INSTRUCTIONS FOR AUTHORS

FOR 8.5X11-INCH PROCEEDINGS MANUSCRIPTS

First Author Name	Second Author Name	Third Author Name
Author Affiliation line 1	*Author Affiliation line 1*	*Author Affiliation line 1*
Author Affiliation line 2	*Author Affiliation line 2*	*Author Affiliation line 2*
Author Affiliation line 3	*Author Affiliation line 3*	*Author Affiliation line 3*
email: first@ieee.org	email: second@ottawa.ca	email: third@canada.edu

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 important descriptors of the paper. Leave two blank lines after the abstract, then begin the main text.

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 CCECE'06 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 be 4 pages and not exceed 6 pages. The author will be charged for those pages exceeding 4 pages.

2.3. Page Size

Prepare your paper in full-size format, on US letter paper (8½ by 11 inches). All printed material, including text, illustrations, and charts, must be kept within a print area of 7- 1/4 inches (18.4 cm) wide by 9-1/4 inches (23.5 cm) high. Page margins should be ¾ inch (1.9 cm) on the top, 5/8 inch (1.59 cm) on the left and right, and 1 inch (2.54 cm) on the bottom. Do not write or print anything outside the print area. All text must be in a two-column format. Columns are to be 3.5 inches (8.9 cm) wide, with a 0.25 inch (.64 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.

2.4. Using Embedded Word Styles

Special styles area available in this template to aid in formatting your document in Microsoft Word. After inserting your text, select the appropriate CCECE06 style from the style pull-down menu, or the Format\Style… pull-down menu.

Available styles are named 'CCECE05_xxxxx' and include:

Main Title,
Abstract,
Column Text,
First Order (Heading),
Second Order (Heading),
Third Order (Heading),
Table_Figure (Captions).

2.5. Main Title

The main title (on the first page) should begin 3/4 inches (1.9 cm) from the top edge of the page, centred, and in Times 14-point, boldface type, fully capitalized. Leave two blank lines (0.28 inches, 0.7 cm) after the title.

2.6. 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 (0.28 inches, 0.7 cm) before the main text.

2.7. Second and Following Pages

The second and following pages maintain the same margins as the first page.

2.8. Type Style and Fonts

Wherever Times is specified, Times Roman, or Times New Roman may be used. If neither is available on your word processor, please use the font closest in appearance to Times to which you have access. Please avoid using bitmapped fonts if possible. Type 1 fonts are preferred, but TrueType fonts may be used as long as they are embeddable and subsettable.

2.9. Text Balancing on the Last Page

If the last page of your paper is only partially filled, adjust the length of the columns so that they are equal.

2.10. Page Numbering

Do NOT put page numbers on your papers. We will add appropriate page numbers to accepted papers when the conference proceedings are assembled.

2.11. Paper Identification

The paper identification will be added to the footer of the first page when the proceedings are assembled (reference only; do NOT add this in your manuscript)

3. Main Text

Type your main text in 10-point Times, single-spaced (12pt) line spacing. Do not use double-spacing. All paragraphs should be indented 1 pica (approximately 1/6- or 0.14-inch or 0.4 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 Times, 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. Equations

For equations, use either Times or Symbol font as appropriate. The suggested settings in Word's Equation Editor are shown in Figure 1. If this is not available, choose similar fonts and sizes that will display as close as possible to these settings.
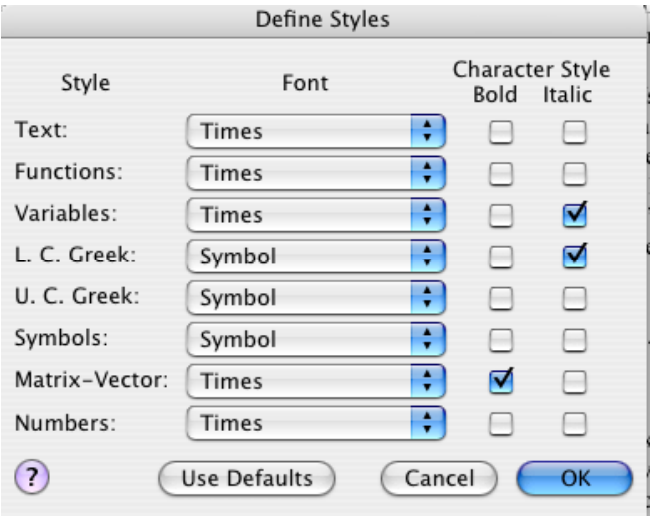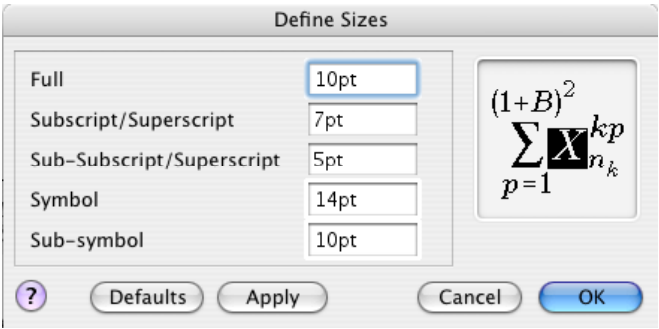

Figure 1. Settings for word's equation editor.

4.3. 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

5.1. Placement and Resolution

All graphics should be centred. Manuscript graphics should have a resolution of 600dpi for monochrome images, and 300dpi for grayscale or colour images. Graphics should be inserted into the manuscript file rather than using cutting and pasting. Do not link to a graphic. Instead, insert the graphic into the manuscript.

5.2. Graph, Figure and Table Captions

Position figures and tables at the tops and bottoms of columns. Avoid placing them in the middle of columns. Large figures and tables may span across both columns. Figure captions should be centered below the figures; table captions should be centered above. Avoid placing figures and tables before their first mention in the text.

6. PDF Compliance

Papers must be submitted in Adobe Portable Document Format (PDF). When preparing your PDF file; do not enable security, do not disable printing! These submissions must be formatted to 8.5 x 11 inches page size, and in first-page-first order. Please verify that the final version of your PDF file is readable by English and/or French version of Adobe Acrobat Reader before submission. A link is available to IEEE's PDF eXpress for authors to test the compatibility of their papers. Papers that do not print correctly cannot be published. For best results, authors should avoid the use of custom half tones, bitmap pattern fills, and bitmap fonts. Use standard half tones and solid color or grey fills instead

All conference papers submitted for inclusion in IEEE Xplore must adhere to the IEEE Xplore PDF specification for compatibility. IEEE PDF eXpress is a free service to IEEE conferences, allowing their authors to make IEEE Xplore-compatible PDFs (Conversion function) or to check PDFs that authors have made themselves for IEEE Xplore compatibility (PDF Check function). Please read the "simplified requirements for creating PDF files for IEEE Xplore" document for more information on how to create IEEE PDF compliant files.

6.1. Steps for Submission

1) Create your manuscript(s).
2) Proofread and check layout of manuscript (it is highly recommended that you do this BEFORE going to IEEE PDF eXpress.)
3) Create IEEE PDF eXpress account.

4) Upload source file(s) for Conversion; and/or PDF(s) for Checking
5) Use IEEE PDF eXpress to attain IEEE Xplore-compatible PDF(s). The site contains extensive instructions, resources, helpful hints, and access to technical support.
6) Submit final, IEEE Xplore-compatible PDF(s) to the Paper Submission system according to the instructions given on the Author Information page.
7) Submit along with the paper a copy of the email that you will receive from IEEE eXpress that confirms that your paper is IEEE PDF compliant. Insert this information in the "PDF Compliant" field in the paper submission form.

The filename of your PDF file must be the paper number assigned to you by the CCECE committee, followed by the Portable Document Format extension (.pdf). For example, if the CCECE committee assigned you the number 23, you would submit your file as "23.pdf".

7. Conclusions

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

Acknowledgements

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

Note on References

Type "References" in 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 (with a hanging indent as shown below) 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. IEEE Transactions no longer use a journal prefix before the volume number. For example, use "IEEE Trans. Magn., vol. 25," not "vol. MAG-25.

Give all authors' names; use "et al." if there are six authors or more. Papers that have not been published, even if they have been submitted for publication, should be cited as "unpublished" [3]. Papers that have been accepted for publication should be cited as "in press" [4].

For papers published in translated journals, first give the English citation, then the original foreign-language citation [5].

References

[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. 3, pp. 1-10, Month, Year.

[2] Jones, C.D., A.B. Smith, and E.F. Roberts, *The Title of a Book, 3rded (Capitalize the First Word and All Other Words Except for Conjunctions and Prepositions).* Location: Publisher, Year.

[3] K. Elissa, "Title of paper if known," unpublished.

[4] R. Nicole, "Title of paper with only first word capitalized," *J. Name Stand. Abbrev*., in press.

[5] Y. Yorozu, M. Hirano, K. Oka, and Y. Tagawa, "Electron spectroscopy studies on magneto-optical media and plastic substrate interface*," IEEE Transl. J. Magn. Japan, vol. 2, pp. 740-741, August 1987 [Digests 9th Annual Conf. Magnetics Japan, p. 301, 1982].*

APPENDIX A: FORMS

A.1 Instruction for Authors

This document describes the instructions.

A.2 Bio Sheet & AV Requirements

This is available on the conference web site.

A.3 Copyright Form

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

The copyright form should be completed and mailed to:
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Algonquin College, School of Advanced Technology,
1385 Woodroffe Ave., Ottawa, ON, Canada, K2G 1V8.

A.4 Registration Form

This is available on the conference web site. Please note that all accepted papers require payment and at least one of the author's papers includes a full registration to the conference.