

What is a Conference Proceedings

The purpose of this document is to provide conferences organizers with a definition of a conference proceedings and what makes up its parts. Often this is the first experience that a Conference or Publications Chair has in the world of publishing. These guidelines will assist in the planning, organizing, and assembling of a proceedings as well as providing a common identity to the IEEE body of conference literature.

A conference proceedings or record is a collection of manuscripts representing the presentations given at a conference. These presentations represent current cutting edge original work published in full text or abbreviated form. Both the conference and presentations are known by many different terms. A conference for our purposes is an event or gathering sponsored at least in part by some entity of the IEEE where technical information is exchanged and discussed. This information is published in print and electronic form. The event may be called a conference, symposium, meeting, workshop, etc. The primary items published are called manuscripts, papers, digests, extended abstracts, etc. There are also other items, which make up the proceedings. These are defined in the item types. The conference proceedings minimally contains the following items

- Front Cover
- Title page
- Copyright page
- Table of contents
- Technical papers
- Author Index
- Back Cover

These need to be sent to IEEE Xplore as a unit in pdf form.

Numbering

The technical papers should be paginated in consecutive Arabic numbers; typically the first paper begins with Arabic number 1. Odd numbered pages should be on the right side and even numbered pages on the left. The numbering may also begin with the title page as page number 1 and consecutively numbered after that even if the page number is not printed on some pages. Alternatively the items that make up the front matter of the proceedings (Title page, Copyright page, Table of Contents, etc.) may be numbered in lower case Roman numerals. Page numbers should be centered at the bottom of the page below the text. A Copyright Clearance Center Code must appear on the bottom first page of each paper. This code will be supplied in the Letter of Acquisition (LoA) that is sent to the Conference Organizer by the Acquisitions Administrator of the IEEE Technical Activities Department.

Front Cover

The cover must contain the proper title of the Conference Proceedings as provided by the IEEE in the Letter of Acquisition. The design of the cover should present the title before any other text. It should be clear, easily readable, and not confused with other typography or design. The front cover may contain such additional information as the conference or event name, location, dates, sponsors, themes, logos, and editors.

Title Page

The title page is always defined as the first right-hand page after the cover. It is similar but usually simpler in design than the cover. It must contain the proper title of the Conference Proceedings as provided by the IEEE in the Letter of Acquisition before any other text. The title page may additionally contain such information as the conference or event name, location, dates, sponsors, themes, logos, and editors.

Copyright Page

The copyright page follows the title page and is always defined as the first left-hand page. It must contain the following information obtained from the Letter of Acquisition

Title

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IEEE copyright information paragraph

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Library of Congress Number

Information about how to order the publication, for example

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USA

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Table of Contents

The table of contents lists the technical paper titles, author names, and page numbers of those items in the proceedings. It may also include listings from any nontechnical pages in the conference, such as, session titles, technical content areas, print volume breakdown, author affiliations, as well as other items contained before or after the technical content which is also called the front matter or back matter, respectively.

Breaker Pages (optional)

A breaker page is a right-hand page inserted to separate sessions or technical content. Typically there is heading text listing the session or content that follows. The next left-hand page may or may not be blank. The breaker pages are included in the pagination sequence, although they typically do not carry page numbers.

Author Index

The author index is an alphabetical listing by family name of all the authors of the technical papers along with the starting page number(s) of their paper(s). This index appears at the back of each volume, but carries folios only in the final volume when it continues the pagination sequence of the item immediately preceding it.

Back Cover

Usually the back cover is blank or does not contain information. When it does contain information this should be sent to Xplore, otherwise it may be omitted.

Additional Information

Thus far we have dealt with the very basic or minimum parts that make up a conference proceedings. There are many other optional areas, please refer to the area listing "Pubtypes." Most often these items appear before the technical papers: this general area is known as the front matter. Items may appear after the technical papers usually after the final author index: this general area is known as back matter. Technical papers may be known by a number of different naming conventions such as Poster Paper, Invited Paper, Keynote Address, Tutorial, etc.

Sample Front Matter

Items that may appear in the beginning pages of a conference proceedings may include the following: preface, introduction, editorial, committees, sponsors, dedication, etc.

Sample Back Matter

Items that may appear at the end of a conference proceedings may include subject index, call for papers of a future conference, conference attendee list, photographs of the conference highlights, etc.