

Preparation of Papers in Two-Column Format for IEEE HISTELCON 2019¹

Bart Simpson and Homer Simpson
 Department of Unlimited Power Engineering
 University of Springfield
 Springfield, Nostate 12345, USA
 {bart.simpson & [homer.simpson](mailto:homer.simpson@uspringfield.edu)}@uspringfield.edu

Monkey King, Bajie Zhu and Seng Tang
 Department of Stupid Robots
 University of Huaguoshan
 Huaguoshan, Jileshijie Province, China
monkey.king@uhuaguoshan.edu.cn

Abstract - These instructions give the basic guidelines for preparing papers for IEEE HISTELCON 2019.

Keywords—component, formatting, style, styling, insert (key words)

I. INTRODUCTION (HEADING 1)

Your goal is to simulate the appearance of papers in *IEEE conference proceedings*. For topics not in these instructions, please ask the HISTELCON 2019 conference organisers for instructions and follow their advice for number of pages.

A. Preparing Your Paper

1) *Paper Size*: Prepare your paper in full-size format on A4 size paper (210mm by 297mm).

2) *Type Sizes and Typefaces*: Select the font type sizes specified in Table I. The font type sizes are given in points, as in the MS Word font size points. Times New Roman is the preferred font.

3) *Paper Margins*: Set the paper margins on the A4 size paper as follows: top = 19mm, bottom = 25.4mm, each side = 16mm. Each column is 87mm wide, with a 6mm gap between the two columns.

4) *Paper Styles*: Left- and right-justify the columns. On the last page of your paper, adjust the lengths of the columns so that they are equal. Use automatic hyphenation and check spelling and grammar. Use high resolution (300dpi or above) figures, plots, drawings and photos for best printing result.

TABLE I
TYPE SIZE FOR PAPERS

Type size (pts.)	Appearance		
	Regular	Bold	Italic
6	Table superscripts		
8	Section titles ^a , references, tables, table names ^a , table captions, figure captions, footnotes, text subscripts, and superscripts		
9		Abstract, Index Terms	
10	Authors' affiliations, main text, equations, first letter in section titles ^a		Subheading
11	Authors' names		
22	Paper title		

^aUppercase

B. Preparing Your PDF Paper

Detailed instructions on how to prepare PDF files of papers for IEEE *Xplore*® can be found at

<http://www.ieee.org/pubs/confpubcenter>

PDF job setting files for Acrobat versions 4 to 6 can be downloaded from the above webpage as well. The instructions for preparing PDF papers for IEEE *Xplore*® must be strictly followed if your paper is accepted for IEEE *Xplore*®.

II. HELPFUL HINTS

A. Figures and Tables

Try to position figures and tables at the tops and bottoms of columns and avoid placing them in the middle of columns. Large figures and tables may be spread across both columns. Figure captions should be centred below the figures; table captions should be centred above. Avoid placing figures and tables before their first mention in the text. Use the abbreviation “Fig. #,” even at the beginning of a sentence.

Figure axis labels are often a source of confusion. Use words rather than symbols. For example, as shown in Fig. 1, 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⁻¹).” Do not label axes with a ratio of quantities and units. For example, write “Temperature (K),” not “Temperature/K.”

Multipliers can be very confusing. Write “Magnetization (kA/m)” or “Magnetization (10³ A/m).” Figure labels should be legible, at 8-point type.

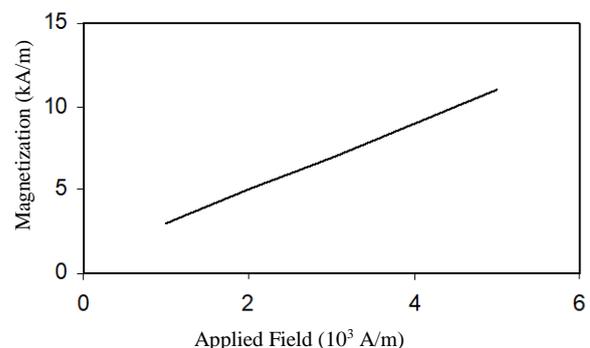


Fig. 1 Magnetization as a function of applied field. Note how the caption is centered in the column.

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

1

¹ This work is partially supported by USS pension payments and by Hertfordshire Free Bus Pass scheme to A C Davies.

[3]” 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.”

Give all authors’ names; use “et al.” only if there are six authors or more [4]. Papers that have not been published, even if they have been submitted for publication, should be cited as “unpublished” [4]. Papers that have been accepted for publication should be cited as “in press” [5]. In a paper title, capitalize the first word and all other words except for conjunctions, prepositions less than seven letters.

For papers published in translated journals, first give the English citation, then the original foreign-language one [6].

C. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even if defined in the abstract. Abbreviations such as IEEE, SI, MKS, CGS, ac, 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 (/) and the exp function, etc. 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

$$\frac{e^{ix}}{2} = \frac{\cos x + i \sin x}{2} \Rightarrow \exp(ix)/2 = (\cos x + i \sin x)/2. \quad (1)$$

Symbols in your equation should be defined before the equation appears or immediately following. Cite equations using “(1),” not Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is ...”

E. Other Recommendations

The Roman numerals used to number the section headings are optional. Do not number ACKNOWLEDGEMENT and REFERENCES and begin Subheadings with letters. Use two spaces after periods (full stops in British English). 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.”

Use a zero before decimal points: “0.25,” not “.25.” For large numbers, use a comma and not a period to separate thousands. E.g. 1,000,000 for a million.

Use “cm³,” not “cc.” Do not mix complete spellings and abbreviations of units: “Wb/m²” or “webers per square meter,” not “webers/m².” Spell units in text: “...a few

Henrys,” not “...a few H.” If your native language is not English, try to get a native English-speaking colleague to proofread your paper. Do not add page numbers.

III. UNITS

Use either SI (MKS) or CGS as primary units. (SI units are preferred). English units may be used as secondary units (in parentheses). An exception would be the use of English units as trade identifiers, 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.

IV. SOME COMMON MISTAKES

The word “data” is plural, not singular. 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.” “Alternatively” is preferred to “alternately” (unless you mean something that alternates). Do not use “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” 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 [7].

ACKNOWLEDGMENTS

Try to avoid the stilted expression, “One of us (R. B. G.) thanks ...” Instead, use “R.B.G. thanks ...” Put sponsor acknowledgments in the unnumbered footnote on the first page. These guidelines are a modified version of the recommended style examples used for many IEEE conferences. The source of the original version is not known and therefore cannot be acknowledged. Some of the authors have the same names as characters well known to TV audiences in the USA.

REFERENCES

- [1] M. King, B. Zhu, and S. Tang, “Optimal path planning,” *Mobile Robots*, vol. 8, no. 2, pp. 520-531, March 2001.
- [2] H. Simpson, *Dumb Robots*, 3rd ed., Springfield: UOS Press, 2004, pp.6-9.
- [3] M. King and B. Zhu, “Gaming strategies,” in *Path Planning to the West*, vol. II, S. Tang and M. King, Eds. Xian: Jiaoda Press, 1998, pp. 158-176.
- [4] B. Simpson, “Title of paper goes here if known,” unpublished.
- [5] J.-G. Lu, “Title of paper with only the first word capitalized,” *J. Name Stand. Abbrev.*, in press.
- [6] Y. Yorozu, M. Hirano, K. Oka, and Y. Tagawa, “Electron spectroscopy studies on magneto-optical media and plastic substrate interface,” *IEEE Translated J. Magn. Japan*, vol. 2, pp. 740-741, August 1987 [*Digest 9th Annual Conf. Magnetism Japan*, p. 301, 1982].
- [7] M. Young, *The Technical Writer’s Handbook*, Mill Valley, CA: University Science, 1989.