

## Information for Authors

General information for IEEE authors has been published in the IEEE SPECTRUM, Vol. 2, No. 8, August, 1965, pp. 111–115. (Copies are available upon request to the Editorial Department of IEEE Headquarters.) Specific information for authors of papers intended for these TRANSACTIONS has been published in a "Message from the Editor" in the IEEE TRANSACTIONS ON MICROWAVE THEORY AND TECHNIQUES, Vol. 12, No. 6, November, 1964, pp. 582–583.

The time required for processing papers will be held to a minimum and authors should be aware of the following considerations regarding their papers.

### *Content*

A paper should describe original work in one of the fields of interest of the IEEE Group on Microwave Theory and Techniques. These include Microwave Theory, Techniques and Applications; Microwave Components, Devices and Circuits; and the Generation, Amplification, Transmission, and Detection of Microwaves. Extensions of microwave methods to millimeter, infrared, and optical wavelengths, and their blending with optical techniques are also of interest. Correspondence items briefly describing original work in these fields may be of interest provided that they are clearly written.

### *Length*

Papers should average approximately  $7\frac{1}{2}$  pages when printed. On the average this corresponds to a manuscript having 15 double-spaced typewritten  $8\frac{1}{2}\times 11$  inch pages plus 10 figures. Correspondence items should average approximately 1 printed page in length, which corresponds to a manuscript having 3 double-spaced typewritten  $8\frac{1}{2}\times 11$  inch pages plus 3 figures.

### *Style*

Generally, a paper should consist of five parts: title, abstract (200 words or less), introduction, body of paper, and conclusions. Occasionally a glossary of terms in the beginning and an appendix at the end are considered desirable. Additional suggestions on organization of a paper are given in the aforementioned reference in the IEEE SPECTRUM.

Correspondence items are usually not organized as formally as a paper, but should begin with a clear statement of the purpose of the correspondence and the essence of the contribution.

### *Review Process*

The receipt of manuscripts is acknowledged by post card sent to the senior author. Good reproductions of the figures should be submitted with each manuscript. Manuscripts of papers are simultaneously sent to three reviewers (3 copies of each manuscript should be submitted). Although return is requested within 2 weeks, circumstances may often prevent this, and a decision on disposition of the manuscript may occur after 3–6 weeks. The author is then promptly notified. If a paper is accepted, originals of the figures will be requested at that time. Photographs of the authors and short biographies suitable for the contributors' section will also be requested if a paper is accepted.

Correspondence items are normally not reviewed, unless a review is considered desirable. They may be returned to the authors for revision, clarification, or condensation.

### *Publication*

At present, the elapsed time between acceptance of a paper or correspondence item and its receipt in published form by a TRANSACTIONS subscriber is usually from 4 to 6 months.

### *Submissions*

Please submit manuscripts for papers and correspondence items to the Editor:

S. OKWIT, *Editor*

IEEE TRANSACTIONS ON MICROWAVE THEORY AND TECHNIQUES

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