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

Microsoft Word
(please include any nondefault type styles).
Multimate.
Wordstar 2000.
DCA/RFT.
Wang IWP.
Volkswriter 3.
Sprint.
DIF.
Officewriter 6.0.
T_EXtures.

ASCII.
First Choice.
XyWrite.
Writing Assistant.
RTF.
WordPerfect (all versions).
Wordstar (all versions).
Displaywrite.
DCA/FFT.
Chiwriter.

Samra.
WordMarc.
CEOWrite.
DX.
ProWrite 1.0/2.0.
Mass-11.
PFS: Write A, B, C.
SmartWare II.
Nota Bene.
TROFF/NROFF.
Exp 2.0.

IV. GUIDELINES—INTERLEAF, T_EX AND L_AT_EX

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INFORMATION FOR AUTHORS

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Manuscripts: An original and three copies of the manuscript must be submitted, each complete with all illustrations, to the Editor (see inside back cover). The manuscript must include an abstract limited to about 100 words. The abstract should cover four points: statement of problem, assumptions and methods of solution, results, and conclusion or discussion of the importance of the results. The two printed page limit permits about 1800 words of text in addition to the title, abstract, and references. The amount of text will be reduced by allowance for equations, tables, and figures. An average one-column figure with its caption will displace about 200 words of text. In some cases lengths of between two and two and one-half pages may be justified. A submission containing the equivalent of more than two and one-half pages will be returned for shortening immediately and not be given an official received date. The manuscript should be double spaced on only one side of each 22 x 28 cm (8½ x 11 in) sheet. Good office machine copies are acceptable. Computer notation, such as Fortran notation for formulas, powers of ten, etc. (e.g., x^{**2} , 1.E-10), is not acceptable and will result in automatic rejection of the manuscript. The style for references, abbreviations, etc., should follow the standard IEEE format. A pamphlet, "Information for IEEE Authors," is available on request from the IEEE Publications Department, 345 East 47th St., New York, NY 10017. Prospective authors are urged to read this and follow its recommendations on the organization of their paper.

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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. 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 notation 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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