

Preparation of Papers for the IEEE Tomsk Chapter Publications

First A. Author, *Member, IEEE*, Second B. Author, and Third
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Abstract—These instructions was compiled from the IEEE instructions and give you guidelines for preparing papers for the IEEE Tomsk Chapter publications. Use this document as a template if you are using Microsoft *Word* 6.0 or later. Otherwise, use this document as an instruction set. The electronic file of your paper may be formatted further at the Tomsk IEEE Chapter. Define all symbols used in the abstract. Do not cite references in the abstract. Do not delete the blank line immediately above the abstract; it sets the footnote at the bottom of this column.

Index Terms—About four key words or phrases in alphabetical order, separated by commas. For a list of suggested keywords, send a blank e-mail to keywords@ieee.org or visit the IEEE web site at <http://www.ieee.org/web/developers/webthes/index.htm>.

I. INTRODUCTION

This document is a template for Microsoft *Word* versions 6.0 or later. When you open SHABLON.DOC, select “Page Layout” from the “View” menu in the menu bar (View | Page Layout), which allows you to see the footnotes. Then type over sections of SHABLON.DOC or cut and paste from another document and then use markup styles. The pull-down style menu is at the left of the Formatting Toolbar at the top of your *Word* window (for example, the style at this point in the document is “Text”). Highlight a section that you want to designate with a certain style, then select the appropriate name on the style menu. The style will adjust your fonts and line spacing. **Do not change the font sizes or line spacing to**

squeeze more text into a limited number of pages. Use italics for emphasis; do not underline.

To insert images in *Word*, position the cursor at the insertion point and either use Insert | Picture | From File or copy the image to the Windows clipboard and then Edit | Paste Special | Picture (with “Float over text” unchecked).

II. PROCEDURE FOR PAPER SUBMISSION

A. Review Stage

Please check with your editor on whether to submit your manuscript by hard copy or electronically for review. If hard copy, submit photocopies such that only one column appears per page. This will give your referees plenty of room to write comments. Send the number of copies specified by your editor (typically four). If submitted electronically, find out if your editor prefers submissions on disk or as e-mail attachments.

B. Final Stage

You must send your final manuscript on a disk, which Chapter will use to prepare your paper for publication. You may use *Zip* or CD-ROM disks for large files, or compress files using *Rar*, *Pkzip*, or *Arj*. Also send a sheet of paper with complete contact information for all authors. Include full mailing addresses, telephone numbers, fax numbers, and e-mail addresses. In addition, designate one author as the “corresponding author.” This is the author to whom proofs of the paper will be sent. Proofs are sent to the corresponding author only.

C. Figures

All tables and figures will be processed as images. **However, IEEE Chapter cannot extract the tables and figures embedded in your document.** (The figures and tables you insert in your document are only to help you gauge the size of your paper, for the convenience of the referees, and to make it easy for you to distribute preprints.)

D. Electronic Image Files

You must prepare electronic image files.

1) *Easiest Way*: If you have a scanner, the best and quickest way to prepare noncolor figure files is to print your tables and figures on paper exactly as you want them to appear, scan them, and then save them to a file in BMP or GIF formats.

2) *Slightly Harder Way*: Using a scanner as above, save the images in TIFF format. High-contrast line figures and tables should be prepared with

600 dpi resolution and saved with no compression, 1 bit per pixel (monochrome). To obtain a 3.45-in figure (one-column width) at 600 dpi, the figure requires a horizontal size of 2070 pixels.

Photographs and grayscale figures should be prepared with 220 dpi resolution and saved with no compression, 8 bits per pixel (grayscale). To obtain a 3.45-in figure (one-column width) at 220 dpi, the figure should have a horizontal size of 759 pixels.

3) *Other Ways*: Experienced computer users can convert figures and tables from their original format to TIFF. Some useful image converters are Adobe *Photoshop*, Corel *Draw*, Microsoft *Photo Editor* etc., an application that is part of Microsoft *Office*.



Fig. 1. Lenin as a function of applied field. Note that “Fig.” is abbreviated. There is a period after the figure number, followed by two spaces. It is good practice to explain the significance of the figure in the caption.

TABLE I
UNITS FOR MAGNETIC PROPERTIES

Symb ol	Quantity	Conversion from Gaussian and CGS EMU to SI ^a
Φ	magnetic flux	1 Mx $\rightarrow 10^{-8}$ Wb = 10^{-8} V·s
B	magnetic flux density, magnetic induction	1 G $\rightarrow 10^{-4}$ T = 10^{-4} Wb/m ²
H	magnetic field strength	1 Oe $\rightarrow 10^3/(4\pi)$ A/m

m	magnetic moment	1 erg/G = 1 emu $\rightarrow 10^{-3}$ A·m ² = 10^{-3} J/T
M	magnetization	1 erg/(G·cm ³) = 1 emu/cm ³ $\rightarrow 10^3$ A/m
$4\pi M$	magnetization	1 G $\rightarrow 10^3/(4\pi)$ A/m
σ	specific magnetization	1 erg/(G·g) = 1 emu/g $\rightarrow 1$ A·m ² /kg
j	magnetic dipole moment	1 erg/G = 1 emu $\rightarrow 4\pi \times 10^{-10}$ Wb·m
J	magnetic polarization	1 erg/(G·cm ³) = 1 emu/cm ³ $\rightarrow 4\pi \times 10^{-4}$ T
χ, κ	susceptibility	1 $\rightarrow 4\pi$
χ_p	mass susceptibility	1 cm ³ /g $\rightarrow 4\pi \times 10^{-3}$ m ³ /kg
μ	permeability	1 $\rightarrow 4\pi \times 10^{-7}$ H/m = $4\pi \times 10^{-7}$ Wb/(A·m)
μ_r	relative permeability	$\mu \rightarrow \mu_r$
w, W	energy density	1 erg/cm ³ $\rightarrow 10^{-1}$ J/m ³
N, D	demagnetizing factor	1 $\rightarrow 1/(4\pi)$

No vertical lines in table. Statements that serve as captions for the entire table do not need footnote letters.

^aGaussian units are the same as cgs emu for magnetostatics; Mx = maxwell, G = gauss, Oe = oersted; Wb = weber, V = volt, s = second, T = tesla, m = meter, A = ampere, J = joule, kg = kilogram, H = henry.

No matter how you convert your images, it is a good idea to print the TIFF files to make sure nothing was lost in the conversion.

If you modify this document for use with other IEEE journals or conferences, you should save it as type “Word 97-2000 & 6.0/95 - RTF (*.doc)” so that it can be opened by any version of *Word*.

E. Copyright Form

An IEEE copyright form should accompany your final submission. You can get a .pdf, .html, or .doc version at <http://www.ieee.org/copyright> or from the first issues in each volume of the IEEE TRANSACTIONS and JOURNALS. Authors are responsible for obtaining any security clearances.

III. MATH

If you are using *Word*, use either the Microsoft Equation Editor or the

MathType add-on (<http://www.mathtype.com>) for equations in your paper (Insert | Object | Create New | Microsoft Equation *or* MathType Equation). “Float over text” should *not* be selected.

IV. UNITS

Use either SI (MKS) as primary units. SI units are strongly encouraged. English units may be used as secondary units (in parentheses). **This applies to papers in data storage.** For example, write “15 Gb/cm².” An exception is when English units are used as identifiers in trade, such as “3½ in disk drive.” Avoid combining SI units, such as current in amperes and magnetic field in oersteds. This often leads to confusion because equations do not balance dimensionally. If you must use mixed units, clearly state the units for each quantity in an equation.

The SI unit for magnetic field strength H is A/m. However, if you wish to use units of T, either refer to magnetic flux density B or magnetic field strength symbolized as $\mu_0 H$. Use the center dot to separate compound units, e.g., “A·m².”

V. HELPFUL HINTS

A. Figures and Tables

Large figures and tables may span both columns. Place figure captions below the figures; place table titles above the tables. If your figure has two parts, include the labels “(a)” and “(b)” as part of the artwork. Please verify that the figures and tables you mention in the text actually exist. **Please do not include captions as part of the figures. Do not put captions in “text boxes” linked to the figures. Do not put borders around the outside of your figures.** Use the abbreviation “Fig.” even at the beginning of a sentence. Do not abbreviate “Table.” Tables are numbered with Roman numerals.

Color printing of figures is not available. **Do not use color unless it is necessary for the proper interpretation of your figures.**

Figure axis labels are often a source of confusion. Use words rather than symbols. As an example, write the quantity “Magnetization,” or “Magnetization M ,” not just “ M .” Put units in parentheses. Do not label axes only with units. As in Fig. 1, for example, write “Magnetization (A/m)” or “Magnetization (A·m⁻¹),” not just “A/m.” Do not label axes with a ratio of quantities and units. For example, write “Temperature (K),” not “Temperature/K.”

Multipliers can be especially confusing. Write “Magnetization (kA/m)” or “Magnetization (10³ A/m).” Do not write “Magnetization (A/m) × 1000”

because the reader would not know whether the top axis label in Fig. 1 meant 16000 A/m or 0.016 A/m. Figure labels should be legible, approximately 8 to 12 point type.

B. References

Number citations consecutively in square brackets [1]. The sentence punctuation follows the brackets [2]. Multiple references [2], [3] are each numbered with separate brackets [1]–[3]. When citing a section in a book, please give the relevant page numbers [2]. In sentences, refer simply to the reference number, as in [3]. Do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] shows” Unfortunately the IEEE document translator cannot handle automatic endnotes in *Word*; therefore, type the reference list at the end of the paper using the “References” style.

Number footnotes separately in superscripts (Insert | Footnote).¹ Place the actual footnote at the bottom of the column in which it is cited; do not put footnotes in the reference list (endnotes). Use letters for table footnotes (see Table I).

Please note that the references at the end of this document are in the preferred referencing style. Give all authors’ names; do not use “*et al.*” unless there are six authors or more. Use a space after authors’ initials. Papers that have not been published should be cited as “unpublished” [4]. Papers that have been submitted or accepted for publication should be cited as “submitted for publication” [5]. Please give affiliations and addresses for personal communications [6].

Capitalize only the first word in a paper title, except for proper nouns and element symbols. If you are short of space, you may omit paper titles. However, paper titles are helpful to your readers and are strongly recommended. For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [7].

C. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations such as IEEE, CPSU, ac, and dc do not have to be defined. Abbreviations that incorporate periods should not have spaces: write “C.N.R.S.,” not “C. N. R. S.” Do not use abbreviations in the title unless they are unavoidable (for example, “IEEE” in the title of this article).

¹It is recommended that footnotes be avoided (except for the unnumbered footnote with the receipt date on the first page). Instead, try to integrate the footnote information into the text.

D. Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). First use the equation editor to create the equation. Then select the “Equation” markup style. Press the tab key and write the equation number in parentheses. To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents. Use parentheses to avoid ambiguities in denominators. Punctuate equations when they are part of a sentence, as in

$$\int_0^{r_2} F(r, \varphi) dr d\varphi = [\sigma r_2 / (2\mu_0)] \cdot \int_0^\infty \exp(-\lambda |z_j - z_i|) \lambda^{-1} J_1(\lambda r_2) J_0(\lambda r_i) d\lambda . \quad (1)$$

¹It is recommended that footnotes be avoided (except for the unnumbered footnote with the receipt date on the first page). Instead, try to integrate the footnote information into the text.

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Italicize symbols (*T* might refer to temperature, but *T* is the unit tesla). Refer to “(1),” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is”

E. Other Recommendations

Use one space after periods and colons. Hyphenate complex modifiers: “zero-field-cooled magnetization.” Avoid dangling participles, such as, “Using (1), the potential was calculated.” [It is not clear who or what used (1).] Write instead, “The potential was calculated by using (1),” or “Using (1), we calculated the potential.”

Use a zero before decimal points: “0.25,” not “.25.” Use “cm³,” not “cc.” Indicate sample dimensions as “0.1 cm × 0.2 cm,” not “0.1 × 0.2 cm².” The abbreviation for “seconds” is “s,” not “sec.” Do not mix complete spellings and abbreviations of units: use “Wb/m²” or “webers per square meter,” not “webers/m².” When expressing a range of values, write “7 to 9” or “7-9,” not “7~9.”

A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.) In American English, periods and commas are within quotation marks, like “this period.” Other punctuation is “outside”! Avoid contractions; for example, write “do not” instead of “don’t.” The serial comma is preferred: “A, B, and C” instead of “A, B and C.”

If you wish, you may write in the first person singular or plural and use the active voice (“I observed that ...” or “We observed that ...” instead of “It

was observed that ...”). Remember to check spelling. If your native language is not English, please get a native English-speaking colleague to proofread your paper.

VI. SOME COMMON MISTAKES

The word “data” is plural, not singular. The subscript for the permeability of vacuum μ_0 is zero, not a lowercase letter “o.” The term for residual magnetization is “remanence”; the adjective is “remanent”; do not write “remnance” or “remnant.” Use the word “micrometer” instead of “micron.” A graph within a graph is an “inset,” not an “insert.” The word “alternatively” is preferred to the word “alternately” (unless you really mean something that alternates). Use the word “whereas” instead of “while” (unless you are referring to simultaneous events). Do not use the word “essentially” to mean “approximately” or “effectively.” Do not use the word “issue” as a euphemism for “problem.” When compositions are not specified, separate chemical symbols by en-dashes; for example, “NiMn” indicates the intermetallic compound Ni_{0.5}Mn_{0.5} whereas “Ni–Mn” indicates an alloy of some composition Ni_xMn_{1-x}.

Be aware of the different meanings of the homophones “affect” (usually a verb) and “effect” (usually a noun), “complement” and “compliment,” “discreet” and “discrete,” “principal” (e.g., “principal investigator”) and “principle” (e.g., “principle of measurement”). Do not confuse “imply” and “infer.”

Prefixes such as “non,” “sub,” “micro,” “multi,” and “ultra” are not independent words; they should be joined to the words they modify, usually without a hyphen. There is no period after the “et” in the Latin abbreviation “*et al.*” (it is also italicized). The abbreviation “i.e.,” means “that is,” and the abbreviation “e.g.,” means “for example” (these abbreviations are not italicized).

An excellent style manual and source of information for science writers is [8]. A general IEEE style guide, *Information for Authors*, is available at <http://www.ieee.org/organizations/pubs/transactions/information.htm>

VII. EDITORIAL POLICY

Submission of a manuscript is not required for participation in a conference. Do not submit a reworked version of a paper you have submitted or published elsewhere. Do not publish “preliminary” data or results. The submitting author is responsible for obtaining agreement of all coauthors and any consent required from sponsors before submitting a paper.

VIII. PUBLICATION PRINCIPLES

Authors should consider the following points:

- 1) Technical papers submitted for publication must advance the state of knowledge and must cite relevant prior work.
- 2) The length of a submitted paper should be commensurate with the importance, or appropriate to the complexity, of the work. For example, an obvious extension of previously published work might not be appropriate for publication or might be adequately treated in just a few pages.
- 3) Authors must convince both peer reviewers and the editors of the scientific and technical merit of a paper; the standards of proof are higher when extraordinary or unexpected results are reported.
- 4) Because replication is required for scientific progress, papers submitted for publication must provide sufficient information to allow readers to perform similar experiments or calculations and use the reported results. Although not everything need be disclosed, a paper must contain new, useable, and fully described information. For example, a specimen's chemical composition need not be reported if the main purpose of a paper is to introduce a new measurement technique. Authors should expect to be challenged by reviewers if the results are not supported by adequate data and critical details.
- 5) Papers that describe ongoing work or announce the latest technical achievement, which are suitable for presentation at a professional conference, may not be appropriate for publication.

IX. CONCLUSION

Although a conclusion may review the main points of the paper, do not replicate the abstract as the conclusion. A conclusion might elaborate on the importance of the work or suggest applications and extensions.

APPENDIX

Appendixes, if needed, appear before the acknowledgment.

ACKNOWLEDGMENT

The preferred spelling of the word “acknowledgment” in American English is without an “e” after the “g.” Use the singular heading even if you have many acknowledgments. Avoid expressions such as “One of us (S.B.A.) would like to thank” Instead, write “F. A. Author thanks” **Sponsor and financial support acknowledgments are placed in the unnumbered footnote on the first page.**

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The second paragraph uses the pronoun of the person (he or she) and not the author's last name. It lists military and work experience, including summer and fellowship jobs. Job titles are capitalized. The current job must have a location; previous positions may be listed without one. Information concerning previous publications may be included. Try not to list more than three books or published articles. The format for listing publishers of a book within the biography is: title of book (city, state: publisher name, year) similar to a reference. Current and previous research interests ends the paragraph.

The third paragraph begins with the author's title and last name (e.g., Dr. Smith, Prof. Jones, Mr. Kajor, Ms. Hunter). List any memberships in professional societies other than the IEEE. Finally, list any awards and work for IEEE committees and publications. If a photograph is provided, the biography will be intended around it. The photograph is placed at the top left of the biography. Personal hobbies will be deleted from the biography.