Lecture II
How to Prepare a Manuscript for International Journals or Transactions

明玉瑞 Yurui Ming

yrming@gmail.com

声明
Disclaimer

IEEE

- The Institute of Electrical and Electronics Engineers (IEEE) is a professional association for electronic engineering and electrical engineering (and associated disciplines) with its corporate office in New York City and its operations center in Piscataway, New Jersey. It was formed in 1963 from the amalgamation of the American Institute of Electrical Engineers and the Institute of Radio Engineers.

  IEEE produces over 30% of the world's literature in the electrical and electronics engineering and computer science fields, publishing approximately 200 peer-reviewed journals and magazines. IEEE publishes more than 1,200 conference proceedings every year.

  The published content in these journals as well as the content from several hundred annual conferences sponsored by the IEEE are available in the IEEE Electronic Library (IEL) available through IEEE Xplore platform, for subscription-based access and individual publication purchases.

  In addition to journals and conference proceedings, the IEEE also publishes tutorials and standards that are produced by its standardization committees. The organization also has its own IEEE format paper.

IEEE Computational Intelligence Society

▶ Computational Intelligence (CI) is the theory, design, application and development of biologically and linguistically motivated computational paradigms. Traditionally the three main pillars of CI have been Neural Networks, Fuzzy Systems and Evolutionary Computation. However, in time many nature inspired computing paradigms have evolved. Thus CI is an evolving field and at present in addition to the three main constituents, it encompasses computing paradigms like ambient intelligence, artificial life, cultural learning, artificial endocrine networks, social reasoning, and artificial hormone networks. CI plays a major role in developing successful intelligent systems, including games and cognitive developmental systems. Over the last few years there has been an explosion of research on Deep Learning, in particular deep convolutional neural networks. Nowadays, deep learning has become the core method for artificial intelligence. In fact, some of the most successful AI systems are based on CI.

▶ The IEEE Computational Intelligence Society (CIS) is established and organized within the IEEE. The IEEE CIS is organized in 13 standing committees and 12 technical committees. The IEEE CIS has about 7,000 members from all over the world.

IEEE Computational Intelligence Society

▶ Computational Intelligence (CI) is the theory, design, application and development of biologically and linguistically motivated computational paradigms. Traditionally the three main pillars of CI have been Neural Networks, Fuzzy Systems and Evolutionary Computation. However, in time many nature inspired computing paradigms have evolved. Thus CI is an evolving field and at present in addition to the three main constituents, it encompasses computing paradigms like ambient intelligence, artificial life, cultural learning, artificial endocrine networks, social reasoning, and artificial hormone networks. CI plays a major role in developing successful intelligent systems, including games and cognitive developmental systems. Over the last few years there has been an explosion of research on Deep Learning, in particular deep convolutional neural networks. Nowadays, deep learning has become the core method for artificial intelligence. In fact, some of the most successful AI systems are based on CI.

▶ The IEEE Computational Intelligence Society (CIS) is established and organized within the IEEE. The IEEE CIS is organized in 13 standing committees and 12 technical committees. The IEEE CIS has about 7,000 members from all over the world.
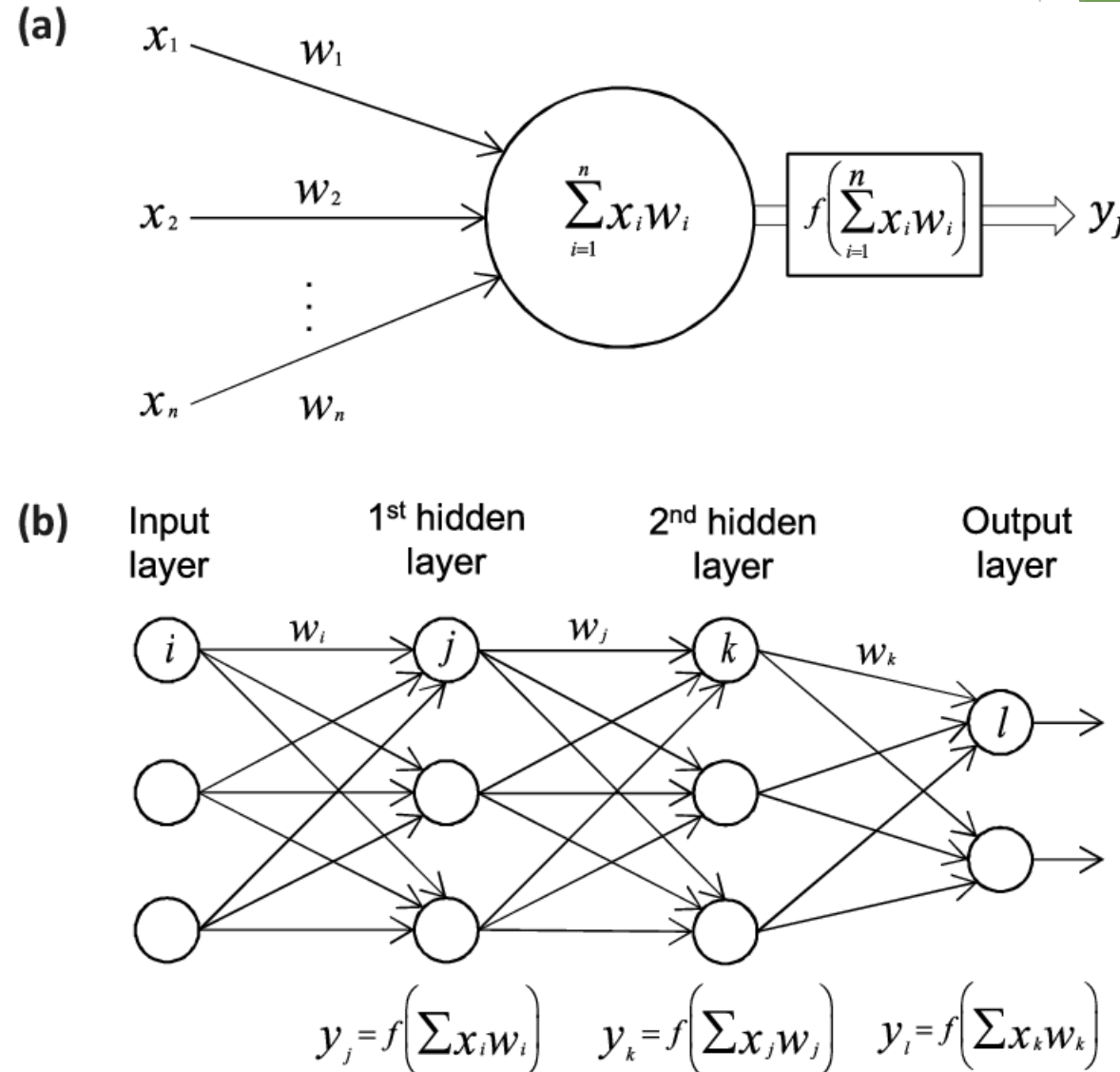
IEEE Computational Intelligence Society

▶ The Field of Interest of the Computational Intelligence Society (CIS) shall be the theory, design, application, and development of biologically and linguistically motivated computational paradigms emphasizing neural networks, connectionist systems, genetic algorithms, evolutionary programming, fuzzy systems, and hybrid intelligent systems in which these paradigms are contained. The list of IEEE CIS publications where the Society is the sole or the leading sponsor is given below. It also produces a monthly CIS Newsletter and publish the IEEE Press/Wiley book series on computational intelligence.

- ▶ IEEE Computational Intelligence Magazine

- ▶ IEEE Transactions on Neural Networks and Learning Systems

- ▶ IEEE Transactions on Fuzzy Systems

- ▶ IEEE Transactions on Evolutionary Computation

- ▶ IEEE Transactions on Emerging Topics in Computational Intelligence

- ▶ IEEE Transactions on Games

- ▶ IEEE Transactions on Cognitive and Developmental Systems

IEEE Computational Intelligence Society

- Neural Networks

  - Using the human brain as a source of inspiration, artificial neural networks (NNs) are massively parallel distributed networks that have the ability to learn and generalize from examples. This area of research includes feedforward NNs, recurrent NNs, self-organizing NNs, deep learning, convolutional neural networks and so on.

(a)

$$x_1 \xrightarrow{w_1}$$
$$x_2 \xrightarrow{w_2}$$
$$x_n \xrightarrow{w_n}$$

$$\sum_{i=1}^{n} x_i w_i \quad f\left(\sum_{i=1}^{n} x_i w_i\right) \Rightarrow y_j$$

(b)

Input layer	1st hidden layer	2nd hidden layer	Output layer

$$y_j = f\left(\sum x_i w_i\right) \qquad y_k = f\left(\sum x_j w_j\right) \qquad y_l = f\left(\sum x_k w_k\right)$$

IEEE Computational Intelligence Society

- Fuzzy Systems

  - Using the human language as a source of inspiration, fuzzy systems (FS) model linguistic imprecision and solve uncertain problems based on a generalization of traditional logic, which enables us to perform approximate reasoning. This area of research includes fuzzy sets and systems, fuzzy clustering and classification, fuzzy controllers, linguistic summarization, fuzzy neural networks, type 2 fuzzy sets and systems, and so on.

IEEE Computational Intelligence Society
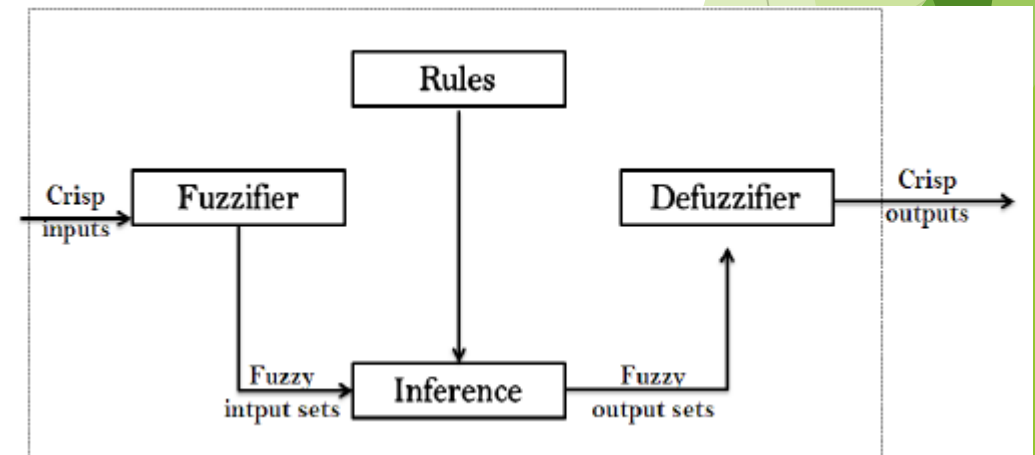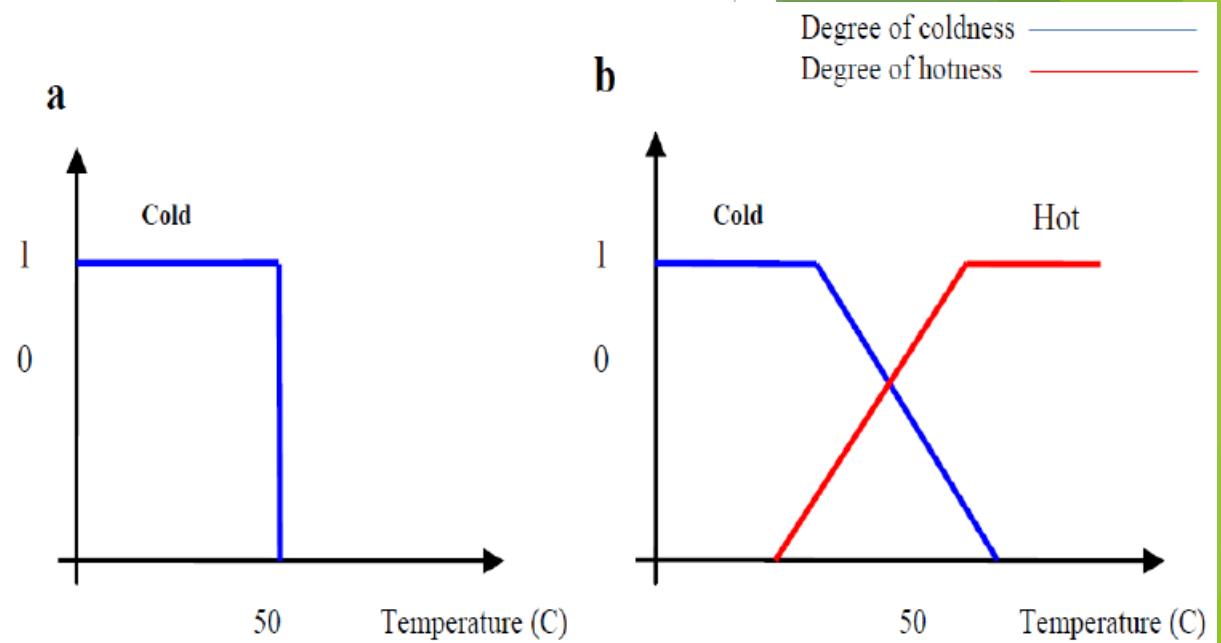
▶ Evolutionary Computation

  ▶ Using the biological evolution as a source of inspiration, evolutionary computation (EC) solves optimization problems by generating, evaluating and modifying a population of possible solutions. EC includes genetic algorithms, evolutionary programming, evolution strategies, genetic programming, swarm intelligence, differential evolution, evolvable hardware, multi-objective optimization and so on.

How does an Evolutionary Algorithm (EA) work ?
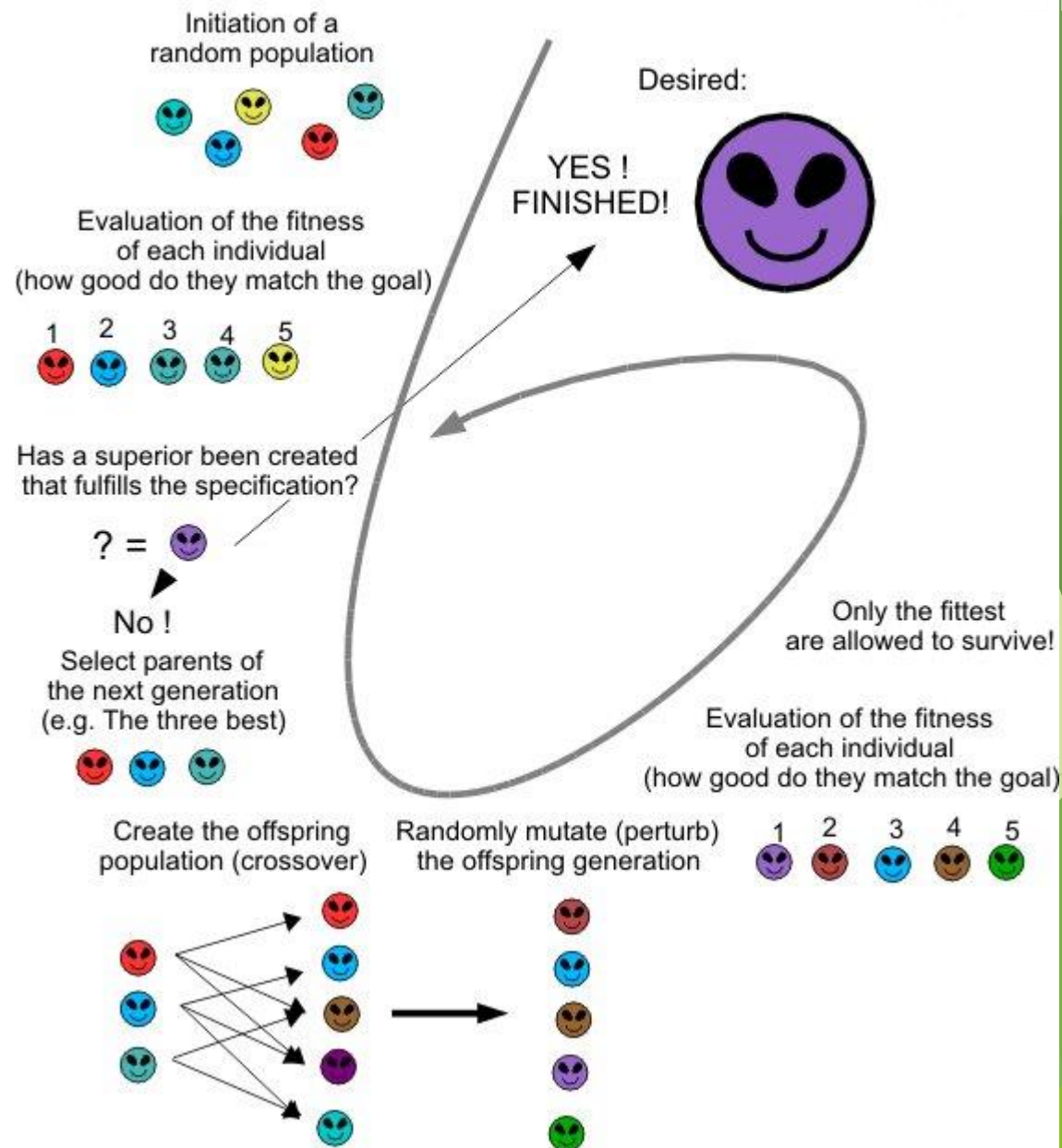
Paper Structure

For the title of the paper, the words are usually capitalized for the first letter, unless for function words, such as the, of, a, etc.

Suggestion about title:
- Best capture of the work of the paper
- Not necessary a full-fledged sentence
- Succinct while retaining the significance
- Compliant with and merry the convention

Enlisting the authors. It's the convention to state their membership/fellowship with IEEE. Note put an extra and before the last author.

Paper Structure

The abstract part summarizes the main work of the this paper. A very brief innovation or contribution is encouraged to state here.

Consideration about abstract:
- There is a tendency that initial decision is made based on the abstract, especially for conference paper, so it is of vital importance to ponder on drafting of the abstract.
- The reader tends to be overwhelmed by papers in recent era, so make your abstract significant enough to attract the reader but no over-talk.

The keywords capture research topic of this paper.

Preparation of Articles for IEEE TRANSACTIONS and JOURNALS (2021)

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

Abstract—This document provides a guide for preparing articles for IEEE Transactions, Journals, and Letters. Use this document as a template if you are using Microsoft *Word*. Otherwise, use this as an instruction set. The electronic file of your article will be formatted further at IEEE. Titles should be written in uppercase and lowercase letters, not all uppercase. Avoid writing long formulas with subscripts in the title; short formulas that identify the elements are fine (e.g., "Nd–Fe–B"). Do not write "(Invited)" in the title. Full names of authors are preferred in the author field but are not required. Put a space between authors' initials. ORCIDs can be provided here as well. In the title, all variables should appear lightface italic; numbers and units will remain bold. Abstracts must be a single paragraph. In order for an Abstract to be effective when displayed in IEEE *Xplore* as well as through indexing services such as Compendex, INSPEC, Medline, ProQuest, and Web of Science, it must be an accurate, stand-alone reflection of the contents of the article. They shall not contain displayed mathematical equations, numbered reference citations, nor footnotes. They should include three or four different keywords or phrases, as this will help readers to find it. It is important to avoid over-repetition of such phrases as this can result in a page being rejected by search engines. Ensure that your abstract reads well and is grammatically correct.

Index Terms—Enter keywords or phrases in alphabetical order, separated by commas. For a list of suggested keywords, send a blank e-mail to keywords@ieee.org or visit http://www.ieee.org/organizations/pubs/ani_prod/keywrd98.txt

I. INTRODUCTION

THIS document is a template for Microsoft *Word*. If you would prefer to use LaTeX, download IEEE's LaTeX style and sample files from https://template-selector.ieee.org/secure/templateSelector/publicationType. You can also use the Overleaf editor at https://www.overleaf.com/blog/278-how-to-use-overleaf-with-ieee-collabratec-your-quick-guide-to-getting-started#.Vp6tpPkrKM9.

This template is a guide to formatting; your proof and final published version may vary in layout and length to conform to IEEE policy and style. Page count is an estimate; the length of your submitted article in the template may not be the same as when the formal proof is created by IEEE

The *IEEE Editorial Style Manual for Authors* is available at https://journals.ieeeauthorcenter.ieee.org/create-your-ieee-journal-article/create-the-text-of-your-article/ieee-editorial-style-manual/. This contains a formal set of editorial guidelines for IEEE Transactions, Journals, and Letters, including:

- punctuation;
- capitalization;
- abbreviations;
- section headings;
- numbers, equations;
- footnotes;
- biographies;
- some common mistakes;
- units of measurement.

Communicate your work clearly. If you are not fully proficient in English, consider using an English language editing service before submitting your article. An expert editing service can help you refine the use of English in your article, so you can communicate your work more effectively.

The use of an editing service is paid for by the author. It does not guarantee acceptance in an IEEE publication. For more information, visit the IEEE Author Center at https://journals.ieeeauthorcenter.ieee.org/create-your-ieee-journal-article/create-the-text-of-your-article/structure-your-article/#editing-service.

II. GUIDELINES FOR MANUSCRIPT PREPARATION

When you open the template, select "Page Layout" from the "View" menu in the menu bar (View | Page Layout), (these instructions assume Microsoft *Word*. Some versions may have

This paragraph of the first footnote will contain the date on which you submitted your paper for review, which is populated by IEEE. It is IEEE style to display support information, including sponsor and financial support acknowledgment, here and not in an acknowledgment section at the end of the article. For example, "This work was supported in part by the U.S. Department of Commerce under Grant BS123456." The name of the corresponding author appears after the financial information, e.g. *(Corresponding author: M. Smith)*. Here you may also indicate if authors contributed equally or if there are co-first authors.

The next few paragraphs should contain the authors' current affiliations, including current address and e-mail. For example, First A. Author is with the National Institute of Standards and Technology, Boulder, CO 80305 USA (e-mail: author@ boulder.nist.gov).

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

Third 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 305-0047, Japan (e-mail: author@nrim.go.jp).

Mentions of supplemental materials and animal/human rights statements can be included here.

Color versions of one or more of the figures in this article are available online at http://ieeexplore.ieee.org

Paper Structure

The introduction part mainly describe the background of the research. Some papers also give a quick review of existing work.

More about Introduction:
- Declare your motivation and give a description of your research problem.
- Highlight the potential academic and/or industrial impact.
- If combined with the literature review, make sure:
  - Cite well-recognized work in some chronological manner, especially the work developed in recent years.
  - State the feasible aspects of enhancements, to justify your research following the thread.
  - Avoid using too negative words to comment on others' work.

Preparation of Articles for IEEE TRANSACTIONS and JOURNALS (2021)

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

Abstract—This document provides a guide for preparing articles for IEEE Transactions, Journals, and Letters. Use this document as a template if you are using Microsoft *Word*. Otherwise, use this as an instruction set. The electronic file of your article will be formatted further at IEEE. Titles should be written in uppercase and lowercase letters, not all uppercase. Avoid writing long formulas with subscripts in the title; short formulas that identify the elements are fine (e.g., "Nd–Fe–B"). Do not write "(Invited)" in the title. Full names of authors are preferred in the author field but are not required. Put a space between authors' initials. ORCIDs can be provided here as well. In the title, all variables should appear lightface italic; numbers and units will remain bold. Abstracts must be a single paragraph. In order for an Abstract to be effective when displayed in IEEE *Xplore* as well as through indexing services such as Compendex, INSPEC, Medline, ProQuest, and Web of Science, it must be an accurate, stand-alone reflection of the contents of the article. They shall not contain displayed mathematical equations, numbered reference citations, nor footnotes. They should include three or four different keywords or phrases, as this will help readers to find it. It is important to avoid over-repetition of such phrases as this can result in a page being rejected by search engines. Ensure that your abstract reads well and is grammatically correct.

Index Terms—Enter keywords or phrases in alphabetical order, separated by commas. For a list of suggested keywords, send a blank e-mail to keywords@ieee.org or visit http://www.ieee.org/organizations/pubs/ani_prod/keywrd98.txt

I. INTRODUCTION

THIS document is a template for Microsoft *Word*. If you would prefer to use LaTeX, download IEEE's LaTeX style and sample files from https://template-selector.ieee.org/secure/templateSelector/publicationType. You can also use the Overleaf editor at https://www.overleaf.com/blog/278-how-to-use-overleaf-with-ieee-collabratec-your-quick-guide-to-getting-started#.Vp6tpPkrKM9.

This template is a guide to formatting; your proof and final published version may vary in layout and length to conform to IEEE policy and style. Page count is an estimate; the length of your submitted article in the template may not be the same as when the formal proof is created by IEEE

The *IEEE Editorial Style Manual for Authors* is available at https://journals.ieeeauthorcenter.ieee.org/create-your-ieee-journal-article/create-the-text-of-your-article/ieee-editorial-style-manual/. This contains a formal set of editorial guidelines for IEEE Transactions, Journals, and Letters, including:

- punctuation;
- capitalization;
- abbreviations;
- section headings;
- numbers, equations;
- footnotes;
- biographies;
- some common mistakes;
- units of measurement.

Communicate your work clearly. If you are not fully proficient in English, consider using an English language editing service before submitting your article. An expert editing service can help you refine the use of English in your article, so you can communicate your work more effectively.

The use of an editing service is paid for by the author. It does not guarantee acceptance in an IEEE publication. For more information, visit the IEEE Author Center at https://journals.ieeeauthorcenter.ieee.org/create-your-ieee-journal-article/create-the-text-of-your-article/structure-your-article/#editing-service.

II. GUIDELINES FOR MANUSCRIPT PREPARATION

When you open the template, select "Page Layout" from the "View" menu in the menu bar (View | Page Layout), (these instructions assume Microsoft *Word*. Some versions may have

Paper Structure

The prevail of artificial intelligence theories and technologies incurs the overwhelming of papers for transactions under CIS, so to aid the reviewing process, the authors are encouraged to emphasizes their contributions at the end of the introduction part.

It is pointed our that although the state of the art result is a strong indicator for the novelty of your work, it is definitely not the only facet win the importance of your research. Generally speaking, conveying your contribution to the readers in a clear and early way.

Some authors also depict the overall structure of the paper in the last.

The authors detailed information. Some papers also put extra notes here, for example, the corresponding author, or declare such as equal contribution of some authors.

Preparation of Articles for IEEE TRANSACTIONS and JOURNALS (2021)

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

Abstract—This document provides a guide for preparing articles for IEEE Transactions, Journals, and Letters. Use this document as a template if you are using Microsoft *Word*. Otherwise, use this as an instruction set. The electronic file of your article will be formatted further at IEEE. Titles should be written in uppercase and lowercase letters, not all uppercase. Avoid writing long formulas with subscripts in the title; short formulas that identify the elements are fine (e.g., "Nd–Fe–B"). Do not write "(Invited)" in the title. Full names of authors are preferred in the author field but are not required. Put a space between authors' initials. ORCIDs can be provided here as well. In the title, all variables should appear lightface italic; numbers and units will remain bold. Abstracts must be a single paragraph. In order for an Abstract to be effective when displayed in IEEE *Xplore* as well as through indexing services such as Compendex, INSPEC, Medline, ProQuest, and Web of Science, it must be an accurate, stand-alone reflection of the contents of the article. They shall not contain displayed mathematical equations, numbered reference citations, nor footnotes. They should include three or four different keywords or phrases, as this will help readers to find it. It is important to avoid over-repetition of such phrases as this can result in a page being rejected by search engines. Ensure that your abstract reads well and is grammatically correct.

Index Terms—Enter keywords or phrases in alphabetical order, separated by commas. For a list of suggested keywords, send a blank e-mail to keywords@ieee.org or visit http://www.ieee.org/organizations/pubs/ani_prod/keywrd98.txt

I. INTRODUCTION

THIS document is a template for Microsoft *Word*. If you would prefer to use LaTeX, download IEEE's LaTeX style and sample files from https://template-selector.ieee.org/secure/templateSelector/publicationType. You can also use the Overleaf editor at https://www.overleaf.com/blog/278-how-to-use-overleaf-with-ieee-collabratec-your-quick-guide-to-getting-started#.Vp6tpPkrKM9.

This template is a guide to formatting; your proof and final published version may vary in layout and length to conform to IEEE policy and style. Page count is an estimate; the length of your submitted article in the template may not be the same as when the formal proof is created by IEEE

The *IEEE Editorial Style Manual for Authors* is available at https://journals.ieeeauthorcenter.ieee.org/create-your-ieee-journal-article/create-the-text-of-your-article/ieee-editorial-style-manual/. This contains a formal set of editorial guidelines for IEEE Transactions, Journals, and Letters, including:

- punctuation;
- capitalization;
- abbreviations;
- section headings;
- numbers, equations;
- footnotes;
- biographies;
- some common mistakes;
- units of measurement.

Communicate your work clearly. If you are not fully proficient in English, consider using an English language editing service before submitting your article. An expert editing service can help you refine the use of English in your article, so you can communicate your work more effectively.

The use of an editing service is paid for by the author. It does not guarantee acceptance in an IEEE publication. For more information, visit the IEEE Author Center at https://journals.ieeeauthorcenter.ieee.org/create-your-ieee-journal-article/create-the-text-of-your-article/structure-your-article/#editing-service.

II. GUIDELINES FOR MANUSCRIPT PREPARATION

When you open the template, select "Page Layout" from the "View" menu in the menu bar (View | Page Layout), (these instructions assume Microsoft *Word*. Some versions may have

Paper Structure

▶ The second part of the paper is usually the problem description or formulation part, usually it includes the following aspects:

- ▶ System configuration, environment, etc.
- ▶ Definitions of all notations for variables, symbols, etc.
- ▶ Mathematical model and formulas.

▶ The following methodology part usually addresses the following elements:

- ▶ Ideas to target the problem.
- ▶ Theorems and proofs.
- ▶ Descriptions of the approach or algorithm.
- ▶ Performance analysis.
- ▶ Uniqueness of the proposed method.

▶ The Result part covers the outcome of your application, experiment or testing:

- ▶ Description of the practical or experiment system.
- ▶ Description of the data and the associated system, such as the computing facilitates.
- ▶ Presentation of the results: table, figures, and the implied advantages, benefits.

Paper Structure

The types of figures can be flexible, however, it usually requires at least 300 dpi (dot per inch). To arrange the figure a little freely, figures are usually put inside a textbox. For the caption of the figure, different journals might have specific requirement.

The tables are also suggested to be surrounded by a textbox in order to move freely.

Math formula must be texted in special forms. Office provides formula editor in this regard. It's suggested to duplicate the example from the template and modify based on it

The title of each section can be flexible, as long as it suitably indicates the content and purpose of that section.
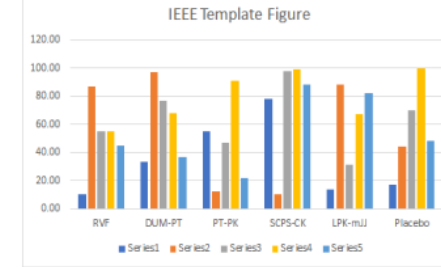
Paper Structure

If there is sub-sections under the main section, IEEE style requires using the alphabet to organize it. But different formats from different publishers are possible

It's the convention that a last section quickly capture the conclusion of the paper. Some may add future work in this part as well, to indicate possible subsequent work following the thread.

These two parts are optional, to have it or not is case by case. Different articles might require sections mandatory to present, and sections encourage to present.

place table headings above the tables. Do not include captions as part of the figures, or put them in "text boxes" linked to the figures. Also, do not place borders around the outside of your figures.

L. Color Processing / Printing in IEEE Transactions, Journals, and Letters

All IEEE Transactions, Journals, and Letters allow an author to publish color figures on IEEE *Xplore* at no charge, and automatically convert them to grayscale for print versions. In most journals, figures and tables may alternatively be printed in color if an author chooses to do so. Please note that this service comes at an extra expense to the author. If you intend to have print color graphics, you will have the opportunity to indicate this in the Author Gateway and will be contacted by PubOps to confirm the charges.

V. Conclusion

A conclusion section is not required. Although a conclusion may review the main points of the article, do not replicate the abstract as the conclusion. A conclusion might elaborate on the importance of the work or suggest applications and extensions.

Appendix

Appendixes, if needed, appear before the acknowledgment.

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 expressions such as "One of us (S.B.A.) would like to thank … ." Instead, write "F. A. Author thanks … ." In most cases, sponsor and financial support acknowledgments are placed in the unnumbered footnote on the first page, not here.

References and Footnotes

A. References

References need not be cited in text. When they are, they appear on the line, in square brackets, inside the punctuation. Multiple references are each numbered with separate brackets. When citing a section in a book, please give the relevant page numbers. In text, refer simply to the reference number. Do not use "Ref." or "reference" except at the beginning of a sentence: "Reference [3] shows … ." Please do not use automatic endnotes in *Word*, rather, type the reference list at the end of the paper using the "References" style.

Reference numbers are set flush left and form a column of their own, hanging out beyond the body of the reference. The reference numbers are on the line, enclosed in square brackets. In all references, the given name of the author or editor is abbreviated to the initial only and precedes the last name. Use

them all; use *et al.* only if names are not given or if there are more than 6 authors. Use commas around Jr., Sr., and III in names. Abbreviate conference titles. When citing IEEE Transactions, provide the issue number, page range, volume number, month if available, and year. When referencing a patent, provide the day and the month of issue, or application. References may not include all information; please obtain and include relevant information. Do not combine references. There must be only one reference with each number. If there is a URL included with the reference, it can be included at the end of the reference.

Other than books, capitalize only the first word in an article title, except for proper nouns and element symbols. For articles published in translation journals, please give the English citation first, followed by the original foreign-language citation. See the end of this document for formats and examples of common references. For a complete discussion of references and their formats, see the *IEEE Editorial Style Manual for Authors* at https://journals.ieeeauthorcenter.ieee.org/create-your-ieee-journal-article/create-the-text-of-your-article/ieee-editorial-style-manual/.

B. Footnotes

Number footnotes separately in superscripts (Insert | Footnote).[1] Place the actual footnote at the bottom of the column in which it is cited; do not put footnotes in the reference list (endnotes). Use letters for table footnotes (see Table I).

Submitting Your Article for Review

A. Review Stage Using ScholarOne Manuscripts

Contributions to the Transactions, Journals, and Letters may be submitted electronically on IEEE's online manuscript submission and peer-review system, ScholarOne Manuscripts. You can get help choosing the correct publication for your manuscript as well as find their corresponding ScholarOne Manuscripts peer review site using the tools listed at http://www.ieee.org/publications_standards/publications/authors/authors_submission.html Once you have chosen your publication and navigated to the ScholarOne site, check first to see if you have an existing account. If there is none, please create a new account. After logging in, go to your Author Center and click "Start New Submission."

Along with other information, you will be asked to select the manuscript type from the journal's pre-determined list of options. Depending on the journal, there are various steps to the submission process; please make sure to carefully answer all of the submission questions presented to you. At the end of each step you must click "Save and Continue"; just uploading the paper is not sufficient. After the last step, you should see a confirmation that the submission is complete. You should also receive an e-mail confirmation. For inquiries regarding the submission of your paper on ScholarOne Manuscripts, please contact oprs-support@ieee.org or call +1 732 465 5861.

[1] It is recommended that footnotes be avoided (except for the unnumbered footnote with the receipt date on the first page). Instead, try to integrate the footnote information into the text.

Paper Structure

The reference part is the most complicated part of the manuscript, since different publishers tend to have different requirement. However, some fields of the reference are standardized, so, the reference management software can manage everything smoothly, such as EndNote. It seamlessly convert from one style to another.

One mistake for non-native English speaker might make is for suppress the author list using etc. instead of et al.

It is worthy of pointing out that try to use the most recent references if possible and try to give complete information.

The biography used to be a de facto practice for IEEE transactions and journals. However, it is less practical due to the restriction of number of pages.

Any paper with experiment data from human being or animals might raise the concerns of editorial board, who usually require consent form from the ethical committee of the authors organization.

[16] PROCESS Corporation, Boston, MA, USA. Intranets: Internet technologies deployed behind the firewall for corporate productivity. Presented at INET96 Annual Meeting. [Online]. Available: http://home.process.com/Intranets/wp2.htp

Basic format for electronic documents (when available online): Issuing Organization. (year, month day). *Title*. [Type of medium]. Available: site/path/file

Example:
[17] U.S. House. 102nd Congress, 1st Session. (1991, Jan. 11). *H. Con. Res. 1, Sense of the Congress on Approval of Military Action*. [Online]. Available: LEXIS Library: GENFED File: BILLS

Basic format for patents:
J. K. Author, "Title of patent," U.S. Patent *x xxx xxx*, Abbrev. Month, day, year.

Example:
[18] G. Brandli and M. Dick, "Alternating current fed power supply," U.S. Patent 4 084 217, Nov. 4, 1978.

Basic format for theses (M.S.) and dissertations (Ph.D.):
J. K. Author, "Title of thesis," M.S. thesis, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, year.
J. K. Author, "Title of dissertation," Ph.D. dissertation, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, year.

Examples:
[19] J. O. Williams, "Narrow-band analyzer," Ph.D. dissertation, Dept. Elect. Eng., Harvard Univ., Cambridge, MA, USA, 1993.
[20] N. Kawasaki, "Parametric study of thermal and chemical nonequilibrium nozzle flow," M.S. thesis, Dept. Electron. Eng., Osaka Univ., Osaka, Japan, 1993.

Basic format for the most common types of unpublished references:
J. K. Author, private communication, Abbrev. Month, year.
J. K. Author, "Title of paper," unpublished.
J. K. Author, "Title of paper," to be published.

Examples:
[21] A. Harrison, private communication, May 1995.
[22] B. Smith, "An approach to graphs of linear forms," 2014, *arXiv:2105.02824.*
[23] A. Brahms, "Representation error for real numbers in binary computer arithmetic," IEEE Computer Group Repository, Paper R-67-85.

Basic formats for standards:
a) *Title of Standard*, Standard number, date.
b) *Title of Standard*, Standard number, Corporate author, location, date.

Examples:
[24] IEEE Criteria for Class IE Electric Systems, IEEE Standard 308, 1969.
[25] Letter Symbols for Quantities, ANSI Standard Y10.5-1968.

First A. Author (Fellow, IEEE) and all authors may include biographies if the publication allows. Biographies are often not included in conference-related papers. Please check the Information for Authors to confirm. Author photos should be current, professional images of the head and shoulders. The first paragraph may contain a place and/or date of birth (list place, then date). Next, the author's educational background is listed. The degrees should be listed with the type of degree in what field, which institution, city, state, and country, and year the degree was earned. The author's major field of study should be lowercase.

The second paragraph uses the preferred third person pronoun (he, she, they, etc.) and not the author's last name. It lists military and work experience, including summer and fellowship jobs. Job titles are capitalized. The current job must have a location; previous positions may be listed without one. Information concerning previous publications may be included. The format for listing publishers of a book within the biography is: *Title of Book* (publisher name, year) similar to a reference. Current and previous research interests end the paragraph.

The third paragraph begins with the author's preferred title and last name (e.g., Dr. Smith, Prof. Jones, Mr. Kajor, Ms. Hunter, Mx. Riley). List any memberships in professional societies other than the IEEE. Finally, list any awards and work for IEEE committees and publications.

Second B. Author, photograph and biography not available at the time of publication.

Third C. Author, Jr. (Member, IEEE), photograph and biography not available at the time of publication.