

# Instructions for Preparation of Papers for MIPRO

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**Abstract** - The abstract should outline the main ideas and results of the paper. It should not exceed 200 words. Do not cite references in the abstract.

**Keywords** - component; formatting; style; styling; insert (key words)

## I. INTRODUCTION

These instructions give you guidelines for typing camera-ready papers for the ICT and Electronics Convention MIPRO.

The paper should consist of a title, author's name(s), affiliation, abstract, keywords, introduction, main text with section titles and subheadings (if any), conclusion, acknowledgment (if any), references and optional appendices. The length of the paper is limited to six pages including illustrations.

Your goal is to simulate the usual appearance of papers in an *IEEE conference proceedings*. The authors' affiliations should appear immediately following their names.

This electronic document is a “live” template and is used to format your paper and style the text. The template, saved as “Microsoft Word Document”, provides authors with most of the formatting specifications needed for preparing electronic versions of their papers. The various components of your paper (title, text, heads, etc.) are already defined on the style sheet, as illustrated by the portions given in this document. All margins (top and bottom margin of 25 mm, and left and right margin of 20 mm), column widths (of 82mm with the space between the two columns of 6mm), line spaces, and text fonts are prescribed; please do not alter them.

### A. Full-Sized Camera-Ready (CR) Copy

Times New Roman font are strictly required. Follow the type sizes specified in Table I (expressed in points). There are 72 points per inch, and 1 point is about 0.35 mm.

Prepare your camera-ready paper on the A4 paper size (210 mm × 297 mm). You are not allowed to use US letter-sized paper.

Justify both left and right columns. On the last page of

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Identify applicable sponsor/s here. If no sponsors, delete this text box.

TABLE I. TYPE SIZE FOR CAMERA-READY PAPERS

Type size	Appearance		
	<i>Regular</i>	<i>Bold</i>	<i>Italic</i>
8	Section titles <sup>a</sup> , references, tables, table names <sup>a</sup> , first letters in table captions <sup>a</sup> , figure captions, footnotes, text subscripts and superscripts		
9		Abstract, keywords	
10	Authors' affiliations, main text, equations, first letters in section titles <sup>a</sup>		Subheading
11	Authors' names		
24	Paper title		

a. Uppercase

your paper, adjust the lengths of the columns so that they are equal. Use automatic hyphenation and check spelling. Do not add page numbers.

## II. HELPFUL HINTS

### A. 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, sc, dc, and rms do not have to be defined. Do not use abbreviations in the title or heads unless they are unavoidable.

### B. Units

- Use either SI (MKS) or CGS as primary units. (SI units are encouraged.) 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.
- 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 out units when they

appear in text: “. . . a few henries”, not “. . . a few H”.

- Use a zero before decimal points: “0.25”, not “.25”. Use “cm3”, not “cc”.

### C. Figures and Tables

Place figures and tables at the top and bottom of columns. Avoid placing them in the middle of columns. Large figures and tables may span across both columns. Figure captions should be below the figures; table heads should appear above the tables. Insert figures and tables after they are cited in the text. Use the abbreviation “Fig. 1”, even at the beginning of a sentence.

Use words rather than symbols or abbreviations when writing Figure axis labels to avoid confusing the reader. As an example, write the quantity “Magnetization”, or “Magnetization, M”, not just “M”. If including units in the label, present them within parentheses. Do not label axes only with units. In the example, write “Magnetization (A/m)” or “Magnetization {A[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”.

We suggest that you use a text box to insert a graphic (which is ideally a 300 dpi TIFF or EPS file, with all fonts embedded) because, in an MSW document, this method is somewhat more stable than directly inserting a picture. To have non-visible rules on your frame, use the MSWord “Format” pull-down menu, select Text Box > Colors and Lines to choose No Fill and No Line.

### D. Equations

Number equations consecutively. Equation numbers, within parentheses, are to position flush right, as in (1), using a right tab stop. To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents. Italicize Roman symbols for quantities and variables, but not Greek symbols. Use a long dash rather than a hyphen for a minus sign. Punctuate equations with commas or periods when they are part of a sentence, as in

$$\alpha + \beta = \chi. \quad (1)$$

Note that the equation is centered using a center tab stop. Be sure that the symbols in your equation have been defined before or immediately following the equation. Use “(1)”, not “Eq. (1)” or “equation (1)”, except at the beginning of a sentence: “Equation (1) is . . .”

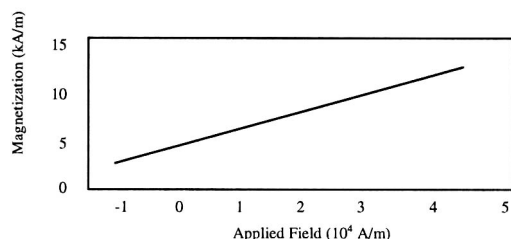


Figure 1. Magnetization as a function of applied field. Note how the caption is centered in the column

### E. Some Common Mistakes

- The word “data” is plural, not singular.
- The subscript for the permeability of vacuum  $\epsilon_0$ , and other common scientific constants, is zero with subscript formatting, not a lowercase letter “o”.
- In American English, commas, semi-/colons, periods, question and exclamation marks are located within quotation marks only when a complete thought or name is cited, such as a title or full quotation. When quotation marks are used, instead of a bold or italic typeface, to highlight a word or phrase, punctuation should appear outside of the quotation marks. A parenthetical phrase or 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”. 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”.
- In your paper title, if the words “that uses” can accurately replace the word “using”, capitalize the “u”; if not, keep using lower-cased.
- 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” 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 for science writers is [1].

If your native language is not English, try to get a native English-speaking colleague, or somebody fluent in English to proofread your paper. Use grammar existent in text editor.

### F. References

The template will number citations consecutively within brackets [2]. The sentence punctuation follows the bracket [3]. Refer simply to the reference number, as in [4]—do not use “Ref. [4]” or “reference [4]” except at the beginning of a sentence: “Reference [4] 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.

Unless there are six authors or more give all authors' names; do not use “et al.”. Papers that have not been published, even if they have been submitted for publication, should be cited as “unpublished” [5]. Papers that have been accepted for publication should be cited as

“in press” [6]. 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 [7].

#### *G. Other Recommendations*

The Roman numerals are used to number the section headings. Do not number ACKNOWLEDGMENTS 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.”

### III. CONCLUSION

Be brief and give most important conclusion from your paper. Do not use equations and figures here.

### ACKNOWLEDGMENT

The preferred spelling of the word “acknowledgment” in America is without an “e” after the “g”. Avoid the stilted expression, “One of us (R. B. G.) thanks . . .” Instead, try “R. B. G. thanks”.

### REFERENCES

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- [4] 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.
- [5] K. Elissa, “Title of paper if known,” unpublished.
- [6] R. Nicole, “Title of paper with only first word capitalized,” *J. Name Stand. Abbrev.*, in press.
- [7] Y. Yorozu, M. Hirano, K. Oka, and Y. Tagawa, “Electron 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. Magnetics Japan, p. 301, 1982].