

AUTHORS—PLEASE SEND AN ELECTRONIC VERSION OF YOUR MANUSCRIPT TO THE IEEE

Your paper has been selected for publication in an electronically processed IEEE publication. In order to complete the production and final printing of your paper, the IEEE Associate Editor will need to receive your manuscript in one of the electronic formats described below.

GENERAL INSTRUCTIONS:

- Files may be submitted via floppy disk (5 1/4" or 3 1/2") or by e-mail (Internet).
- Always send two copies of the printed paper version of exactly what is sent by disk or e-mail. **MAKE NOTE OF THE TYPE OF OPERATING SYSTEM, SOFTWARE, AND VERSION USED** to create the file. Write this information on the disk label with a felt tip pen or at the top of the e-mail message.
- **DO NOT IMPORT GRAPHICS FILES INTO YOUR TEXT FILE.** Send individual text and graphics files. Put text on one disk, graphics on another. (See instructions below).
- Make sure your files are self contained, i.e. that there are no pointers to your system setup.
- Check that your files are complete. Include: abstract, text, references, footnotes, biographies and figure captions.
- If possible, set column size of your manuscript to 21 picas or 3 1/2 inches.
- Package diskettes to protect them in mailing.

TEXT BY DISK:

For the most accurate and efficient transferral of your manuscript, especially those containing extensive mathematics, use TeX, LaTeX, or Troff programs. Include **macros** used with files.

An IEEE LaTeX style file can be obtained by e-mailing:

help@ep.ieee.org
Copy file IEEEtran.sty

Word Perfect and/or Word programs are acceptable, but the mathematics will be rekeyed into TeX format.

If none of these programs is available, send all text aspects of the manuscript in ASCII format.

Some Don'ts

- **DO NOT** put the files in a page layout software (Ventura, Quark, Pagemaker, Frame Maker).
- For Troff programs, **DO NOT** create special macros. Use the standard codes provided by the program.
- **DO NOT** send Postscript files.

TEXT BY E-MAIL:

Same formats apply as for the disks.

Be sure to FAX or send a paper copy of the manuscript.

Clearly identify for what publication you are sending and the name of the paper, plus the operating system and software used to create the files at the beginning of your e-mail message.

Send a separate message to the Associate Editor informing him/her that the manuscript was sent via e-mail.

The Transactions/Journal Editor-in-Chief or the appropriate Guest Editor must receive the final e-mail version of your paper, which he/she would then e-mail to IEEE.

If you need help to send via e-mail (Internet) Contact:

Jeri Uzzo or Mark Pheffer
j.uzzo@ieee.org or m.pheffer@ieee.org
(212) 705-7400

GRAPHICS:

If your society has made special arrangements for its Transactions to handle the graphics of manuscripts electronically, the following applies:

- Submit graphics on a separate disk than used for the text of the manuscript. Include paper copies of the graphic files that are on the disk.
- Label the disk (with felt tip pen) with the operating system, software, and version used to create the graphics, BUT STORE THE FILES, with IBM (Intel) preview ON THE DISK IN:

1-Bit TIFF (Tagged Image File Format) format for black & white line art, with or without tints

Or

EPS format versions 1.2 or 2.0 for graphics using black & white photos or line art with blended tints. EPS 3.0 is also acceptable provided NO Postscript Level II features are used.

- DO NOT screen photos.
- COLOR graphics are NOT supported electronically.
- Each graphic should be submitted as a stand alone file. If a figure has multiple parts, each part should be a separate file. Files should be named with their number followed by a the graphic type. Example: 1.tif. For figures with sub parts 2a.tif, 2b.tif. Label, by hand, the paper copies of the files accordingly.
 - DO NOT include figure captions or label the figure (Fig. 1, Fig. 2) in the graphic file. Such captions should be placed at the end of the manuscript as part of the text file. DO NOT put boxes around figs.

STYLE:

- MINIMUM WIDTH for figures published in Transactions/Journal is 21 picas or 3.5 inches/9 cm.
- MAXIMUM WIDTH is 43 picas or 7 1/6 inches/18.2 cm.
- Maximum DEPTH is 54 picas or 9.5 inches/24.13 cm.
- Text used in graphics should be in Helvetica, Times or Symbol (Adobe Type 1) fonts. DO NOT underline words.

FILE COMPRESSION:

Files can be compressed using PKZIP version 1.02, Stuffit Deluxe version 3.05, Mac BINHEX4, and UNIX tar & compress.

SCREEN CAPTURES:

Graphics can be captured from the screen by using software called Hijack. Ask IEEE for assistance in using this procedure. Also acceptable is Unix's Sun bit map and X bit map formats.

When in doubt, contact the IEEE Transactions Department for HELP:

graphics@ep.ieee.org

Or

Call Ira Polans at (212) 705-7873