

Suggestions to Existing and Prospective Authors Wishing to Supply Manuscripts in Electronic Form

I. OVERVIEW

WITH so many authors having access to some form of computer system, more and more manuscripts not only exist in the conventional printed form, but these *same manuscripts* also exist, invariably, in an electronic form, used merely to print the document.

This electronic form of manuscript is extremely valuable to the publisher. A printed manuscript requires rekeying, one that already exists electronically requires mere *manipulation*.

The IEEE will gladly accept your electronic media together with your hard-copy for publication. However, considering the myriad of word processors on the market (public domain included) and disk formats available throughout the world, it is beyond the scope of the IEEE to cover all possibilities.

Below are some guidelines that we would like prospective authors to consider before submitting their work electronically for publication.

II. GUIDELINES—THE INTUITIVE TYPE

- Please make sure that as you make changes to your paper version you incorporate these changes into your disk version ALSO.
- Please do not try to be overly fancy, you would be better off spending your time “fine-tuning” the content and leaving the *format* to the publisher.
- Try to adhere to the accepted *style* of the transaction/journal as much as possible. Of particular importance here is the reference list.

Paper:

- [1] D. L. Snyder, L. J. Thomas, Jr., and M. M. Ter-Pogossian, “A mathematical model for positron-emission tomography systems having time-of-flight measurements,” *IEEE Trans. Nucl. Sci.*, vol. NS-28, pp. 3575–3583, 1981.

Book:

- [2] W. A. Edson, *Vacuum Tube Oscillators*. New York: Wiley, 1948, pp. 170–171.

- Please package your floppy disk to minimize possible damage in the post.
- Please let us know *exactly* what type computer and the type of word processor used, including version number.
- Together with your wordprocessed version, include a “FLAT ASCII” version on the disk, if possible.

III. GUIDELINES—THE TECHNICAL TYPE

The IEEE can accept the following.

- Any IBM-PC disk format: 5.25"/360k/1.2Mb—3.5"/720k/1.44Mb (DS/DD, DS/HD, DS/QD etc.).
- Macintosh disk format.
- 0.25" magnetic tape cartridges (Unix: tar, dump).
- 3.5" floppy disk (UNIX workstations).
- Any of the following:

Microsoft Word (please include any nondefault type styles).	WordPerfect (all versions).
Multimate.	Wordstar (all versions).
Wordstar 2000.	Displaywrite.
DCA/RFT.	DCA/FFT.
Wang IWP.	Samna.
Volkswriter 3.	WordMarc.
Sprint.	CEOWrite.
DIF.	DX.
Officewriter 6.0.	ProWrite 1.0/2.0.
ASCII.	Mass-11.
First Choice.	PFS: Write A, B, C.
XyWrite.	SmartWare II.
Writing Assistant.	Nota Bene.
RTF.	TROFF/NROFF.

IV. GUIDELINES—INTERLEAF, T_EX AND L_AT_EX

The IEEE will gladly accept manuscripts keyed in using any of the above systems. But here is a small, but important, point to note if you are considering submitting electronic manuscripts (compuscripts) for publication.

- If you have written some wonderful macros that ARE required to produce your hard-copy, then, of course the IEEE requires them to be *available* on your electronic media. Please do not forget to include them with your submission.