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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.
- Please package floppy disks in such a way as to minimize possible damage in the post.
- 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. *T_EX* and *L_AT_EX* top the list of preferences. An IEEE *L_AT_EX* 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 *T_EX* or *L_AT_EX*.

- 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

E-mail submission helps speed the production and final printing of your paper. In order to speed up the whole procedure, we now accept papers submitted by e-mail. The following set of guidelines must be followed:

- The standard software to be used is *T_EX* or *L_AT_EX*; manuscripts submitted using other software are not acceptable. When e-mailing *T_EX* or *L_AT_EX*, always remember to also e-mail any macros (*\defs*) used to create your manuscript. Instructions for obtaining an IEEE *L_AT_EX* style file can be obtained by e-mailing: help@ep.ieee.org or on the WWW at "<http://www.ieee.org/pubs/authors.html>."
- Figures and tables must be sent in Postscript or TIFF format. (Beginning in January 1998, submission of figures and tables in final, accepted manuscripts to the IEEE may be in TIFF or Postscript format.)
- Header information should accompany the transmitted files, clearly identifying the following: the name of the JOURNAL; author's name; title of the manuscript.
- The following files must be sent as separate e-mail messages in attachment with "Subject" as indicated:
 - a. the *T_EX/L_AT_EX* version of the manuscript (Subject: Manuscript-Author's name);
 - b. an individual e-mail for each figure or graph (Subject: Fig<number>-Author's name);
 - c. a copy of the electronic format of the Author Check List duly completed (Subject: ACL-Author's name.) The file can be obtained by e-mailing: help@ep.ieee.org or via the WWW.
- The transmitted file must reflect the exact content of the manuscript, including captions, abstracts, and references.
- The manuscript must be submitted by e-mail to: mgwl_sub@unipg.it This address is to be used only for manuscript submission. Any other correspondence should be addressed to the Editor at: mgwl@unipg.it
- One hard copy of all the e-mail files together with the original figures, photographs, and the signed IEEE Copyright Form must be mailed to the Editor-in-Chief of the IEEE MICROWAVE AND GUIDED WAVE LETTERS.