

Preparation of Papers in Two-Column Format for Conference Proceedings Sponsored by IEEE

J. Q. Author
 IEEE Conference Publishing
 445 Hoes Lane
 Piscataway, NJ 08854 USA

Abstract—These instructions give you basic guidelines for preparing papers for conference proceedings.

I. INTRODUCTION

Your goal is to simulate the usual appearance of papers in an IEEE conference proceedings. For items not addressed in these instructions, please refer to the last issue of your conference's proceedings or your Publications chair.

Preparing your Electronic Paper

Prepare your paper in full-size format, on US letter paper (8 1/2 by 11 inches). For A4 paper, use the A4 settings.

Type Sizes and Typefaces: Follow the type sizes specified in Table I. As an aid in gauging type size, 1 point is about 0.35 mm. The size of the lowercase letter “j” will give the point size. Times New Roman is the preferred font.

1) **US Letter Margins:** top = 0.75 inches, bottom = 1 inch, side = 0.625 inches. Each column measures 3.5 inches wide, with a 0.25-inch measurement between columns.

2) **A4 Margins:** top = 19mm, bottom = 43mm, side = 13mm. The A4 column width is 48mm (3.45 in). The space between the two columns is 4mm (0.17 in). Paragraph indentation is 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, adjust the lengths of the columns so that they are equal. Use automatic hyphenation and check spelling. Digitize or paste down figures.

TABLE I
 TYPE SIZES FOR 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
11	Authors' names		
24	Paper title		

^aUppercase

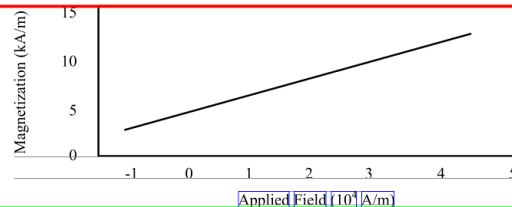


Fig. 1. Magnetization as a function of applied field. Note how the caption is centered in the column.

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 centered below the figures; table captions should be centered above. 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. Use words rather than symbols. For example, write “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).” 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).” Figure labels should be legible, about 10-point type.

B. References

Number citations consecutively in square brackets [1]. Punctuation follows the bracket [2]. Refer simply to the reference number, as in [3]. Use “Ref. [3]” or Reference [3]” at the beginning of a sentence: “Reference [3] was the first [1].”

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.”