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Information for Authors Submitting Manuscripts in *Electronic* Form

I. OVERVIEW

With so many authors having access to some form of computer system, more and more manuscripts exist not only in the conventional printed form (hardcopy), but also in an electronic form (on disk, tape, etc.), which is used 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 hardcopy for publication. However, considering the myriad of word processors on the market (public domain included) and disk formats available throughout the world, the following guidelines and suggestions have been set forth in an effort to expedite the production process.

II. GENERAL GUIDELINES

The following is a list of general guidelines for the submittal of electronic media by prospective authors.

- The operating system and word processing software, used to produce your document, should be noted on your disk or tape (e.g., DOS/WordPerfect). In the case of Unix media, method of extraction (i.e., tar, bar, dump) should also be noted.
- The hardcopy should match its companion disk/tape *exactly*. Any changes that have been made to the hardcopy should be incorporated into your disk/tape.
- Disk/tape should be labeled with file name(s) relating to manuscript.
- No program files should be included on disk/tape.
- Please package floppy disks in such a way as to minimize possible damage in the post.
- Include a flat ASCII version on the disk with the word-processed version, if possible.
- Try to adhere to the accepted *style* of the TRANSACTIONS/JOURNAL as much as possible. Of particular importance here is the reference list;

Periodicals:

- [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, Dec. 1981.

Book:

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

III. PREFERRED FORMATS

While the list of processing programs acceptable to IEEE electronic production is almost endless, there are preferred programs which, when used, enable the preservation of the greatest amounts of information. $\text{\TeX}$ and $\text{\LaTeX}$ top the list of preferences. An IEEE $\text{\LaTeX}$ style-file, *IEEEtran.sty*, is obtainable by authors who email a request to help@ep.ieee.org. The following points are important to remember when submitting electronic manuscripts (compuscripts) in $\text{\TeX}$ or $\text{\LaTeX}$.

- Please include all macros ($\backslash$ def) that are required to produce your document.
- Remember, IEEE TRANSACTIONS/JOURNAL style dictates a 21-pica (3.5-inch) column width. If mathematical phrases are produced with this in mind, they are apt to appear more aesthetically pleasing in the final version.

IV. ACCEPTABLE MEDIA

The IEEE will accept:

- any IBM-PC (or 100% compatible) disk format:
5.25"/360 k/1.2Mb — 3.5"/720 k/1.44 Mb (DS/DD, DS/HD, DS/QD etc.).
- Macintosh disk format (low and high density).
- 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).

If you are in doubt, do not hesitate to inquire using help@ep.ieee.org.

INFORMATION FOR AUTHORS

IEEE MICROWAVE AND GUIDED WAVE LETTERS is published monthly with the purpose of providing fast publication of original and significant contributions relevant to all aspects of microwave/millimeter-wave technology, with emphasis on devices, components, circuits, guided wave structures, systems and applications covering the frequency spectrum from microwave and beyond, including submillimeter-waves and infrared. Publication time will be two months from the end of the month in which it was received provided the author responds immediately to all communications. Acknowledgment letters will not be sent to the authors. Proofs will be sent, but in the interest of fast publication, there may not be time to wait for their return. Errata will be published in the next issue if sent promptly. Lengths of the letters are expected to be no longer than two printed pages.

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 × 28 cm (8½ × 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 TRANSACTIONS and JOURNAL 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.

It is the intention of the Editors that the contents of this journal shall be intelligible and interesting to nonspecialists as well as to experts in the field of the particular contribution. Accordingly, authors are earnestly requested to submit their work to the scrutiny of a colleague who is not familiar with the details of the work beforehand. Criticisms may well indicate areas in which other readers will have difficulty in understanding the author's intentions.

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 × 28 cm (8½ × 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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