

Instructions for Preparing IECON-2008 Papers

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Abstract—These instructions give basic guidelines for preparing papers submitted to IECON-2008.

I. INTRODUCTION

The goal is to simulate the appearance of papers in an IEEE conference proceedings. For items not addressed in these instructions, please contact the conference Publications Chair.

A. Size and appearance.

Prepare the paper in two-column format to fit on A4 paper (210 × 297 mm).

1) *Margins*: top 19 mm, bottom 40 mm, side 15 mm, column width 88 mm, space between columns 4 mm, paragraph indent 3.5 mm.

2) *Justifying lines*: Left- and right-justify the columns. On the last page of the paper, try to adjust the lengths of columns so that they are equal,

3) *Other marks*: Do not add page numbers, headers, or footers.

B. Font

Times New Roman is the preferred font. Follow the type sizes specified in Table I.

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 (see Fig. 1). Do not label axes only with units. In the example, write “Magnetization (A/m)” or “Magnetization ($A \cdot m^{-1}$).” 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).” Figure labels should be legible, about 10-point type.

TABLE I
TYPE SIZES FOR CONFERENCE PAPERS

Size (pts.)	Appearance		
	Regular	Bold	Italic
6	Table captions, table superscripts		
8	Section titles, references, tables, table names, first letters in table captions, figure captions, footnotes, text subscripts, and superscripts		
9		Abstract	
10	Authors’ affiliations, main text, equations, first letters in section titles		Subheading
11	Authors’ names		
24	Paper title		

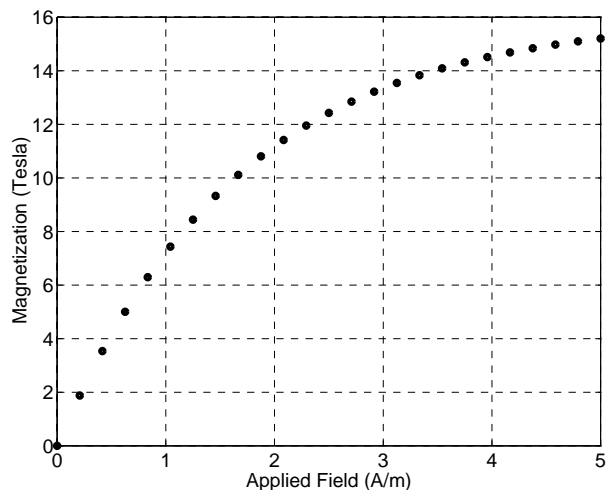


Fig. 1. Magnetization as a function of applied field. Note that “Fig.” is abbreviated. There is a period after the figure number, followed by two spaces. It is good practice to explain the significance of the figure in the caption.

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. [4]” or “Reference [4]” at the beginning of a sentence: “Reference [4] 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 instead of numbers for footnotes within tables. Give all

authors' names; use "et al." if 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" [5] or "Submitted to ..." [6]. Papers that have been accepted for publication should be cited as "in press" [7]. In a paper title, capitalize the only the first word and formal names.

For papers published in translated journals, first give the English citation, then the original foreign-language citation.

C. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even if 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 unless they are unavoidable.

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 an en 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

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

Symbols in an equation should be 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

1) *Numbering*: The Roman numerals used to number the section headings are optional. If the author does use them, do not number ACKNOWLEDGMENT and REFERENCES. Begin subheadings with letters, and sub-subheadings with numbers.

2) *Punctuation marks*: 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."

3) *Abbreviated units*: Use a zero before decimal points: "0.25," not ".25." Use "cm³," not "cc." Do not mix complete spellings and abbreviations of units: use "Wb/m²" or "webers per square meter," not "webers/m²." Spell units when they appear in text: "... a few henries," not "... a few H."

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. COMMON MISTAKES

The word "data" is plural, not singular. The subscript for the permeability of vacuum ϵ_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 "alternatively" is preferred to the word "alternately" (unless the writer means 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 for science writers is [8].

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 (J.Y.H.) thanks ..." Instead, try "J.Y.H. thanks ..."

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