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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.
- 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. 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.
- The electronic version of the manuscript (as well as each figure or graph not embedded within the manuscript) should be sent as an attachment to the e-mail message.
- All of the above material should be sent by e-mail to mwcl@ieee.org.
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III. FINAL SUBMISSION FORMATS

After a manuscript has been accepted for publication, the author will be requested to provide an electronic copy of the final version, if available. TeX and LaTeX are the preferred formats for this final submission, although many other formats are also acceptable, such as Microsoft Word (PS or PDF are not acceptable for final manuscript submission). Instructions for obtaining IEEE style-files for LaTeX and Word are obtainable for authors who e-mail a request to help@ep.ieee.org and are also on the IEEE web page: <http://www.ieee.org/pubs/authors.html>.

The following guidelines should be used for the submission of the final manuscripts in electronic version.

- The header information should accompany the transmitted files, clearly identifying the name of the Journal, author's name and title of the manuscript.
- Include all macros (/def) that are required to produce your manuscript (TeX and 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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