

# Preparation of Manuscripts for the 2016 IEEE Real Time Conference – Please Read the Instructions Carefully

First A. Author, Second B. Author, Jr., and Third C. Author, *Member, IEEE*

**Abstract**—These instructions provide guidelines for preparing manuscripts for submission to the Conference Record (CR) of the 2016 IEEE Real Time Conference. If you are using Microsoft Word to prepare your manuscript, you should use this document as a template. Define all symbols used in the abstract. Do not cite references in the abstract. Do not delete the blank line immediately above the abstract; it sets the footnote at the bottom of this column.

## I. INTRODUCTION

THIS document is a template for Microsoft Word. It provides instructions for authors that will be presenting a paper at the 2016 IEEE Real Time Conference (RT16), and should be used in preparing and submitting manuscripts to the *Conference Record (CR)*. The *Conference Record* is a non-refereed publication that is distributed to all conference attendees after the conference as a downloadable file. A detailed description of the *CR* submission procedure is provided in section II below. **The deadline for the submission of a manuscript to the CR is 30 May 2016.**

If you give a presentation, whether oral or poster, at RT2016, we ask that you submit a manuscript for the Conference Record. This non-refereed publication is intended as a promptly published compendium, as complete as possible under the deadline, of what was discussed at RT2016.

You have the choice to:

1. submit a manuscript which will appear both in the “informal” CR – the collection of all the submitted papers

Manuscript received April 3, 2016. (Write the date on which you submitted your paper for review.) This work was supported in part by the U.S. Department of Commerce under Grant No. BS123456 (sponsor acknowledgment goes here).

Paper titles should be written in uppercase and lowercase letters, not all uppercase. Avoid writing long formulas with subscripts in the title; short formulas that identify the elements are acceptable (e.g., “Nd-Fe-B”). Do not write “(Invited)” in the title. Do not begin a title with the word “On ...”.

Full names of authors are preferred in the author field, but are not required. Put a space between authors’ initials. Do not use all uppercase for authors’ surnames.

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which will be available to attendees for online download – and on the publicly available IEEE Xplore Digital Library

2. submit a manuscript which will ONLY appear in the “informal” CR – the collection of all the submitted papers which will be available to attendees for online download. This is useful if you plan to submit your paper to TNS and do not want the paper to be officially published in the Conference Record, but want your colleagues attending the Conference to have access to your work. NOTE: in this case, this manuscript cannot be used as a reference in other papers.

Additionally, you may submit your manuscript to the *IEEE Transactions on Nuclear Science (TNS)*, if it represents significant original contributions in the fields associated with the conference (i.e., progress reports and preliminary findings are not appropriate). The *TNS* is a refereed publication, and is published throughout the year. Go to the conference web page for updated information about the submission to TNS. For instructions on *TNS* manuscript submissions, please visit the IEEE’s on-line peer review system Manuscript Central™ (<http://mc.manuscriptcentral.com/tns-ieee>). **Please note that submission to TNS is a separate process from that of the Conference Record.**

## II. ONLINE TEMPLATE

You can download this template, in both MS Word and PDF format, from the RT16 conference web site (<https://indico.cern.ch/event/390748/page/5884-publications>) so that you can use it to prepare your manuscript. A LaTeX style and sample files are also available from the same web page. For authors using word processors other than LaTeX or Word, Table I gives the font sizes and formats that are used in this document. Use “Times New Roman” font or its equivalent on your system. The preferred paper size is US Letter (8.5” × 11”). The height of the text is 9.6” (244mm), and width of each column is 3.5” (89mm), with a 0.2” (5mm) separation between columns. If you must use A4 paper size, please set the top and bottom margins to be 27mm, and left and right margins to 14mm to maintain the same width and height of the text area.

When you open RT16.docx as a *Word* file, select “Page Layout” or “Print Layout” from the “View” menu in the menu

bar, which allows you to see the footnotes. Then type over sections of RT16.docx or cut and paste from another document and then use markup styles. Highlight a section that you want to designate with a certain style, and then select the appropriate name on the style menu. The style will adjust your fonts and line spacing. Do not change the font sizes or line spacing to squeeze more text into a limited number of pages. *Use italics for emphasis; do not underline.*

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#### B. Some Common Formatting Problems

- Manuscript title and all headings must be in Title Case. (In title case, each word is capitalized except for the connecting words, such as articles and prepositions. You may have to manually correct Word's tendency to put every word of the title into Title Case.)
- Font size and aspect of figures captions and table captions should be as indicated in the template.
- Authors' affiliations go in the unnumbered footnote on the first page.
- Do not put in headers, footers, or page numbering.

TABLE I. FONT SIZES AND FORMAT

Element	Font Size	Font Type	Spacing
Title	24 pt	Normal	N/A
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Abstract	9 pt	Bold	N/A
Heading 1	10 pt	Small Caps	12 pt before, 4 pt after
Heading 2	10 pt	Italics	6 pt before, 3 pt after
Heading 3	10 pt	Italics	N/A
Text	10 pt	Normal	“Multiple” at 1.05
Footnote	8 pt	Normal	N/A
Table Title	8 pt	Small Caps	N/A
Figure	8 pt	Normal	N/A
References	8 pt	Normal	N/A

### III. PROCEDURE FOR MANUSCRIPT SUBMISSION

The manuscript submission is done online on the paper submission web site. See details below. All questions regarding CR submission should be directed to Dora Merelli at [dora.merelli@ieee.org](mailto:dora.merelli@ieee.org). Formatting and submission assistance

will be provided at the conference. **We ask all of you to pass by with your paper before the end of the conference. This will allow the Publication Chair to check the format of your paper and see the possible correction and modification directly on site.**

#### A. Create IEEE Xplore-Compatible PDF File

The preferred format for the submission of your paper is MS Word or, in case you used another text editor (LaTeX or other), PDF. All PDF manuscripts submitted to IEEE for publication must be in Xplore-compatible PDF format. To assist authors in meeting this requirement, IEEE has established a web based service called PDF eXpress. You can use this web service to convert your word processor files into Xplore-compatible PDF files, or to check if your own PDF file is Xplore-compatible. PDF eXpress converts the following file types to PDF: Rich Text Format (RTF), (La)TeX (DVI and all support files required), PageMaker, FrameMaker, Word Pro, QuarkXpress, Microsoft Word, and WordPerfect.

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### B. Submit the MS Word or the Xplore-compatible PDF File

You need to submit your contribution through the conference web site. Log in with the same account you used to submit your abstract and upload the manuscript as an attached file.

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## IV. MATH

Use the Microsoft Equation Editor for all math objects in your paper. "Float over text" should *not* be selected.

A math object is any equation or fragment containing mathematical symbols (including Greek characters, superscripts and subscripts) that appears either in-line (in the flow of normal text) or as a display equation (in its own space between lines of text).

You should avoid using *Word* fonts or symbols for in-line single variables with superscripts or subscripts.

## V. UNITS

Use either SI (MKS) or CGS as primary units. (SI units are strongly encouraged.) English units may be used as secondary units (in parentheses). An exception is when English units are used as identifiers in trade, such as "3.5 inch disk drive." Avoid combining SI and CGS units, such as mass in kilograms and volume in cubic centimeters. This often leads to confusion because equations may not balance dimensionally. If you must use mixed units, clearly state the units for each quantity in an equation.

## VI. HELPFUL HINTS

### A. Figures and Tables

Use the abbreviation "Fig." throughout the text of your manuscript, even at the beginning of a sentence, as well as in the figure captions. Do not abbreviate "Table." Tables are numbered with Roman numerals. Do not put borders around your figures.

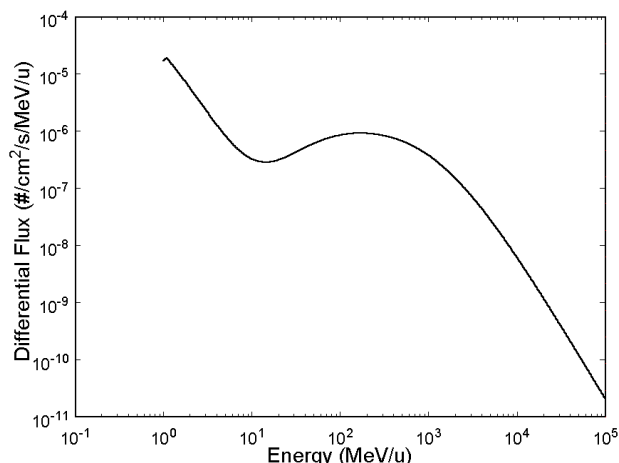


Fig. 1. Interplanetary galactic cosmic ray iron ion counts as a function of ion energy. Note that "Fig." is abbreviated. There is a period after the figure number, followed by two spaces. It is good practice to explain the significance of the figure in the caption. This figure was originally created in a graphics program, *AXUM*. The graph was copied as "Copy Graph Sheet Page" to the *Windows* Clipboard. In *PowerPoint*, a new file was opened and the contents of the Clipboard were pasted as a "Picture (Enhanced Metafile)". It was then saved as a TIFF formatted file named 1FIG.TIF. The image file was then inserted into this *Word* document as a "Picture".

Figure axis labels are often a source of confusion. Use words rather than symbols. As an example, write the quantity "Energy," or "Energy,  $E$ ," not just " $E$ ." Put units in parentheses. Do not label axes only with units. As in Fig. 1, for example, write "Energy (MeV/u)" or "Energy ( MeV • u<sup>-1</sup> )," not just "MeV/u." 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 "Dose (krd/s)" or "Dose (10<sup>3</sup> rd/s)." Do not write "Dose(rd/s) × 1000" because the reader would not know whether an axis label of 16 meant 16000 rd/s or 0.016 rd/s. Figure labels should be legible, approximately 8 to 10 point type.

To provide consistent reproducibility, please include axes and tick marks on all four sides of your graphs and avoid the use of grid lines (note that grid lines tend to clutter a graph if dark or reproduce poorly if light). Please also include an explanatory legend within your graphs when two or more curves or sets of data are included. Avoid explaining the different symbols and curves in the figure caption alone - using a legend results in a much more easily understood figure.

## B. 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 [1]–[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: “Reference [3] shows ... .” Type the reference list at the end of the paper using the “References” style.

Please note that the references at the end of this document are in the preferred referencing style. Give all authors’ names; do not use “*et al.*” unless there are six authors or more. Use a space after authors’ initials. 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]. Papers 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 addresses for private communications [7].

Capitalize only the first word in a paper title, except for proper nouns and element symbols. For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [8].

## C. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations such as IEEE, SI, ac, and dc do not have to be defined. Abbreviations that incorporate periods should not have spaces: write “C.N.R.S.,” not “C. N. R. S.” Do not use abbreviations in the title unless they are unavoidable (for example, IEEE in the title of this article).

## 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 ( / ), the exp function, or appropriate exponents. Use parentheses to avoid ambiguities in denominators. Punctuate equations when they are part of a sentence, as in

$$\int_0^{r_2} F(r, \varphi) dr d\varphi = [\sigma r_2 / (2\mu_0)] \cdot \int_0^\infty \exp(-\lambda |z_j - z_i|) \lambda^{-1} J_1(\lambda r_2) J_0(\lambda r_i) d\lambda. \quad (1)$$

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 ...”

## E. Other Recommendations

Use one space after periods and colons. Hyphenate complex modifiers: “zero-field-cooled magnetization.” Avoid dangling participles, such as, “Using (1), the potential was calculated.” Write instead, “The potential was calculated by 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.” Indicate sample dimensions as “0.1 cm × 0.2

cm,” not “0.1×0.2 cm<sup>2</sup>.” Do not mix complete spellings and abbreviations of units: use “J/cm<sup>2</sup>” or “fluence per square centimeter,” not “fluence/cm<sup>2</sup>.” When expressing a range of values, write “7 to 9,” not “7-9” or “7~9,” except for references [1]–[3].

Use the correct format for scientific notation in text, tables, and figures. Computer notation of “E” for “× 10” is not permitted. For example, numbers expressed as 6.02E-3, instead of 6.02 × 10<sup>-3</sup>, are not acceptable.

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.) In American English, periods and commas are within quotation marks, like “this period.” Other punctuation is “outside”!

If you wish, you may write in the first person singular or plural and use the active voice (“I observed that ...” or “We observed that ...” rather than “It was observed that ...”). If your native language is not English, please get a native English-speaking colleague to proofread your paper.

## VII. SOME COMMON MISTAKES

### A. Common Formatting Mistakes

- Manuscript title and all headings must be in Title Case. (In title case, each word is capitalized except for the connecting words, such as articles and prepositions. You may have to manually correct Word’s tendency to put every word of the title into Title Case.)
- Font size and aspect of figures captions and table captions should be as indicated in the template. You can use the styles “FigureCaption” and “TableTitle” to format these elements correctly.
- Author affiliations go in the unnumbered footnote on the first page.
- No headers, footers, or page numbers.
- No extra blank lines need to be inserted – the styles are there to give the right amount of space around the elements.

### B. Some Other 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.” Use the word “micrometer” instead of “micron.” 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). Do not use the word “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.”

Prefixes such as “non,” “sub,” “micro,” “multi,” and “ultra” are not independent words; they should be joined to the words they modify, usually without a hyphen. There is no period after the “et” in the Latin abbreviation “*et al.*” (it is also italicized). The abbreviation “i.e.,” means “that is,” and the

abbreviation “e.g.,” means “for example” (these abbreviations are not italicized).

An excellent style manual and source of information for science writers is [9]. A general IEEE style guide, *Information for Authors*, is available at <http://www.ieee.org/documents/auinfo07.pdf>.

#### APPENDIX

Appendices, if needed, appear before the acknowledgment.

#### ACKNOWLEDGMENT

The preferred spelling of the word "acknowledgment" in American English is without an "e" after the "g." Use the singular heading even if you have many acknowledgments. Avoid the expression, "One of us (S.B.A.) thanks ..." Instead, write "S.B.A. thanks ..." Put sponsor acknowledgments in the unnumbered footnote on the first page.

We thank Tony Seibert for writing the original version of this document and Bo Yu for the following versions.

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