

Preparation of Papers in Two-Column Format for IEEE Conference Proceedings

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Abstract—These instructions give you basic guidelines for preparing papers for conference proceedings. Follow the type sizes and formatting specifications carefully to ensure proper appearance.

I. INTRODUCTION

Your goal is to simulate the usual appearance of papers in an *IEEE conference proceedings*. Prepare your paper in full-size format, on US letter paper (8½ by 11 inches). For A4 paper, use the A4 settings.

A. Type Sizes and Typefaces

Follow the type sizes specified in Table I. Times New Roman is the preferred font.

TABLE I
TYPE SIZES FOR PAPERS

Type size (pts.)	Regular	Bold	Italic
6	Table captions		
8	Section titles		
9	Main text	Abstract	Subheading
10	Authors' names		
11	Paper title		

II. HELPFUL HINTS

A. Figures and Tables

Position figures and tables at the tops and bottoms of columns. Figure captions should be centered below the figures as shown in Fig. 1.

Fig. 1. Sample figure caption.

B. References

Number citations consecutively in square brackets [1]. Use “Ref. [3]” at the beginning of a sentence.

C. Equations

Number equations consecutively:

$$a + b = c \quad (1)$$

Symbols should be defined immediately following the equation.

III. UNITS

Use either SI (MKS) or CGS as primary units. Avoid combining SI and CGS units.

IV. SOME COMMON MISTAKES

The word “data” is plural. Use proper punctuation within quotation marks: “like this.”

ACKNOWLEDGMENT

The preferred spelling is “acknowledgment” without an “e” after the “g.”

REFERENCES

- [1] G. Eason et al., “On certain integrals,” *Phil. Trans. Roy. Soc. London*, vol. A247, pp. 529-551, 1955.
- [2] J. Clerk Maxwell, *A Treatise on Electricity and Magnetism*. Oxford: Clarendon, 1892.