

Preparation of Manuscripts for the 2014 IEEE Real Time Conference

First A. Author, *Member, IEEE*, Second B. Author, *Fellow, OSA*, and Third C. Author, *Life Fellow, IEEE*

Abstract—These instructions provide guidelines for preparing manuscripts for submission to the Conference Record (CR) of the 2014 IEEE Real Time Conference. If you are using \LaTeX to prepare your manuscript, you may use this document as a template. Define all symbols used in the abstract. Do not cite references in the abstract.

I. INTRODUCTION

THIS document is an example of preparing your manuscript in \LaTeX . It provides instructions for authors that will be presenting a paper at the 2014 IEEE Real Time Conference (RT14), and should be used in preparing and submitting manuscripts to the Conference Record (CR). The Conference Record is a non-refereed, CD-ROM-based publication that is distributed to all conference attendees after the conference. A detailed description of the CR submission procedure is provided in section II below. Submission of a manuscript to the CR is mandatory and the deadline is May 26, 2014..

Additionally, you may submit your manuscript to the *IEEE Transactions on Nuclear Science (TNS)* if it represents significant original contributions in the fields associated with the conference (i.e., progress reports and preliminary findings are not appropriate). The TNS is a refereed publication, and is published throughout the year. The reviewing process, independent from the conference, will be performed during the weeks after the conference. For instructions on TNS manuscript submissions, please visit the IEEE's on-line peer review system Manuscript Central (<http://mc.manuscriptcentral.com/tns-ieee>). Please note that submission to TNS is a separate process from that of the Conference Record.

You can download this document, and the MS Word template, from the RT14 conference web site (<http://rt2014.rcnp.osaka-u.ac.jp/authorinfo.html>) so that you

Manuscript received November 4, 2007. (Write the date on which you submitted your paper for review.) This work was supported in part by the U.S. Department of Commerce under Grant No. BS123456 (sponsor acknowledgment goes here).

Full names of authors are preferred in the author field, but are not required. Put a space between authors' initials. Do not use all uppercase for authors' surnames.

F. A. Author is with the National Institute of Standards and Technology, Boulder, CO 80303 USA (telephone: 303-497-3650, e-mail: author@boulder.nist.gov).

S. B. Author, Jr., was with Rice University, Houston, TX 77005 USA. He is now with the Department of Physics, Colorado State University, Ft. Collins, CO 80523 USA (telephone: 970-491-6206, e-mail: author@lamar.colostate.edu).

T. C. Author is with the Electrical Engineering Department, University of Colorado, Boulder, CO 80309 USA, on leave from the National Research Institute for Metals, Tsukuba, Japan (e-mail: author@nrim.go.jp).

can use it to prepare your manuscript. For authors using word processors other than \LaTeX , please refer to the RT14.pdf file for page layout guidelines.

II. PROCEDURE FOR MANUSCRIPT SUBMISSION

The manuscript submission is done online on the paper submission web site. See details below. All questions regarding CR submission should be directed to Dora Merelli, the Guest Editor, at dora.merelli@ieee.fr. Formatting and submission assistance will be provided at the conference in the Guest Editor room. We ask all of you to pass by with your paper before the end of the conference. This will allow the Guest Editor to check the format of your paper and see the possible correction and modification directly on site.

A. Create IEEE Xplore-Compatible PDF File

All manuscripts submitted to IEEE for publication must meet the PDF Specification for IEEE Xplore[2]. To assist authors in meeting this requirement, IEEE has established a web based service called PDF eXpress. You can use this web service to convert your dvi files into Xplore-compatible PDF files, or to check if your own PDF file is Xplore-compatible. You must put your dvi and all graphics files into a compressed archive to upload to PDF eXpress.

The PDF eXpress service will be available to the RT14 authors. To use this service, you will need to go to <http://www.pdf-express.org>, and enter the Conference ID, which is **31098X**. If you are a first time user of this system, you need to set up an account. Once logged in, follow the instructions on the web site to upload your word processor file or PDF file. Shortly after your file is uploaded to the PDF eXpress, you will receive an email. If you uploaded a word processor file for conversion, the attachment in this email will be the converted Xplore-compatible PDF file. Save this file for the submission step outlined in section II.B below. If you uploaded a PDF file for checking, the email will show if your file passed or failed the check. If your PDF file failed the check, read the error report and fix the identified problem(s). Re-upload your PDF file and have it checked again until your PDF file is Xplore-compatible.

You can also bypass the PDF eXpress service and create your own Xplore-compatible PDF files. The key requirements are the following:

- 1 Do not protect your PDF file with any password;
- 2 Embed all fonts used in the document;
- 3 Do not embed any bookmarks or hyperlinks.

Use Type 1 postscript fonts when converting dvi file into postscript. If you are using older versions of dvips to generate the postscript file, you might need to include -P pdf in the command line to produce postscript file optimized for distilling to PDF.

A detailed description of the IEEE Xplore-compatible PDF requirement is available at http://www.ieee.org/documents/31296_IEEE_PDF_Spec.zip [2]. If you are using a Windows version of the Adobe Distiller to create PDF files, you can download a set of job option files from http://www.ieee.org/documents/IEEE_PDF_Create.zip. Install and use the appropriate job option to create your own Xplore-compatible PDF files. If you are using other software packages to generate PDF files, please refer to their manuals for correct conversion settings. The most common problem in creating Xplore-compatible PDF files is not embedding all fonts.

B. Submit the Manuscript and Copyright Form

After you have obtained the Xplore-compatible PDF file, you have to submit it to the paper submission web site. Be aware that PDF files that are not Xplore-compatible will not be included in the Conference Record CD.

An IEEE Copyright Form should be submitted electronically at the same time your Xplore-compatible manuscript is submitted. Details on how to submit an IEEE copyright form will be given on the Conference web site. Each manuscript submitted to the Conference Record must be accompanied by a corresponding copyright form.

APPENDIX A

The \LaTeX class file included in the above package is the current version of the IEEEtran.cls (version 1.7). Use the "journal" mode to format your document so that the page layout follows the standard style for the IEEE Transactions. However, you must include these two commands in your source file to prevent the generation of headers and footers in the manuscript:

- add the command `\pagestyle{empty}` right after `\documentclass`;
- add the command `\thispagestyle{empty}` right after `\maketitle`.

Do not include your biography information at the end of the manuscript.

ACKNOWLEDGMENT

The preferred spelling of the word "acknowledgment" in American English is without an "e" after the "g." Use the singular heading even if you have many acknowledgments. Avoid the expression, "One of us (S.B.A.) thanks ..." Instead, write "S.B.A. thanks ..." Put sponsor acknowledgments in the unnumbered footnote on the first page.

REFERENCES

- [1] H. Kopka and P. W. Daly, *A Guide to \LaTeX* , 3rd ed. Harlow, England: Addison-Wesley, 1999.
- [2] IEEE Content Engineering, *IEEE PDF Specification Version 4.10*. Available: http://www.ieee.org/documents/31296_IEEE_PDF_Spec.zip.