:\texmf\miktex\bin` to the path in autoexec.bat.

To **generate a PDF file** from your LaTeX source:

1. Copy the IEEE style file to the local texmf tree (if it is `c:\localtexmf`, you might want to put it in `c:\localtexmf\tex\latex\IEEE*.cls`).
2. Copy all your files (*.tex, *.eps, *.bib to a pc directory, `d:\paper`, for example). If you do not have a local directory, then make sure to put the class file in this directory, too.
3. Open a DOS prompt and `cd` to `d:\paper`.

To **generate PDF** use one of the following options:

1. Aladdin GSview (version 2.6 or higher) from <http://www.cs.wisc.edu/~ghost/gsview/get41.htm>
 - Open the PostScript file with Gsview.
 - Select File | Print, then select the PDFwrite device and Print to File.
2. Conversion site—Go to <http://www.ps2PDF.com/cgi-bin/ps2pdf> and follow the simple instructions.
3. You can generate PDF directly from LaTeX using: `PDFlatex mypaper`. Note that this requires you to change the LaTeX source if you include *.eps figures.

FONTS

The following fonts are considered **base fonts in Acrobat 4.0**, and you are encouraged to limit your font selections to this list. Although these fonts are automatically installed with Acrobat Reader 4.0, you **MUST** still embed these fonts (and all others) to ensure that your paper can be viewed and printed correctly from any system. **Please note that *Times New Roman* is the preferred font.**

- AdobeSanMM
- AdobeSerMM
- Arial MT
- Arial MT, Italic
- Arial MT, Bold
- Arial MT, Bold Italic
- Courier
- Courier, Italic
- Courier, Bold
- Courier, Bold Italic
- Symbol
- Times New Roman PS MT
- Times New Roman PS MT, Italic
- Times New Roman PS MT, Bold
- Times New Roman PS MT, Bold Italic
- ZapfDingbats

Using these fonts will reduce the size of your converted paper as well as speed up the display and printing of your paper for the readers. Also, using only the specified fonts provides a consistent look to all material in the publication.

If you decide to use fonts other than “base fonts,” you must submit your paper as a PDF file with embedded fonts. The embedded fonts will be preserved during the conversion process.

Note: A font group should never be subsetted!!

INCLUDING GRAPHICS/IMAGES

All images must be embedded in your document.

The type of graphics you include will affect the quality and size of your paper on the electronic document disc. In general, the use of vector graphics such as those produced by most presentation and drawing packages can be used without concern and is encouraged.

The use of bitmapped images, such as those produced when a photograph is scanned, requires significant storage space and must be used with care. Bitmap graphics store an image as a series of numbers that represent the color of each dot in the image. Increasing the size, resolution (dots per inch), or number of colors in an image will dramatically increase the size of the image.

If your paper contains many large images they will be down-sampled to reduce their size during the conversion process. However, the automated process used will not always produce the best image, and you are encouraged to perform this yourself on an image-by-image basis.

Suggestions for improving the quality bitmap graphics include:

- In general, bitmapped images should be limited to no more than 256 (8 bit) color/gray scale, 150 dots per inch, and should be kept as small as possible.
- Reduce the number of display colors before making screen shots. The majority of computer applications use less than 16 colors for their menus, dialogs, etc.
- Select higher resolutions, only, for images that an Adobe Acrobat Reader will magnify. Image resolution of bitmapped images does not increase when readers zoom in on an image.

DELIVERING YOUR SUBMISSION

COMPRESSING YOUR SUBMISSION

Submitting your material is quicker and easier if all of the files are collected into a single archive. Our preferred method is pkZip (.zip)

NAMING CONVENTION

The name of your file should be your Paper Control Number followed by the extension .pdf. For example, if your Paper Control Number is T01-001, you would submit your file as **T01-001.pdf**. If you choose to compress your submission, name the compressed file the same name (that is, **T01-001.zip**).

Updated versions of your electronic manuscript should have the exact same name. The FTP server will automatically track all versions of your paper that you submit.

SUBMITTING YOUR CAMERA-READY COPIES

You must send a signed Copyright Transfer and Export Control Compliance Form (available at <http://www.ieee.org/about/documentation/copyright/cfrmlink.htm> and two camera-ready copies of your paper to the following address by **February 15, 2002**:

Production Editor assigned to conference

Jerry W. Brown

MN-8730 APC HQ

600 No. 18th Street

Birmingham, AL 35203-2206 USA

Note: You MUST send TWO camera-ready copies of your paper by February 15, 2002.

SUBMITTING YOUR ELECTRONIC PAPER

NOTE: AN ELECTRONIC DOCUMENT MUST BE SUBMITTED IN ADDITION TO TWO CAMERA-READY COPIES.

Send your electronic manuscript to the VTC 2002-Spring FTP Internet site (see below for detailed instructions) by **February 15, 2002**.

If you are unable to send your files via FTP, you may send a 3½-inch or Zip disk formatted for Macintosh or PC with your two camera-ready copies and your signed copyright form.

When transferring files to the FTP site, you should use binary. Although ASCII mode works well most of the time, binary mode incurs fewer problems.

You will need the following to upload your file:

- FTP software or an operating system that supports FTP. There are many free FTP software programs available for the PC and Mac at www.shareware.com

Uploading your file is a two-step process:

- 1) Launch your FTP software or FTP session and go to the VTC2002-Spring FTP site for submitting your paper: ecefs0.eng.uab.edu. Please note that this site is different from the VTC2002-Spring homepage. Once connected, upload your submission to the site.
- 2) Once you have uploaded your file to the FTP site, you must submit an e-mail to: vtc02spr-notification@ieee.org to confirm the upload. Please include the filename of your paper in the e-mail.

Note: If uploading a new updated version of your manuscript, your electronic manuscript should have an alpha character added to denote the update (for example, T01-001A.pdf).

Step-By-Step FTP Instructions

To upload your file to the VTC2002-Spring FTP site, use your FTP software to connect to the following site:

Site: ecefs0.eng.uab.edu
Userid: vtc02paper
Password: 2002bhm
Directory: /vtc02spring

If you are performing these steps manually without FTP software, use the following commands:

```
FTP ecefs0.eng.uab.edu <enter>  
At the Userid prompt, type  
vtc02paper <enter>  
At the password prompt, type  
2002bhm <enter>
```

You must change to the vtc02spring directory to upload your file. This can be done in your FTP software, or by entering the manual command:

```
cd vtc02spring <enter>
```

Now you may upload your file to the VTC2002-Spring FTP site. Note that this is a blind drop, and you will not be able to see your file at the FTP site. Use your FTP software to drop your file into the vtc02spring directory, or if sending manually, enter the command, *using your filename*:

```
yourfile.xxx <enter>
```

After you have submitted your file at the VTC2002-Spring FTP site, you must submit an e-mail to vtc02spr-notification@ieee.org and you must include the following in the body of the e-mail:

- Your first name.
- Your last name.
- Telephone number.
- Your e-mail address.
- Your file name, including extension (such as, pdf, .doc, etc.).

You will receive a confirmation e-mail once your file has been retrieved and validated.

Note: If uploading a new updated version of your manuscript, your electronic manuscript should have an alpha character added to denote the update (for example, T01-001A.pdf).

FREQUENTLY ASKED QUESTIONS

Q. How will I know if my electronic manuscript was received?

A. You will receive an e-mail confirmation at the address you entered when you submitted your file. If you do not receive a confirmation within a day or two, try uploading your file again, and look out for error messages or any other problems.

Q. What if I need to send a new version?

A. Use the same FTP instructions. Your electronic manuscript should have an alpha character added to denote the update (for example, T01-001A.pdf).

Q. I have uploaded two different versions of my paper. How do you know which one to use?

A. Your electronic manuscript should have an alpha character added to denote the update (for example, T01-001A.pdf).

Q. My system keeps timing out when I try to upload my file. What should I do?

A. You can try two things:

- If your file is large, you may want to compress it before uploading it (*.zip).
- Sometimes your specific Internet route may experience heavy Internet traffic, slowing down your connection and resulting in time-outs and/or painfully slow transmissions. Try to upload your file during periods of low Internet usage.

Q. Who do I contact for technical support when I have FTP problems?

A. Tech support for FTP site problems and upload problems can be accessed by calling (in the United States) +1 (205) 934-8440 and speaking to Professor David G. Green (email: d.green@ieee.org). Calls will only be answered Monday through Friday, 1:00 to 5:00 P.M. (CST).

Q. Who do I contact for technical support related to manuscript formatting and file format problems?

A. Contact Jerry W. Brown (in the United States) at +1 (205) 257-7521 (email: jwbrown@southernco.com). Calls will only be answered Monday through Friday, 9:00 A.M. to 3:00 P.M. (CST). If the telephone message service is reached, leave a detailed message of your call and try the number at approximately the same time on the following day for a telephone conference.

Q. Who do I contact for Technical Programs Information?

A. Contact Charles E. Hickman (in the United States) at +1 (205) 823-4597 (email: c.hickman@ieee.org). If the telephone message service is reached, leave a detailed message.