Instruction Details and Useful Hints for IEEE CEFC 2010 Digest Preparation (Prepared June 2009)

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I. General Layout of the One-Page Digest

Please prepare the camera–ready copy 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.

II. Type and Size of Fonts

Please use Times New Roman typeface and following the type size specified in Table I as closely as possible.

TABLE I
TYPES SIZES FOR CAMERA-READY PAPERS

Item	Type Size (points)	Appearance
Title	14	Bold
Author's Name	12	Regular
Author's Affiliations ,mailing address, and E-mail	10	Regular
Abstract	9	Bold
Sections Titles	10	Small capitals, centered in column, Roman Numerals
Subheadings	10	Italics, alphabetical numerals
Main Text	10	Regular
Subscripts and Superscripts in the Main Text	8	Regular
Equations	10	Regular
Figure Captions	8	Regular, centered in column, Arabic numerals
Table Captions	10	Small capitals, title case, centered in column, Roman numerals
Table Name/Description	8	Small capitals, title case, centered in column, Roman numerals
Table Text	8	Regular
Subscripts and Superscripts in Table Text	6	Regular
References	8	Regular

III. Useful Hints

A. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used, even after they have been defined in the abstract. Abbreviations such as IEEE, SI, MKS, CCG, ac, and dc do not have to be defined. Don't use abbreviations in the title unless they are unavoidable (for example, the title of this article).

B. Figures and tables

Place figures and tables in the middle of columns. Figure captions should be centered below the figures; table captions should be centered above the tables. Please use words rather than symbols to label the axis. As an example, write the quantity "Magnetization," or "Magnetization, *M*," not just "*M*." Put units in parentheses. Do not label axes only with units. As in Fig. 1, for 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 (10^3A/m)." Do not write "Magnetization ($A/m \times 1000$)" because the readers would not know whether the top axis label in Fig. 1 meant 15000A/m or 0.015A/m.

Figure labels should be legible, approximately 8 to 12 point type when reduced to column width. Note that "Fig." is abbreviated. There is a period after the figure number, followed by two spaces.

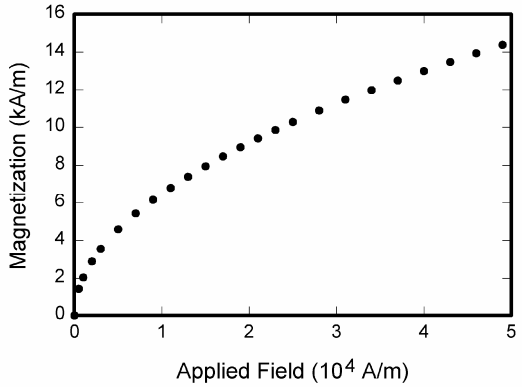

Fig. 1. Magnetization as a function of applied field

C. Equations

Use either the Microsoft Equation Editor or the *MathType* add-on for equations in your digests. Number equations consecutively with equation numbers in parentheses flush

with the right margin, as in (1). First use the equation editor to create the equation. Then select the "Equation" markup style. Press the tab key and write the equation number in parentheses. To make your equation more compact, you may use the solidus (/), the exp function, or appropriate exponents. Use parentheses to avoid ambiguities in denominators. Punctuate equations when they are part of a sentence, as in

$$B_x = \frac{\partial A}{\partial y} = \frac{1}{2\Delta_e}(r_1 A_1 + r_2 A_2 + r_3 A_3)\,. \qquad (1)$$

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Refer to "(1)," not "Eq. (1)" or "equation (1)" except at the beginning of a sentence: "Equation (1) is… ."

Please confine equations to one column width and break equations at appropriate algebraic symbols.

D. Units

Use either SI (MKS) or CGS as primary units. SI units are strongly recommended. Avoid combining SI and CGS units, such as current in amperes and magnetic field in oersteds. If you must use mixed units, clearly state the units for each quantity in an equation.

E. Conclusion

A conclusion section is not required. Although a conclusion may review the main points of the paper, do not replicate the abstract in the conclusion. A conclusion might elaborate on the importance of the work or suggest applications and extensions.

F. References

Number citations consecutively in square brackets [1]. The sentence punctuation follows the brackets [2]. Multiple references [2], [3] are each numbered with separate brackets [2]-[3]. When citing a section in a book, please give the relevant page numbers [2]. In sentences, refer simply to the reference number, as in [3]. Do not use "Ref. [3]" or "reference [3]" except at the beginning of a sentence. Papers that have not been published should be cited as "unpublished" [4]. Papers that have been submitted for publication should be cited as "submitted for publication" [5]. Paper that have been accepted for publication but not yet specified for an issue should be cited as "to be published" [6]. Please give affiliations and address for private communications [7].

Use a space after authors' initials. Capitalize only the first word in a paper title, except for proper nouns and element symbols. If you are short of space, you may omit paper titles.

G. Language

The use of grammar and spelling checker is strongly recommended. It is also suggested that you get the digest proof read by a native English-speaking colleague if you native language is not English.

IV. 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, Apr. 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] B. Smith, "An approach to graphs of linear forms," unpublished.

[5] J. Wang, "Fundamentals of erbium-doped fiber amplifiers arrays," *IEEE J. Quantum Electron.*, submitted for publication.

[6] E. H. Miller, "A note on reflector arrays," *IEEE Trans. Antennas Propagat.*, to be published.

[7] C. J. Kaufman, Rocky Mountain Research Laboratories, Boulder, CO, private communication, 2004.