INSTRUCTIONS FOR AUTHORS FOR 8.5x11-INCH PROCEEDINGS MANUSCRIPTS

Author Name(s)
Author Affiliation(s)
email Address(es)

Abstract

The abstract is to be in fully-justified italicized text, at the top of the left-hand column as it is here, below the author information. Use the word "Abstract" as the title, in 12-point Times, boldface type, centred relative to the column, initially capitalized, with a blank line separating it from the text of the abstract. The abstract is to be in 10-point, single-spaced type, and may be up to 3 in. (7.62 cm) long.

Leave one blank line after the abstract. Type "Keywords" in 10-point Times, boldface type, initially capitalized, flush left relative to the column, without any number in front of it, followed by a colon (:) and your keywords on the same line. The keywords should list up to five (5) important descriptors of the paper.

Leave two blank lines after the abstract, then begin the main text.

All manuscripts must be in either English or French. The body of the abstract should include: (i) motivation and statement of novelty; (ii) description of the main concepts; and (iii) summary of results. This abstract should refer very closely to the abstract submitted for review to this conference.

Keywords: *Manuscript preparation; formatting of text.*

1. INTRODUCTION

These guidelines include complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts. Please follow them and if you have any questions, direct them to the production editor at the CCECE02 Conference Secretariat.

2. FORMATTING YOUR PAPER

2.1 Languages of Paper

All manuscripts must be in either English or French.

2.2 Maximum Length of Paper

The paper should not exceed six (6) pages. If the paper is longer, you will be required to pay $75 per each additional page.

2.3 Page Size and Stencil

All printed material, including text, illustrations, and charts, must be kept within a print area of 6-7/8 inches (17.5 cm) wide by 8-7/8 inches (22.54 cm) high. Do not write or print anything outside the print area (except for the first page IEEE Copyright Note on the first page and page numbers on all the pages). All text must be in a two-column format. Columns are to be 3-1/4 inches (8.25 cm) wide, with a 5/16 inch (0.8 cm) space between them. Text must be fully justified.

Since the conference proceedings will be printed on the 8-1/2 inch wide by 11 inch high paper, A4 format will not be accepted.

A sample paper is provided as a PDF file. In addition, a stencil sheet with the margins and placement guides is available as a PDF file. It contains lines and boxes showing the margins and print areas. If you hold it and your printed page up to the light, you can easily check your margins to see if your print area fits within the space allowed.

2.4 Main Title

The main title (on the first page) should begin 1-3/8 inches (3.49 cm) from the top edge of the page, centred, and in Times 14-point, boldface type, fully capitalized. Further capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs (though do not further capitalize articles, coordinate conjunctions, or prepositions, unless the title begins with such a word). Leave two blank lines after the title.

2.5 Author Name(s) and Affiliation(s)

Author names and affiliations are to be centred beneath the title, and entered in Times 12-point, non-boldface type.

Multiple authors may be shown in a two- or three-column format, with their affiliations below their respective names. Affiliations are centred below each author name, italicized, not bold. Include e-mail addresses if possible. Follow the author information by two blank lines before main text.

2.6 Second and Following Pages

The second and following pages should begin 1.0 inch (2.54 cm) from the top edge. On all pages, the bottom margin should be 1-1/8 inches (2.86 cm) from the bottom edge of the page for 8.5 x 11-inch paper.

2.7 Type Style and Fonts

Wherever Times is specified, Times Roman, or New Times Roman may be used. If neither is available on your word processor, please use the font closest in appearance to Times that you have access to. Please avoid using bit-mapped fonts if possible. True-Type 1 fonts are preferred.

2.8 Text Balancing on the Last Page

If the last page of your paper is only partially filled, arrange the columns so that they are evenly balanced if possible, rather than having one long column.

2.9 Page Numbering

Number your pages consecutively from 001 to the last page, within the BOTTOM margin, centred, in the space shown in the Stencil by the dummy number - 000 -. Your page numbers will be edited to correspond to the actual page numbers in the Proceedings.

2.10 Paper Identification

One line under the left column in the BOTTOM margin of the first page, the following identifier must be printed in Times 10-point plainface:

Proceedings of the 2002 IEEE Canadian Conference
on Electrical & Computer Engineering
0-7802-xxxx-x/02/$10 © 2002 IEEE

3. MAIN TEXT

Type your main text in 10-point Times, single-spaced. Do not use double-spacing. All paragraphs should be indented 1 pica (approximately 1/6- or 0.17-inch or 0.422 cm). Be sure your text is fully justified; i.e., flush left and flush right. Please do not place any additional blank lines between paragraphs. Figure and Table captions should be 10-point Helvetica (or a similar sans-serif font), boldface. Callouts should be 9-point Helvetica, non-boldface. Initially capitalize only the first word of each figure caption and table title. Figures and tables must be numbered separately. For example: "Fig. 1. Database contexts.", "Table 1. Input data.". Figure captions are to be below the figures. Table titles are to be centred above the tables.

4. FIRST-ORDER HEADINGS

As in this heading, the first-order headings should be Times 12-point boldface, initially capitalized, centred, with one blank line before, and one blank line after. Use a period (".") after the heading number, not a colon. Do not use any punctuation at the end of the headings.

4.1 Second-Order Headings

As in this heading, they should be Times 12-point boldface, initially capitalized, flush left, with one blank line before, and one after. Do not use any punctuation at the end of the second-order headings.

4.1.1. Third-order headings. Third-order headings, as in this paragraph, are discouraged. However, if you must use them, use 10-point Times, boldface, initially capitalized, flush left, preceded by one blank line, followed by a period and your text on the same line.

4.2 Footnotes

Use footnotes sparingly (or not at all!) and place them at the bottom of the column on the page on which they are referenced. Use Times 8-point type, single-spaced. To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

5. ILLUSTRATIONS, GRAPHS, AND PHOTOGRAPHS

All graphics should be centred. Your artwork must be in place in the article (preferably printed as part of the text rather than pasted up). If you are using photographs, they must be made halftones, using a 100- or 110-line screen. Supply the best quality photographs and illustrations possible. Penciled lines and very fine lines do not reproduce well. Remember, the quality of the proceedings cannot be better than the originals provided. DO NOT SUBMIT COLOR IMAGES OR GRAPHS IN YOUR PAPER, as they will not reproduce well.

6. CONCLUSIONS

Close the paper with conclusions stemming from the pertinent results and discussion.

Acknowledgements

Type "Acknowledgements" 12-point Times, boldface type, centred relative to the column, without the number in front of it. Provide acknowledgements for the input of other individuals, as well as to sources of funding, if appropriate.

These guidelines are based on the IEEE Computer Society Press Proceedings Author Guidelines at http://computer.org/CSPRESS/instruct.htm

References

Type "References" 12-point Times, boldface type, centred relative to the column, without the number in front of it. At the end of your paper, list and number all bibliographical references in 10- or 9-point Times, single-spaced, left justified relative to the column. When referenced in the text, enclose the citation number in square brackets, for example [1]. Where appropriate, include the name(s) of editors of referenced books. Follow the referencing examples from the main IEEE journal, the Proceedings of the IEEE.

[1] A.B. Smith, C.D. Jones, and E.F. Roberts, "Article title with leading capitalization, and the comma inside the quotes," Journal (in Italics), vol. 10, no. 3, pp. 1-10, Month Year.

[2] Jones, C.D., A.B. Smith, and E.F. Roberts, Book Title (in Italics, capitalized, ended with a period). Location: Publisher, Year.

APPENDIX A: FORMS

A.1 Instruction for Authors

a) HTML
b) PDF
c) Postscript

A.2 Formatting Stencil Sheet

a) PDF

A.3 Bio Sheet & AV Requirements

a) PDF
b) Postscript

A.4 Copyright Form

You must include your fully-completed, signed IEEE copyright release form when you submit your paper. We must have this form before your paper can be published in the proceedings. The Copyright Form is available locally as a

a) PDF

The Copyright Form is also available through the IEEE Web site:

a) Word file (http://computer.org/CSPRESS/CForm.doc),

b) PDF file (http://computer.org/CSPRESS/copyrt_f.pdf), and

c) HTML file (http://computer.org/CSPRESS/cform.htm).

The Copyright Form is also available through the IEEE FTP site:
a) Word file (ftp://pubftp.computer.org/Press/Outgoing/proceedings/CForm.doc), or
b) PDF file (ftp://pubftp.computer.org/Press/Outgoing/proceedings/copyrt_f.pdf)

A.5 Registration Form

a) Postscript
b) PDF

APPENDIX B: PAPER FORMATTING EXAMPLE

An example of a generic paper is provided as a PDF