IEEE PACKING LIST SPECIFICATION
FOR
CONFERENCE PROCEEDINGS

VERSION 1.0

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IEEE CONTENT ENGINEERING

DOCUMENT STATUS RECORD

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21 Jan 2002	Final	1.0	Initial release
22 Oct 2001	Draft		Release for review

REFERENCES
IEEE Publication Types for Conference Proceedings; version 1.0
IEEE Requirements for PDF Documents; version 2.2

1   Introduction

This specification describes the requirements for delivering electronic files for printed conference proceedings to IEEE. Electronic files delivered to IEEE are used for many purposes including processing a conference proceeding for IEEE Xplore and for archival purposes. To accomplish this each delivery must be accompanied by a packing list. This specification describes the structure of a packing list and the arrangement of the files in the submission. The packing list is designed so that it can be easily created.

2   The Packing List

The packing list describes the printed conference proceedings from cover to cover. This description includes cover page, title page, copyright page, table of contents, research articles, messages from the program chair, breaker pages, seminar schedules, etc. Each item in the packing list must be provided as a distilled PDF file. For information regarding the requirements for PDF files please see "*IEEE Requirements for PDF Documents*; version 2.2."

The packing list is a text file consisting of two sections. The first section contains information about the conference proceedings ("Proceedings Information"). The second section contains information about each item[1] in the conference proceedings ("Item Information"). Item Information is required for each item in the conference proceedings. The information corresponding to a single item is called an Item Information Record.

The structure of a packing list lends itself to being created using a spreadsheet such as Excel. By entering the fields in the order described in sections 2.2.2 and 2.2.3 into a spreadsheet, and then saving the spreadsheet as a (tab-delimited) text file a packing list can be easily created by a content provider.

2.1   Naming the Packing List

The file name of each packing list is of the form "*ISBN.n*.packinglist.txt", where *ISBN* is the ISBN of the conference proceedings and *n* is a sequential number assigned by the submitter of the conference proceedings. This sequential number is an Arabic numeral (e.g., 1, 2, 3, etc.). For example, a properly named packing list would be 0-7803-5747-7.1.packinglist.txt.

2.2   Packing List Details

The next four sections describe the minimal PDF file naming conventions (section 2.2.1), the data required for the Proceedings Information section (section 2.2.2), the data required for the Item Information section (section 2.2.3) of the packing list, and the delivery requirements (section 2.2.4).

2.2.1   PDF File Naming Conventions

All PDF files must have the file extension "pdf". Other than this one requirement there are no specific requirements regarding the naming or organization of the PDF files.

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[1] Please refer to the document "*IEEE Publication Types for Conference Proceedings*; version 1.0" for a list of the various items in a conference proceedings.

2.2.2   Proceedings Information

The table below shows each field in the Proceedings Information section, its definition, and an example. Each field is required and must appear exactly once. The fields must appear in the order given in the table with each field on its own line.

Field Name	Definition	Example
Submitter's Name	The name of the person responsible for answering questions or resolving problems with the delivery.	Bob Smith
Submitter's Email Address	The email address of the submitter given above.	b.smith@ieee.org
Submitter's Phone Number	The phone number, including country code, city code, and area code, of the submitter given above.	+1 732 5555 8234
Conference Proceedings Title	The official name of the conference as recognized by IEEE.	2000 5th International Conference on Signal Processing
Conference Location	The geographical location where the conference is held.	Beijing, China
Conference Meeting Dates	The date(s) when the conference is held.	21-25 August 2000
ISBN	The International Standard Book Number of the print version of the conference proceedings.	0-7803-5747-7

2.2.3   Item Information and Item Information Records

The table below shows each field in an Item Information Record, its definition, and an example. Each field in an Item Information Record is required, must appear exactly once, and appear in the order given in the table. An Item Information Record is tab-delimited and the record ends in a hard return[2]. There must be an Item Information Record for each item in the conference proceedings.

Field Name	Definition	Example
PDF File Name	The name to the PDF file including the extension.	smith.pdf
Distilled PDF	This is a yes or no field. If the PDF file is distilled then the value is "Y". If the PDF file is created from scans of each page the value is "N". Otherwise the value is "N".	Y
Volume Number	The volume or part number that the PDF file appears in the printed conference proceedings. Even if a conference proceedings is published in	2

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[2] This occurs automatically when the packing list is saved as text in Excel.

Field Name	Definition	Example
	a single volume the field must still have a value.	
Sequential Order Number[1]	In order to process a conference proceedings the order of the items in the book must be known. The Sequential Order Number identifies each item's position in the book. This enumeration includes all items in the conference proceedings starting with the front cover and ending with the back cover. The sequential order number is an Arabic numeral.	5
NOTE: [1]Items can be entered in the packing list in any order. However, each item must have a properly assigned Sequential Order Number.		

2.2.4   Delivery of the PDF files and the Packing List
The PDF files may be delivered either on CD or via FTP. In either case, the packing list must be located in the top-level folder or root directory of the delivery.

2.2.5   Examples
Appendix A at the end of this document contains an annotated packing list that shows an example of a packing list for conference proceedings.

Appendix A
Packing List Example

This Appendix contains an example of a packing list.

Sample Packing List

```
BobSmith
bsmith@ieee.org
+1 732-555-0060
2000 IEEE International Conference on Systems, Man, and
Cybernetics
Sheraton Hotel, Nashville, Tennessee, USA
8-11 November 2000
0-7893-6583-6
cover1.pdfN         1    1
titlepg.pdf    Y    1    2
copyright.pdf  Y    1    3
toc.pdf    Y    1    4
qili.pdf       Y    1    5
steer.pdf      Y    1    6
authind.pdf    Y    1    19
cover4.pdf     N    1    20
barnd.pdf      Y    1    9
bosi.pdf       N    1    11
smith.pdf      N    1    13
edler.pdf      Y    1    10
zhang.pdf      Y    1    12
schedule.pdf   Y    1    7
smith.pdf      Y    1    14
lopez.pdf      Y    1    14
student1.pdf   Y    1    16
student2.pdf   Y    1    18
sun.pdf    Y    1    17
key1.pdf       Y    1    8
```

Annotated Packing List

In the example annotated packing list:

- Text in `Courier` represents the actual text of the packing list.
- Text appearing in **BOLD** represents explanatory comments. These comments do not appear in the actual packing list.
- The text **<TAB>** means that the entry is empty and that no value other than the tab appears in an actual packing list.
- The text **<CR>** represents a hard return (e.g., pressing Enter or Return on the keyboard).

For clarity the Item Information Records (a single line) are shown as a table. Each column heading represents a field in the Item Information Record. In an actual packing list a single tab separates the fields in an Item Information Record. Each row in the table, an Item Information Record, ends with a **<CR>** in an actual packing list.

<div align="center">

Annotated Packing List

</div>

`Bob Smith`**<CR>   Submitter's Name**
`bsmith@ieee.org`**<CR>   Submitter's Email Address**
`+1 732-555-0060`**<CR>   Submitter's Phone Number**
`2000 IEEE International Conference on Systems, Man, and Cybernetics`**<CR>   Conference Proceedings Title**
`Sheraton Hotel, Nashville, Tennessee, USA`**<CR>   Conference Location**
`8-11 November 2000`**<CR>   Conference Meeting Dates**
`0-7893-6583-6`**<CR>   ISBN**

PDF File Name	Distilled PDF	Volume Number	Sequential Order Number
cover1.pdf	N	1	1
titlepg.pdf	Y	1	2
copyright.pdf	Y	1	3
toc.pdf	Y	1	4
qili.pdf	Y	1	5
steer.pdf	Y	1	6
authind.pdf	Y	1	19
cover4.pdf	N	1	20
barnd.pdf	Y	1	9
bosi.pdf	N	1	11
smith.pdf	N	1	13
edler.pdf	Y	1	10
zhang.pdf	Y	1	12
schedule.pdf	Y	1	7
smith.pdf	Y	1	14
lopez.pdf	Y	1	14
student1.pdf	Y	1	16
student2.pdf	Y	1	18
sun.pdf	Y	1	17
key1.pdf	Y	1	8