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

I. OVERVIEW

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 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.
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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.
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- 3.5" floppy disk (UNIX workstations: tar, bar, dump).
- 8 mm tape cartridge (UNIX: tar, bar, dump).
- Any of the following:

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Wang IWP.
Volkswriter 3.
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Samna.
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CEOwrite.
DX.
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Mass-11.
PFS: Write A, B, C.
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TROFF/NROFF.
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IV. GUIDELINES—INTERLEAF, \TeX AND \LaTeX

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- 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.

INFORMATION FOR AUTHORS

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References should be started on a separate sheet of paper, and must be double-spaced. **Figure Captions** should be started on a separate sheet of paper, and must be double-spaced. Do not include captions on the illustrations themselves, since captions are set in type separately. Figure captions should be sufficiently clear so that figures can be understood without detailed reference to the accompanying text. Axes of graphs should have self-explanatory labels, not just symbols (e.g., Electric Field rather than E).

Illustrations: Original illustrations should be submitted along with three sets of copies for the reviewers. The originals will be returned. All line drawings (graphs, charts, diagrams, etc.) should be prepared on white drafting cloth or white drawing paper in black India ink. Charts should show only the axes and perhaps major coordinate lines. Photostatic copies of drawings are acceptable only when they are exceptionally clear and have high contrast.

Lettering should be large enough to be readily legible when the drawing is reduced to two- or one-column width—as much as 4:1

reduction from the original. In the original size, this lettering may appear too large, but the reader will benefit. Lettering on figures is preferably done by template.

Authors are warned specifically about difficulties with figures prepared using simple dot matrix printers. In particular, they are warned that the use of computer notation as Fortran notion for powers of ten (e.g., 1E-10) or for labels on axes (e.g., [Hertz]**1/2) is not acceptable. In addition, figures produced by dot matrix printers are susceptible to line widths that are too small, labeling that is too small for reproduction, and pips on scales that are too small for reproduction.

Photographs should be used sparingly. A good line drawing for apparatus is usually more informative than a photograph. Photographs of oscilloscope traces should be of high contrast, without spurious marks due to halation or unblanked traces. All photographs must be glossy prints.

All materials, including drawings and photographs, should be no larger than 22 x 28 cm (8½ x 11 in).

Page Numbers: Number all pages, including illustrations (which should be grouped at the end), in a single series, with no omitted numbers. This helps avoid losses. Figures should be identified with the figure number and author's name on the back; use a soft pencil when identifying photographs, and preferably keep the information in the back of the margin of the print, off the body.

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