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Information for Authors Submitting Manuscripts in *Electronic* Form

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 rekey in; 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.

I. 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. 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.
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- Include a flat ASCII version of the disk with the word-processed version, if possible.
- Try to adhere to the accepted *style* of the TRANSACTIONS/JOURNAL as much as possible.

II. 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 amount 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 (\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.

III. GUIDELINES FOR E-MAIL SUBMISSION

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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).

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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 notations as Fortran notation for powers of 10 (e.g., 1 E-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.

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