

# Preparation of Papers in Two-Column Format for Proceedings Submission

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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 1/2 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 lowercase 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, <sup>a</sup> table superscripts		
8	Section titles, <sup>a</sup> references, tables, table names, <sup>a</sup> first letters in table captions, <sup>a</sup> figure captions, footnotes, text subscripts, and superscripts		
9		Abstract	
10	Authors' affiliations, main text, equations, first letters in section titles <sup>a</sup>		Subheading
12	Authors' names		
14		Paper title	

<sup>a</sup>Uppercase

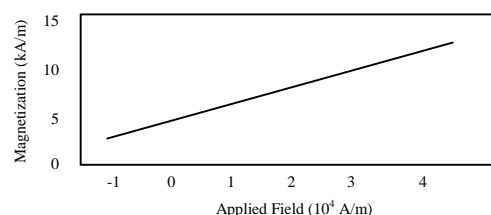


Fig. 1. Magnetization as a function of applied field.  
Note how the caption is centered in the column.

## 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 ( $A \cdot m^{-1}$ )," 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 ( $10^3$  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."