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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 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.

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.
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- Include a flat ASCII version of the disk with the word-processed version, if possible.
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II. GUIDELINES FOR INITIAL E-MAIL SUBMISSION

Manuscripts can be submitted via e-mail provided the following guidelines are followed.

- Manuscripts should be in one of the acceptable standard formats; at the present time, these include Microsoft Word, Postscript (PS) or PDF.
- Figures and tables can be sent in one of the following formats: PS, EPS or TIFF.
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- All of the above material should be sent by e-mail to mwcl@ieee.org.
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The following guidelines should be used for the submission of the final manuscripts in electronic version.

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- Include all macros (/def) that are required to produce your manuscript ($\text{\TeX}$ and $\text{\LaTeX}$).
- IEEE Transactions/Journal style dictates a 21-pica (3.5 inch) column width. If mathematical phrases are produced with this in mind, they are more aesthetically pleasing in the final version.
- Figures and tables must be submitted in PS, EPS or TIFF. Quality hard copies of all figures, tables or photographs must accompany the disks.
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