

Preparation of One-Page Digests for IEEE CEFC 2010 Chicago, Illinois (Prepared June 2009)

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Abstract— These instructions provide you with the basic guidelines for preparing the one page digests for the 14th Biennial IEEE Conference on Electromagnetic Field Computation CEFC 2010, which will be held in Chicago, Illinois USA, May 9 – May 12. Accepted digests will be included in the conference record. The conference record will be produced by photo-offset reproduction of the material prepared by the authors. Please carefully follow these instructions to ensure legibility and uniformity of digests in the conference record.

I. USAGE OF THIS TEMPLATE

Two template files, **Digest Template.doc** and **Instruction Details.doc** are provided for the preparation of the one-page digest for CEFC 2010. The general layout of the one-page digest as well as the digest/paper submission information is given in **Digest Template.doc**. Instruction details and useful hints can be found in **Instruction Details.doc**.

Open Digest Template.doc or Instruction Details.doc, select “Reveal Formatting” or “Styles and Formatting” from the “Format” menu in the menu bar (Format>Reveal Formatting), which shows you the details of the format adopted in these template. Type over sections of Digest Template.doc/ Instruction Details.doc or cut and paste from another document and then use markup styles. The pull-down style menu is at the left of the Formatting Toolbar at the top of your *Word* window. Highlight a section that you want to designate with a certain style; then select the appropriate name on the style menu. The style will adjust your fonts and line spacing.

To insert images in *Word*, position the cursor at the insertion point and either use Insert > Picture > From File or copy the image to the Windows clipboard and then use Edit > Paste Special > Picture (with “Float over text” unchecked).

After completing your one-page digest, you will need to convert it to PDF format. For *. DOC to *.PDF conversion, you can either use your own Adobe *Acrobat* or use our on-line conversion while you are uploading your digests.

II. GENERAL LAYOUT OF THE ONE-PAGE DIGEST

Please prepare the camera-ready copy of your digest on regular size paper (8.5in x 11in = 21.6cm x27.9cm) or A4 paper (21.0cm x29.7cm). The digest should be prepared in double-column format. The total text height should be 9.6in (24.4cm). The total width should be 7.2in (18.3cm) with a separation of 0.2in (0.5cm) between the columns. Please provide a top margin of 0.7in (1.8cm) and a left margin of 0.65in (1.65cm). Paragraphs follow the indented paragraph format with left and right justification. Use 0.2in (0.5cm) for

paragraph indentation. Don’t leave space between the paragraphs. Please number section headings with Roman numerals and center them in column. The spacing before and after the section headings should be 12pt and 4pt respectively. Please number the subheadings with alphabetical letters. The spacing before and after the subheadings is 6pt and 3pt, respectively. The indentation for subheadings is 0.1in.

III. INSTRUCTION DETAILS AND USEFUL HINTS

More information about type, size of fonts, abbreviations, acronyms, figures, tables, equations, and captions can be found in the file entitled “**Instruction Details. doc.**” The use of grammar and spelling checker as well as proof reading is strongly recommended.

IV. CONFERENCE AND PAPER SUBMISSION INFORMATION

The IEEE CEFC 2010 “Call for Papers” is available on the conference website, <http://www.cefc2010.org> , where the Keyword list for CEFC 2010 is included. Digests are required in a one-page double-column format. On-line submission is encouraged and facilities are provided on the conference web site. The absolute deadline for the digest submission is **January 15, 2010**. All contributions will undergo peer review to determine their suitability for the inclusion in the conference record. Notification of acceptance will be given on February 26, 2010. Authors who are interested in submitting their papers for the possible publication in the *IEEE Transactions on Magnetics* are asked to upload their extended manuscripts by April 23, 2010 via the conference web and submit three prints of the manuscripts at the conference. Paper formatting should follow the standard *IEEE Transactions on Magnetics* template which can also be downloaded from the conference website at <http://www.cefc010.org> . Questions concerning the digest preparation may be addressed to:

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V. REFERENCES

- [1] J. Clerk Maxwell, *A Treatise on Electricity and Magnetism*, 3rd ed., vol. 2. Oxford: Clarendon, 1892, pp. 68-73.
- [2] O. A. Mohammed, D. A. Lowther, M. Lean, and B. Alhalabi, “On the Creation of a Generalized Design Optimization Environment for Electromagnetic Devices,” *IEEE Transactions on Magnetics*, Vol. 37, No. 5, pp. 3562-3565, September 2001.