

# Paper Title (use style: paper title)

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**Abstract-** This electronic document is a live template and already defines the components of your paper [title, text, heads, etc.] in its style sheet. \*CRITICAL: Do Not Use Symbols, Special Characters, Footnotes, or Math in Paper Title or Abstract.

**Keywords-** *component, formatting, style, styling, insert*

## 1 INTRODUCTION (HEADING 1)

This template, modified in MS Word and saved as a Word Document for the PC, provides authors with most of the formatting specifications needed for preparing electronic versions of their papers. Margins, column widths, line spacing, and type styles are built-in.

## 2 EASE OF USE

### A. Selecting a Template (Heading 2)

First, confirm that you have the correct template for your paper size. This template has been tailored for output on the A4 paper size.

### B. Maintaining the Integrity of the Specifications

The template is used to format your paper and style the text. All margins, column widths, line spaces, and text fonts are prescribed; please do not alter them. You may note peculiarities. For example, the head margin in this template measures proportionately more than is customary. Please do not revise any of the current designations.

## 3 PREPARE YOUR PAPER BEFORE STYLING

Before you begin to format your paper, write & save the content as a separate text file. Complete all content & organizational editing before formatting. Note sections A-D below for more information on proofreading, spelling & grammar. Keep your text & graphic files separate until after the text has been formatted & styled. Don't use hard tabs & limit use of hard returns to only one return at the end of a paragraph. Don't add any kind of pagination anywhere in the paper. Don't number text heads-the template will do that for you.

### 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.<sup>1</sup> 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.) 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. 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: " $Wb/m^2$ " or "*webers square meter*", not "*webers/m^2*". Spell out units when they appear in text: "*...afewhenries*", not "*...afewH*".
- Use a zero before decimal points: "*0.25*", not "*.25*". Use "*cm^3*", not "*cc*". (bullet list)

### C. Equations

The equations are an exception to the prescribed specifications of this template. You will need to determine whether or not your equation should be typed using either the Times New Roman or the Symbol font (please no other font). To create multileveled equations, it may be necessary to treat the equation as a graphic and insert it into the text after your paper is styled. 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:

$$a + b = \gamma \quad (1)$$

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 . . .

### D. Some Common Mistakes

- The word data is plural, not singular.
- The subscript for the permeability of vacuum  $\neq 0$ , and other common scientific constants, is zero with subscript formatting, not a lowercase letter "*o*".
- In American English, commas, semicolons, 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.

<sup>1</sup>Identify applicable funding agency here. If none, delete this text box.

- Do not use the word essentially to mean approximately or effectively.
- 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 [7].

## 4 USING THE TEMPLATE

After the text edit has been completed, the paper is ready for the template. Duplicate the template file by using the Save As command, and use the naming convention prescribed by your conference for the name of your paper. In this newly created file, highlight all of the contents and import your prepared text file. You are now ready to style your paper; use the scroll down window on the left of the MS Word Formatting toolbar.

### A. Authors and Affiliations

A minimum of one author is required for all conference/seminar articles. Author names should be listed starting from left to right and then moving down to the next line. This is the author sequence that will be used in future citations and by indexing services. Names should not be listed in columns nor group by affiliation. Please keep your affiliations as succinct as possible (for example, do not differentiate among departments of the same organization).

### B. Identify the Headings

Headings, or heads, are organizational devices that guide the reader through your paper. There are two types: component heads and text heads.

Component heads identify the different components of your paper and are not topically subordinate to each other.

Text heads organize the topics on a relational, hierarchical basis. For example, the paper title is the primary text head because all subsequent material relates and elaborates on this one topic.

### C. Figures and Tables

**Positioning 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.

TABLE I. TABLE TYPE STYLES

Table Column Head			
Table Head	Table column subhead	Subhead	Subhead
copy	More table copy		

Fig. 1. Example of a figure caption. (figure caption)

Figure Labels: Use 8 point Times New Roman for Figure labels. 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.

## ACKNOWLEDGEMENT (Heading 5)

Please put your acknowledgement here.

## REFERENCES

The template will number citations consecutively within brackets [1]. The sentence punctuation follows the bracket [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 was cited. Do not put footnotes in the abstract or reference list. Use letters for table footnotes.

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]. Capitalize only the first word in a paper title, except for proper nouns and element symbols.

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. 529551, April 1955. (references)
2. J. Clerk Maxwell, A Treatise on Electricity and Magnetism, 3rd ed., vol. 2. Oxford: Clarendon, 1892, pp.6873.
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. 271350.
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. Yoroazu, 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. 740741, August 1987 [Digests 9th Annual Conf. Magnetics Japan, p. 301, 1982].
7. M. Young, The Technical Writers Handbook. Mill Valley, CA: University Science, 1989.

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