IEEE International Carnahan Conference on Security Technology Guidelines for Style of Papers for Publishing

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Abstract - This is an overview for preparing papers for the IEEE International Carnahan Conference on Security Technology (ICCST). It defines a recommended format style for ICCST papers for publication in the ICCST Conference Proceedings. In general this format also complies with the style requirements for the IEEE (Institute of Electrical and Electronic Engineers), however, the IEEE style guide takes precedence over this style guide. Information regarding text style, margins, headings, abbreviations, figures, tables, etc. is included. Note that the layout, margins, and style of this paper follow the requirements described in this paper.

Index Terms — ICCST paper format, style guide

I. INTRODUCTION

In general, ICCST conference papers are created using word processing programs such as Microsoft Word. This paper provides general overview for authors preparing papers. Papers must be formatted in the style described and shown in this document. Papers must be submitted in final form and in "pdf" format. IEEE *PDF eXpress* is a free service provided for this purpose and can be found at **http://www.pdf-express.com**. Papers and / or figures are not accepted on disk for publication. Final papers in .pdf format are to be transmitted to the conference organizing committee in accordance with the committee instructions. Paper length, including appendix, cannot be more than 10 pages in length, when produced in the format described below.

II. STYLE FOR ICCST CONFERENCE PAPERS

A. Organization

A ICCST paper generally consists of nine major sections. These are as follows, and should *always* appear in this order: 1) title; 2) author information; 3) abstract; 4) index terms; 5) introduction; 6) body; 7) conclusion; 8) references; and 9) vita. This order should be altered only if the author chooses to use the following additional parts: 10) nomenclature (glossary of symbols); 11) acknowledgment; 12) appendices. The conclusion must *always* follow the body of the paper and the references must *always* be the *last* part of the paper. The vita is always at the very end of the document, following all other sections. The requirements of style and content for each of these parts are discussed next. The order of discussion for the various possible parts of a paper should be as they appear in this paper.

1) *Title*: The title should indicate the subject of the paper as clearly and succinctly as possible. It is typed in bold all capital letters at the top and center of the paper on the first page.

2) *Author Information*: The name of each author should include a full first name and last name; use of middle names and / or initials is optional. Each author's IEEE membership grade (where applicable), should appear under his or her name. These parts of the author information should be typed in upper and lower case letters as shown. Finally each author's business affiliation and mailing address, complete with post office box number, zip code, and country, are required; this information should be typed below each author's name (and IEEE membership grade, where applicable) in upper and lower case letters.

3) *Abstract*: The abstract is a very important part of the paper. It is used for library purposes and may appear by itself in an abstract journal and / or be stored in a database. Its contents will determine how and where those who compile the annual indexes of the literature reference it. It should therefore be written with extreme care.

The abstract is a concise, one-paragraph collection of statements that describes the most significant ideas, procedures, and / or results of the paper. It typically contains 125 - 200 words, but is never longer than necessary and never explores concepts beyond those actually described in the paper. A satisfactory abstract will briefly answer these questions. 1) What is the problem being discussed, and what is the scope of its treatment? 2) What is the author's unique approach or important contributions; and is it primary information, a review, or tutorial in nature? 3) What is the principal result or typical application?

The abstract does not serve as an introduction, nor does it contain acronyms, abbreviations, footnotes, tables, figures, or references. It is indented, then identified by the italicized word "Abstract," followed by a dash, which is immediately followed by the text of the abstract, as shown above. The writing style is confined to the passive voice; for example, instead of "We measured the results of the test," the author should write: "The results of the test were measured."

4) *Index Terms*: Not more than 8 index terms should be on this line, under the Abstract, and on the same line as the heading 'index terms'. These should be selected to entice the data base searcher to look further into this paper. The index terms may be a mixture of phrase(s) and words, with each phrase and separate word separated from the others by a comma.

5) *Introduction:* The introduction prepares the reader for the body of the paper by giving historical and / or background information and by serving as a guide to the author's approach to, and organization of, the material. The introduction should not be a repetition of the abstract and, unlike the abstract, may be as long as is necessary.

The introduction will serve as the first major part of text, and is therefore the first section of the paper to be enumerated, when and if the author chooses to use an enumerated headings system (See Section B, "Style for Headings").

6) *Body*: The body of the paper contains the primary message of the paper in detail. Its purpose is to communicate information efficiently and effectively to the reader. Frequent guideposts are essential for non-specialists who want to understand the general nature and significance of the work, and even workers in the same field appreciate clear indications of the line of thought being followed. Therefore the body of the paper should be broken down into specialized sections that are identifiable by the use of an orderly headings system (see Section B).

In any breakdown of the body into several sections, the author's significant contribution should be the subject of the longest section; the supporting or peripheral material should be condensed in shorter sections. This gives proper emphasis to the main subject of the paper and yields a high information density in the overall structure.

7) *Conclusion*: The conclusion should be a clearly stated finish to the paper and should cover the following issues. What is shown by this work and what is its significance? What are the limitations and advantages of the information? Where applicable, the following points should also be included: applications of the results and recommendations for further work.

8) *Nomenclature*: The nomenclature consists of the symbols and meanings of those symbols used in the paper. The symbols are indented from the left margin; separated from their definitions by space only with the first letter of the definition capitalized and the remainder lower case. Each definition is ended with a period; and no articles (introductory words such as "the" or "a") precede the definition. An example follows.

NOMENCLATURE EXAMPLE

E_i Initial energy (J).
M_0 Initial drop mass (kg).
M_1 Residual drop mass (kg).

9) *Appendices:* Mathematical details that are ancillary to the main discussion of the paper, such as many derivations and proofs are among the items to be placed in the appendices. Other items that bear on or support the topic as developed by the author may also be included in the appendices.

10) *Acknowledgement:* If the paper deals with prior work by other author(s), and / or others have made important contributions to the paper, this fact should be clearly stated in the acknowledgement section. If contributions by others are a substantial portion of the paper, consideration should be given to their inclusion as coauthors.

Acknowledgement of financial support (e.g., grants or government contracts) should appear as a footnote to the title or to the introduction of the paper. However, in no case should it appear in the abstract. Footnotes should be avoided as far as possible by integrating the information into the text.

11) *References:*   Reference information must be complete. Titles of papers must be given, as well as beginning and ending page numbers, where appropriate. Normally, references should be commonly available publications.

12*) Vita*:   The vita (a short biographical or auto-biographical account) should provide background information about the author(s) and would typically include current employment and other activities items related to the paper such as previous papers, activities within IEEE and other standards organizations, licenses and similar information. The biography should be limited to about 75-100 words per author. The biography should not include a photograph.

B.   Style for Headings

An organized headings system serves to divide the body of the paper into clearly marked sections that help the reader locate areas and items of the paper that interest him or her. They also help the author to develop his or her topic in an orderly manner, with the focus of each division of the paper indicated by its heading. The following will describe and give examples of the proper style for headings.

1) Primary Heading: A primary heading is separated from the text that follows by one full line of space, is centered above that text, and is all capital letters. When enumerated (author's option), the primary heading is assigned a roman numeral followed by a period. Note: Once an author begins enumeration of the headings, he or she must continue the enumerated headings style throughout his or her paper (in the manner described in this section). An example of a primary heading follows.

I.   PRIMARY HEADING EXAMPLE

2) Secondary Heading: A secondary heading is separated from the text that follows by one line of space. It is flush with the left margin, with initial letters of all words capitalized; the rest are lower case. Enumeration of the secondary heading is in capital letters followed by a period. The entire secondary heading is underlined or italicized. An example of a secondary heading follows.

A.   Secondary Heading: An Example

3) Tertiary Heading: A tertiary heading is the same as a secondary heading, except that the heading is not separated from the text; it is joined to it by a colon. The tertiary heading is enumerated using Arabic numerals and a closing parenthesis. It is indented once and underlined or italicized. An example follows.

1) *Tertiary Heading*: This is an example.

4) Quaternary Heading: A quaternary heading is styled the same as a tertiary heading, except for the following. It is indented twice; only the first word of the heading is capitalized; and it is enumerated using lower case letters followed by a closing parenthesis. An example follows.

a) *Quaternary heading*: This is an example.

C. Style for Figure and Tables

The following are the criteria the author should use in preparing figures and tables for a ICCST technical paper. References to reduction are of concern mainly to those authors using the old model-paper format but authors of papers using the non-reduced PC-generated paper format should heed the intentions of these instructions nonetheless.

1. Page space is costly. All unessential figures and tables should be eliminated. The author should com-bine the information of different tables and / or figures whenever and wherever it is practical and possible.

2. All figures and tables should be numbered con-secutively and should be mentioned in the text in the order of their appearance.

3. Figure captions should be centered neatly below their respective figures. Both in the text of the paper and in the caption, the figure should be identified by an Arabic numeral and the word "figure" abbreviated. For example: Fig. 1 (plural is "Figs."). Parts of the figure should always be labeled and referred to using lowercase letters enclosed in parentheses. For example, in text: Fig. 2(a); in captions: Fig. 2. (leave a space here) (a) Measurement for phase-controlled rectifier.

4. Table captions are bi-level in nature and are centered above the double lines used to separate the caption from the body of the table. The top line of the caption should be in all capital letters and should identify only the number of the table using a Roman numeral. For example: TABLE I. The lines of the second caption should be centered below the top caption in all capital letters. This second caption should describe briefly the information of the table. For example:

   TYPE SIZES FOR CAMERA-READY PAPERS.

   Note: Both figure and table captions should use as few words as possible.

   Tables are typically inserted into the text of the paper, as long as they are simple and brief. Longer, bigger, or more complicated tables may be separated from the text. **Table I** is an example of a table that also provides information on the size of fonts.

5. All lettering used on or in figures and tables should be large enough to be visible, especially in formats resulting in a final, reduced size. This final size should never be less than 3/64 in (1.2 mm) high.

6. The size of the lettering used for figures and tables should be kept uniform throughout the paper.

7. Photographs and photographic prints are acceptable, but should preferably be black and white, and must be positive; negatives are not acceptable.

TABLE I
TYPE SIZES FOR CAMERA-READY PAPERS

Type size (pts.)	Appearance		
	Regular	Bold	Italic
8	Table captions, [a] table superscripts		
9	Section titles, [a] references, tables, table names, [a] first letters in table captions, [a] figure captions, footnotes, text subscripts and superscripts		Reference publication name
9	main text, Authors' affiliations, equations, first letters in section titles	Abstract	Subheadings
10	Authors' names		
14		Paper title [a]	

[a] Uppercase.

8. Graph-type figures should show only the major co-ordinate lines; and the author should use short "ticks" that extend but a short distance from the axes, for convenience in reading intermediate values. Two or more simple graphs having the same scale often may be combined to save space and increase effectiveness.

D. Style for Mathematical Notations and Equations

Handwriting of all letters and symbols that can be typed should be avoided; but if necessary, hand-lettering must be done neatly in black India ink. To prevent errors by readers, subscripts, superscripts, Greek letters, and other symbols should be identified very clearly, with explanations included wherever ambiguity may arise. The following are examples of terms that often are confusing.

1. Capital and lower-case letters, when used as symbols.
2. Zero and the letter "o".
3. The small letter "l," the numeral one, and the prime sign.
4. The letters "k" and kappa; "u" and mu; "v" and nu; and "n" and eta.

Vectors and matrices should be in boldface type, if available to the author. Symbols, markings, and / or lines (except underlining) below letters should be avoided. A new symbol for a complicated expression that will be repeated often should be introduced in the text. Care should be taken in the use of solid (slants), vertical bars, radical signs, parentheses, and brackets to avoid ambiguities in equations. The author should adhere to the conventional order of brackets: $\{[( )]\}$.

When fractions are typed on one line, ambiguities often arise. For example, 1/2 r may mean 1/2(r) or (1/2)r. The author should use the devices at his or her disposal to ensure that the meaning is not misconstrued.

To facilitate the reading of numbers and to eliminate confusion arising from different uses of the comma and the period in different countries, IEEE editorial practice is to separate numbers consisting of more than four digits with a space. Such numbers are separated by the space into groups of three, counting from the decimal sign to either the left or the right. Examples are as follows.

12 3517465   9.216 492

If the magnitude of the number is less than unity, the decimal sign should be preceded by a zero; for example: 0.102.

Where more than one equation is displayed in the paper, the author should be consistent in his or her style for fractions: either built up or broken down. Equations should be separated from the text with a line of space above and below, and numbered consecutively. The numbers should be enclosed in parentheses and flush with the right margin. In text, equations should be referred to only by their number in parentheses. The word "equation" precedes the number in parentheses only when used at the beginning of a sentence; for example: "Equation (23) enables us to write (17) in the form…".

Samples of typical equations with concluding text are as follows.

$$\alpha_1 + u_1 + \omega\, t_{off} > \alpha_2 + \frac{\pi}{3} \tag{1}$$

$$\alpha_2 + u_2 + \frac{\pi}{3} + \omega\, t_{off} > \alpha_1 \tag{2}$$

where

α_i firing angle of upper and lower thyristor group i = 1,2;

u_i commutation overlap angle of upper and lower thyristor group i = 1,2;

t_{off} thyristor turn-off time.

E. Style for Units and Abbreviations

The use of the International System of Units (SI units) is preferred for use in IEEE publications because of its international readership and inherent convenience in many fields. This system includes as a subsystem the MKSA units, which are based on the meter, kilogram, second, and ampere. If an author expresses quantities in British-American units, he or she is urged to give the metric equivalents in parentheses; for example, "a distance of 4.7 in (11.9 cm)." However, this practice may be impractical for certain industrial specifications, such as those giving drill sizes or power ratings of motors.

All units should be abbreviated when they appear with numerals; for example: 480 V or 18 ft. Units are written out only in such cases as "… the distance in inches is measured from…".

The unit of frequency used in IEEE publications is the "hertz" rather than "cycles per second."

The use of abbreviations, other than for units, is optional. Authors should avoid abbreviations that are not generally accepted. All abbreviations and acronyms must be defined where first mentioned. Abbreviations and symbols used on illustrations should conform to those used in the text.

F. Word Usage

It is most important that the paper be correct, concise, and clear. Attention to grammar fosters clarity. Here are some suggestions on usage.
1. Write in complete sentences.
2. Avoid jargon. Introduce new terminology only when it is indispensable.
3. Do not write one-sentence paragraphs. In revising, combine any series of very short paragraphs where possible.
4. Do not use slang or contractions. Avoid expressions that are used only in familiar speech.
   No: "Taking a time interval, say, t = t_2 - t_1, in which the quantity…".
   Yes: "Taking a time interval, for example, t = t_2 - t_1, in which the quantity…".
5. Write in third person, not first or second person.
6. Avoid overuse of italics and overuse of quotation marks around single words.
7. Capitalize adjectives and nouns derived from proper names, except in the case of units of measures, which are lower case. For example: "Gausian noise"; "Cartesian coordinates"; "The Hamiltonian of the system is …"; "The inductance is in henrys."
8. Abbreviations and acronyms should be defined where first used, even those considered by the author to be commonly used and understood.

G. Typing

The typeface should be sans serif 9 point (e.g. Arial, Univers, Swiss or Helvetica). Arial is the preferred font. (This document was produced using Microsoft Word® with typeface Arial). The paper should be prepared in double column format. The left and right margins should be 0.70 inch (18mm), the column width is 3.45 inches (88mm) and the column spacing at 0.20 inch (5mm). Justification should be both left and right sides. The top and bottom margins should be 1 inch (25mm) each (If you are using A4 paper, set the right margin to 12 mm and the bottom margin to 43mm). Paragraphs should be indented about 0.14 inches (3.5mm) and spaces should not be left between paragraphs. Two spaces should follow a period.

Center the title on the page so as to run across the upper portions of both columns as illustrated above. The title of the paper is typed in upper case letters only, bold, typeface size 14 point, and spaced 1" below the top of the page. As a general rule, the title should fit on one line. If the title exceeds this length, the author should seriously consider shortening the title. There should be one (1) 10-point blank line below the title.

The name(s) of the author(s) follow next. The lead author should be listed first and the other authors in alphabetical order, left justified and listed in column format as illustrated

above. The name information should be typeface size 10 point. There should be two (2) 10 point blank lines below the author(s) information.

Primary headings are centered in the column. Use upper case letters. The typeface is bold size 10 point. All other headings typeface is 9 point.

Page numbers are not required; page numbers will be added when the final proceedings are assembled.

III. COMMERCIALISM

From the beginning of ICCST, it has been revered as a technical conference free from commercialism. To assure that the ICCST remains free from commercialism, a policy regarding commercialism was developed and is enforced.

In summary, the technical papers and the oral presentations will be free from commercialism by all authors whether affiliated with manufacturers, users, or contractors. It is acceptable to present valid technical data. It is not recommended to show company logos, use company names, use trade names, use trademarks, use facility names, or use facility locations. Since the initiation of electronic presentations only, all authors need to review, not only their presentations, but their screen savers to assure a commercialism free presentation.

IV. CONCLUSIONS

This paper describes the basic format and style for ICCST papers. For additional information, contact the chair of the conference for which your paper is being prepared.

V. ACKNOWLEDGEMENTS

It is common practice when writing technical papers to acknowledge people who have contributed to the paper, but are not authors. It is acceptable to specifically name an individual and company affiliation for those who have provided significant contributions to the paper and in general note their contribution. It is not acceptable to thank companies, or promote any product.

VI. REFERENCES

List and number all bibliographical references at the end of the paper. All references should be numbered consecutively in the document. When referring to them in the text, type the corresponding reference number in square brackets as was shown for reference [1] above in the abstract.

In the reference list, the number should be listed left justified with brackets. The reference title and publisher information should be indented as shown below. Examples are given for pamphlets [1], transaction papers [2], standards [3], conference records [4], books [5], and National Electrical Code [6].

[1] IEEE, January 1997, *IEEE Industry Applications Society Author's Guide and Guide to Procedures for Processing Technical Papers for use in IAS Conferences and Transactions, and for the IEEE Industry Applications Magazine,* Piscataway, NJ: IEEE.

[2] D. S. Baker, "Generator Backup Overcurrent Protection," *IEEE Transactions on Industry Applications,* vol IA-18, pp 632-640, Nov/Dec 1982.

[3] ANSI/IEEE C37.102-1990, *IEEE Guide for AC Generator Protection*, New York, NY: IEEE.

[4] J. S. Dudor and L. K. Padden, "Protective Relaying on Medium and High Voltage Systems, Some Lessons To Be Learned," in *IEEE ICCST Conference Record*, 1994, pp 53-61.

[5] J. L. Blackburn, *Applied Protective Relaying, Principles and Applications*, New York, NY: Marcel Dekker, Inc. 1987.

[6] NFPA 70, 1996 *National Electrical Code*, Quincy, MA: NFPA.

VII. APPENDIX

If the paper has an appendix, it should start on a separate page following the eight major parts of the paper as described in Section II A. The Appendices should be lettered A, B, C, etc. The words "Appendix A" should be typeface size 12 point, bold, and centered. The title of the Appendix should be below the "Appendix A" with a line between them. The title should be typeface size 12 point, bold, and centered.

The text, headings, subheadings, figures, and tables should follow the same format as the paper. Figures should be numbered A-1, A-2, A-3, etc. Tables should be numbered A-I, A-II, A-III, etc.

VIII. VITA

This section provides a short biographical or auto-biographical account of the author(s). An example would be:

John Smith graduated from State University in 1995 with a BSEE degree. He has been a design engineer for the Ace Engineering Company of Houston TX since 1996. He is a member of the IEEE 1234 subcommittee, an author of two previous ICCST papers. He is a member of the IEEE Standards subcommittee and a registered professional engineer in the states of Texas and Kansas.