

# Preparation of Papers in Two-Column Format for the Proceedings of the EPE-PEMC '04 Conference

I.M. Firstauthor<sup>1</sup>, I.M. Secondauthor<sup>2</sup>

<sup>1</sup>Department of Importance  
Major Company in Industry, Inc.  
My City, ST 12345 USA

<sup>2</sup>Department of Insignificance  
Major Company in Industry, Inc.  
My City, ST 12345 USA

<sup>1</sup>Phone (123) 555-5555 Fax (123) 555-1111 E-Mail: f.author@major.com WWW: http://ias.conf/ias/html

<sup>2</sup>Phone (123) 666-6666 Fax (123) 666-1111 E-Mail: s.author@major.com WWW: http://ias.conf/ias/html

**Abstract - These instructions give you guidelines for preparing electronic versions of papers for the Conference Proceedings. You may use desktop publishing software with several type sizes.**

just the lengths of the two columns so that they are the same. Use automatic hyphenation and check spelling.

## I. INTRODUCTION

Your goal is to simulate, as closely as possible, the usual appearance of typeset papers in the Transactions. One difference: 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-Size Camera-ready (CR) Copy

If you have desktop publishing facilities, prepare your CR paper in full-size format, on A4 paper 21 cm x 29.7 cm (8 1/2 x 11 in).

1) *Type sizes and typefaces*: The best results will be obtained if your computer word processor has several type sizes. Follow the type sizes specified in Table I as best you can. As an aid to 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 Roman.

TABLE I  
TYPE SIZE FOR CAMERA-READY PAPERS

Type size (pts)	Appearance (*Uppercase)		
	Regular	Bold	Italic
6	Table superscripts		
8	References, tables, table captions*, table names*, figure captions, footnotes, text subscripts and superscripts		
9		Abstract	
10	Authors' affiliations, main text, equations, section titles*		Subheadings
12	Authors' names		
14		Paper title	

2) *Format*: In formatting your page, set top and bottom margins to 25 mm (1 in) and left and right margins to 18 mm (0.7 in). The column width is 84 mm. The space between the two columns is 5 mm (0.2 in). If you indent paragraphs, indent about 3.5 mm (0.14 in).

Use justified column alignment. Use tables and figures to adjust column length. On the last page of your paper try to ad-

## 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 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.

For example:

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

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. For example, write "Temperature (K)," not "Temperature/K."

### B. References

Number citations consecutively in square brackets [1]. The sentence punctuation follows the brackets [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 is 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. IA, vol. 25," not "vol. IA-25." Note that IEEE referencing style is quite different from that used by most physics journals.

Give all authors' names; do not use "et al" unless 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" [4]. Papers that have been accepted for publication should be cited as "in press" [5].

For papers published in translation journals, please give the English citation first followed by the original foreign-language citation [6].

### C. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have been 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 titles 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, use the solidus (/), the exp function, or appropriate exponents. Italicize Roman symbols for quantities and variables but not Greek symbols. Use a long dash (em) 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

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

Be sure that the symbols in your equation have been 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

Roman numerals used to number the section headings are optional. If you do use them, number INTRODUCTION, but not ACKNOWLEDGMENT and REFERENCES, and begin Subheadings with letters. 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."

Use a zero before decimal points: "0.25," not ".25." Use "cm<sup>3</sup>," not "cc." Do not mix complete spellings and abbreviations of units: "Wb/m<sup>2</sup>" or "webers per square meter," not "webers/m<sup>2</sup>." Spell units when they appear in text: "...a few henries," not "...a few H." If your native language is not English, try to get a native English-speaking colleague to proofread your paper.

## 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. SOME COMMON MISTAKES

The word "data" is plural, not singular. The subscript for the permeability of vacuum  $\mu_0$  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 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 you really mean something that alternates).<sup>\*</sup> Do not use the word "essentially" to mean "approximately" or "effectively." Be aware of the different meanings of "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 and source of information for writers of scientific papers is reference [7].

## ACKNOWLEDGMENT

The preferred spelling of "acknowledgment" in America is without an "e" after the "g." Try to avoid the stilted expression, "One of us (R.B.G.) thanks..." Instead, try "R.B.G. thanks..."

## 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, April 1955.
- [2] J. Clerk Maxwell, A Treatise on Electricity and Magnetism, 3rd ed., vol. 2. Oxford: Clarendon, 1892, pp. 68-73.
- [3] L.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] K. Elissa, "Title of paper if known," unpublished.
- [5] R. Nicole, "Title of paper with only first word capitalized," J. Name Stand. Abbrev., in press.
- [6] Y. Yorozu, M. Hirano, K. Oka and Y. Tagawa, "Electronic spectroscopy studies on magneto-optical media and plastic substrate interface," IEEE Transl. J. Magn. Japan, vol. 2, pp.740-741, August 1987 (Digests 9th Annual Conf. Magnetism Japan, p. 301, 1982).
- [7] M. Young, The Technical Writer's Handbook, Mill Valley, CA; University Science, 1989.
- [8] W.A. Sabin, *The Gregg Reference Manual*, 6th ed., Gregg Division, McGraw-Hill, New York, 1985.