

VTC 2002-SPRING

AUTHOR GUIDELINES FOR MANUSCRIPT PREPARATION

The checklist below outlines important points that aid in formatting a paper for submission to an IEEE conference. The deadline for submissions for the VTC 2002-Spring conference is **February 15, 2002**.

Please refer to the *sample manuscript* (see following pages) for specific layout and grammatical instructions and to the *Author Instructions for Preparing and Submitting Electronic Files* for detailed instructions on creating and submitting electronic files.

- Two camera-ready copies and a signed copyright form **MUST** be sent to IEEE. Mailing instructions can be found at the end of the *Author Instructions for Preparing and Submitting Electronic Files*.
- The IEEE Copyright form can be downloaded at

<http://www.ieee.org/about/documentation/copyright/cfrmlink.htm>
- Graphics and fonts **MUST** print and view correctly (Type 1 or Type 2 fonts only, all embedded without subsetting).
- Format of paper should follow the sample paper on the following pages.
- For letter-size paper: bottom margin should be at least 1 inch, side margins equal.
- For A4-size paper: bottom margin should be at least 35 mm, side margins equal.
- Paper should **NOT** be paginated. However, the page number and total pages should be **WRITTEN LIGHTLY IN PENCIL ON THE BACK** of the paper.
- Camera-ready copy should be **SINGLE-SIDED** (print on one side only).
- File size should be reasonable, not more than 1 MB (see *Author Instructions for Preparing and Submitting Electronic Files, Graphics and Fonts* sections).
- There is a five-page **MAXIMUM LIMIT** on poster or oral papers submitted for publication in the proceedings.

Preparation of Papers in Two-Column Format for the Proceedings of the 2002 IEEE Vehicular Technology Society Spring Conference – VTC2002-Spring

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Abstract—These instructions give you basic guidelines for preparing camera-ready papers for the Conference Proceedings.

I. INTRODUCTION

Your goal is to simulate, as closely as possible, the usual appearance of typeset papers in the *Transactions*. One difference is that the authors' affiliations should appear immediately following their names. For items not addressed in these instructions, please refer to a recent issue of the journal.

A. Full-Sized Camera-Ready (CR) Copy

If you have desktop publishing facilities, prepare your CR paper in full-size format, on paper 216 mm by 299 mm (8 ½ by 11 in.). If you are using A4 paper, please cut the paper length to 28 cm.

1) *Type sizes and typefaces*: The best results will be obtained if your computer word processor has several type sizes. Try to follow the type sizes specified in Table I as best you can. As an aid in gauging type size, 1 point is about 0.35 mm. The size of the lower case letter “j” will give the point size. Use a proportional, serif typeface such as Times or Dutch Roman.

2) *Format*: For letter-size paper, set top and bottom margins to 1 inch, left and right margins to 0.7 in. For A4-size paper, set the top and bottom margins to 35 mm, left and right margins to 15 mm. The column width is 88 mm (3.45 in). The space between the two columns is 5 mm (0.2 in). Paragraph indentation is about 3.5 mm (0.14 in).

Left- and right-justify your columns. 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.

TABLE I
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	

^aUpper case

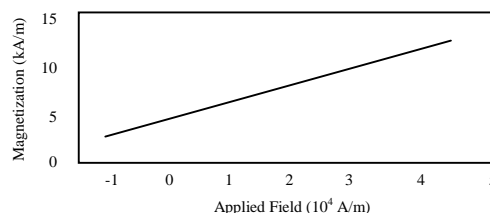


Fig. 1. Magnetization as a function of applied field.
Note how the caption is centered in the column.

II. HELPFUL HINTS

A. 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 · 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 should be legible, about 10-point type.

B. 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 language citation [6].

C. 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).

D. 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 ..."

E. 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.

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 "affect" and "effect," "complement" and "compliment," "discreet" and "discrete," "principal" and "principle." Do not confuse "imply" and "infer." The prefix "non" is not a word; it should 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." 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.
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- [7] M. Young, *The Technical Writer's Handbook*. Mill Valley, CA: University Science, 1989.