

Preparation of Papers for IEEE JOURNALS (May 2007)

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Abstract—These instructions give you guidelines for preparing papers for IEEE TRANSACTIONS and JOURNALS. Use this document as a template if you are using Microsoft Word 6.0 or later. Otherwise, use this document as an instruction set. The electronic file of your paper will be formatted further at IEEE. Define all symbols used in the abstract. Do not cite references in the abstract. Do not delete the blank line immediately above the abstract; it sets the footnote at the bottom of this column.

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I. INTRODUCTION

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document and use markup styles. The pull-down style menu is at the left of the Formatting Toolbar at the top of your Word window (for example, the style at this point in the document is "Text"). Highlight a section that you want to designate with a certain style, then select the appropriate name on the style menu. The style will adjust your fonts and line spacing. **Do not change the font sizes or line spacing to squeeze more text into a limited number of pages.** Use italics for emphasis.

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II. PROCEDURE FOR PAPER SUBMISSION

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Please go to <http://mc.manuscriptcentral.com/pj-ieee> to submit your manuscript. A cover letter must also be submitted with your submission. All revised papers should include a copy of the revised paper UNDERLINED to show changes as well as a clean copy without the underlines.

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When you submit your final version (after your paper has been accepted), print it in two-column format, including figures and tables. Also, a complete list of contact information for all authors should be included. Include full mailing addresses, telephone numbers, fax numbers, and e-mail addresses. This information will be used to send each author a complimentary copy of the journal in which the paper appears. In addition, designate one author as the "corresponding author." This is the author to whom proofs of the paper will be sent. Proofs are sent to the corresponding author only.

C. Figures

Format and save your graphic images using a suitable graphics processing program that will allow you to create the images as PostScript (PS), Encapsulated PostScript (EPS), or

Tagged Image File Format (TIFF), sizes them, and adjusts the resolution settings. If you created your source files in one of the following you will be able to submit the graphics without converting to a PS, EPS, or TIFF file: Microsoft Word, Microsoft PowerPoint, Microsoft Excel, or Portable Document Format (PDF).

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Under the option EDIT select PASTE SPECIAL. A dialog box will open, select paste picture, then click OK. Your figure should now be in the Word Document.

If you are preparing images in TIFF, EPS, or PS format, note the following. High-contrast line figures and tables should be prepared with 600 dpi resolution and saved with no compression, 1 bit per pixel (monochrome), with file names in the form of “fig3.tif” or “table1.tif.”

Photographs and grayscale figures should be prepared with 300 dpi resolution and saved with no compression, 8 bits per pixel (grayscale).

Sizing of Graphics

Most charts graphs and tables are one column wide (3 1/2 inches or 21 picas) or two-column width (7 1/16 inches, 43 picas wide). We recommend that you avoid sizing figures less than one column wide, as extreme enlargements may distort your images and result in poor reproduction. Therefore, it is better if the image is slightly larger, as a minor reduction in size should not have an adverse affect the quality of the image.

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First, download a PostScript printer driver from <http://www.adobe.com/support/downloads/pdrvwin.htm> (for Windows) or from <http://www.adobe.com/support/downloads/pdrvmac.htm> (for Macintosh) and install the “Generic PostScript Printer” definition. In Word, paste your figure into a new document. Print to a file using the PostScript printer driver. File names should be of the form “fig5.ps.” Use Open Type fonts when creating your figures, if possible. A listing of the acceptable fonts are as follows: Open Type Fonts: Times Roman, Helvetica, Helvetica Narrow, Courier, Symbol, Palatino, Avant Garde, Bookman, Zapf Chancery, Zapf Dingbats, and New Century Schoolbook.

Print Color Graphics Requirements

IEEE accepts color graphics in the following formats: EPS, PS, TIFF, Word, PowerPoint, Excel, and PDF. The resolution of a RGB color TIFF file should be 400 dpi.

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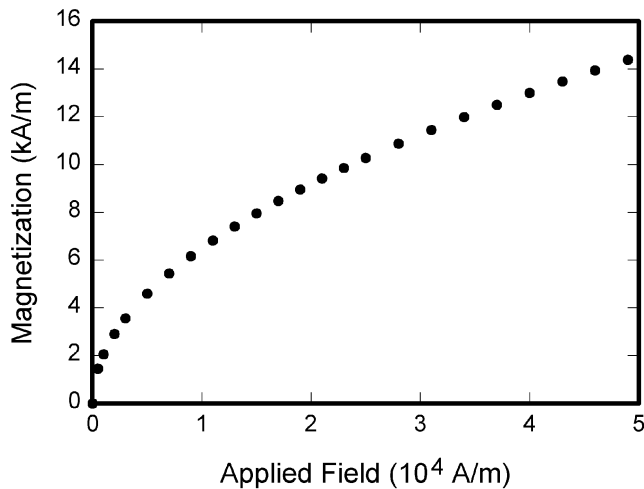


Fig. 1. Magnetization as a function of applied field. Note that “Fig.” is abbreviated. There is a period after the figure number, followed by two spaces. It is good practice to explain the significance of the figure in the caption.

E. Copyright Form

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III. MATH

If you are using *Word*, use either the Microsoft Equation Editor or the *MathType* add-on (<http://www.mathtype.com>) for equations in your paper (Insert | Object | Create New | Microsoft Equation or MathType Equation). “Float over text” should *not* be selected.

IV. UNITS

Use either SI (MKS) or CGS as primary units. (SI units are strongly encouraged.) English units may be used as secondary units (in parentheses). **This applies to papers in data storage.** For example, write “15 Gb/cm² (100 Gb/in²).” An exception is when English units are used as identifiers in trade, such as “3½-in disk drive.” Avoid combining SI and CGS units, such as current in amperes and magnetic field in oersteds. This often leads to confusion because equations do not balance dimensionally. If you must use mixed units, clearly state the units for each quantity in an equation.

The SI unit for magnetic field strength H is A/m. However, if you wish to use units of T, either refer to magnetic flux density B or magnetic field strength symbolized as $\mu_0 H$. Use the center dot to separate compound units, e.g., “A·m².”

TABLE I
UNITS FOR MAGNETIC PROPERTIES

Symbol	Quantity	Conversion from Gaussian and CGS EMU to SI ^a
Φ	magnetic flux	1 Mx $\rightarrow 10^{-8}$ Wb = 10^{-8} V·s
B	magnetic flux density, magnetic induction	1 G $\rightarrow 10^{-4}$ T = 10^{-4} Wb/m ²
H	magnetic field strength	1 Oe $\rightarrow 10^3/(4\pi)$ A/m
m	magnetic moment	1 erg/G = 1 emu $\rightarrow 10^{-3}$ A·m ² = 10^{-3} J/T
M	magnetization	1 erg/(G·cm ³) = 1 emu/cm ³ $\rightarrow 10^3$ A/m
$4\pi M$	magnetization	1 G $\rightarrow 10^3/(4\pi)$ A/m
σ	specific magnetization	1 erg/(G·g) = 1 emu/g $\rightarrow 1$ A·m ² /kg
j	magnetic dipole moment	1 erg/G = 1 emu $\rightarrow 4\pi \times 10^{-10}$ Wb·m
J	magnetic polarization	1 erg/(G·cm ³) = 1 emu/cm ³ $\rightarrow 4\pi \times 10^{-4}$ T
χ, κ	susceptibility	1 $\rightarrow 4\pi$
χ_p	mass susceptibility	1 cm ³ /g $\rightarrow 4\pi \times 10^{-3}$ m ³ /kg
μ	permeability	1 $\rightarrow 4\pi \times 10^{-7}$ H/m = $4\pi \times 10^{-7}$ Wb/(A·m)
μ_r	relative permeability	$\mu \rightarrow \mu_r$
w, W	energy density	1 erg/cm ³ $\rightarrow 10^{-1}$ J/m ³
N, D	demagnetizing factor	1 $\rightarrow 1/(4\pi)$

Vertical lines are optional in tables. Statements that serve as captions for the entire table do not need footnote letters.

^aGaussian units are the same as cgs emu for magnetostatics; Mx = maxwell, G = gauss, Oe = oersted; Wb = weber, V = volt, s = second, T = tesla, m = meter, A = ampere, J = joule, kg = kilogram, H = henry.

V. HELPFUL HINTS

A. Figures and Tables

Because IEEE will do the final formatting of your paper, you do not need to position figures and tables at the top and bottom of each column. Large figures and tables may span both columns. Place figure captions below the figures; place table titles above the tables. If your figure has two parts, include the labels “(a)” and “(b)” as part of the artwork. Please verify that the figures and tables you mention in the text actually exist. **Please do not include captions as part of the figures. Do not put captions in “text boxes” linked to the figures. Do not put borders around the outside of your figures.** Use the abbreviation “Fig.” even at the beginning of a sentence. Do not abbreviate “Table.” Tables are numbered with Roman numerals.

Color printing of figures is available, but is billed to the authors. Include a note with your final paper indicating that you request and will pay for color printing. Do not use color unless it is necessary for the proper interpretation of your figures. If you want reprints of your color article, the reprint order should be submitted promptly. There is an additional charge for color reprints. **Please note that many IEEE journals now allow an author to publish color figures on Xplore and black and white figures in print. Contact your society representative for specific requirements.**

Figure axis labels are often a source of confusion. Use words rather than symbols. As an example, write the quantity “Magnetization,” or “Magnetization M ,” not just “ M .” Put

units in parentheses. Do not label axes only with units. As in Fig. 1, for example, write “Magnetization (A/m)” or “Magnetization (A·m⁻¹),” not just “A/m.” Do not label axes with a ratio of quantities and units. For example, write “Temperature (K),” not “Temperature/K.”

Multipliers can be especially confusing. Write “Magnetization (kA/m)” or “Magnetization (10³ A/m).” Do not write “Magnetization (A/m) × 1000” because the reader would not know whether the top axis label in Fig. 1 meant 16000 A/m or 0.016 A/m. Figure labels should be legible, approximately 8 to 12 point type.

B. References

Number citations consecutively in square brackets [1]. The sentence punctuation follows the brackets [2]. Multiple references [2], [3] are each numbered with separate brackets [1]–[3]. When citing a section in a book, please give the relevant page numbers [2]. In sentences, refer simply to the reference number, as in [3]. Do not use “Ref. [3]” or “reference [3]” 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.

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).

Please note that the references at the end of this document are in the preferred referencing style. Give all authors’ names; do not use “*et al.*” unless there are six authors or more. Use a space after authors’ initials. Papers that have not been published should be cited as “unpublished” [4]. Papers that have been accepted for publication, but not yet specified for an issue should be cited as “to be published” [5]. Papers that have been submitted for publication should be cited as “submitted for publication” [6]. Please give affiliations and addresses for private communications [7].

Capitalize only the first word in a paper title, except for proper nouns and element symbols. For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [8].

C. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations such as IEEE, SI, ac, and dc do not have to be defined. Abbreviations that incorporate periods should not have spaces: write “C.N.R.S.,” not “C. N. R. S.” Do not use abbreviations in the title unless they are unavoidable (for example, “IEEE” in the title of this article).

¹It 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.

D. Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). First use the equation editor to create the equation. Then select the “Equation” markup style. Press the tab key and write the equation number in parentheses. To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents. Use parentheses to avoid ambiguities in denominators. Punctuate equations when they are part of a sentence, as in

$$\int_0^{r_2} F(r, \varphi) dr d\varphi = [\sigma r_2 / (2\mu_0)] \cdot \int_0^\infty \exp(-\lambda |z_j - z_i|) \lambda^{-1} J_1(\lambda r_2) J_0(\lambda r_i) d\lambda. \quad (1)$$

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Italicize symbols (*T* might refer to temperature, but *T* is the unit tesla). Refer to “(1),” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is”

E. Other Recommendations

Use one space after periods and colons. Hyphenate complex modifiers: “zero-field-cooled magnetization.” Avoid dangling participles, such as, “Using (1), the potential was calculated.” [It is not clear who or what used (1).] Write instead, “The potential was calculated by using (1),” or “Using (1), we calculated the potential.”

Use a zero before decimal points: “0.25,” not “.25.” Use “cm³,” not “cc.” Indicate sample dimensions as “0.1 cm × 0.2 cm,” not “0.1 × 0.2 cm².” The abbreviation for “seconds” is “s,” not “sec.” Do not mix complete spellings and abbreviations of units: use “Wb/m²” or “webers per square meter,” not “webers/m².” When expressing a range of values, write “7 to 9” or “7-9,” not “7~9.”

A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.) In American English, periods and commas are within quotation marks, like “this period.” Other punctuation is “outside”! Avoid contractions; for example, write “do not” instead of “don’t.” The serial comma is preferred: “A, B, and C” instead of “A, B and C.”

If you wish, you may write in the first person singular or plural and use the active voice (“I observed that ...” or “We observed that ...” instead of “It was observed that ...”). Remember to check spelling. If your native language is not English, please get a native English-speaking colleague to carefully proofread your paper.

VI. SOME COMMON MISTAKES

The word “data” is plural, not singular. The subscript for the permeability of vacuum μ_0 is zero, not a lowercase letter “o.” The term for residual magnetization is “remanence”; the adjective is “remanent”; do not write “remnance” or

“remnant.” Use the word “micrometer” instead of “micron.” A graph within a graph is an “inset,” not an “insert.” The word “alternatively” is preferred to the word “alternately” (unless you really mean something that alternates). Use the word “whereas” instead of “while” (unless you are referring to simultaneous events). Do not use the word “essentially” to mean “approximately” or “effectively.” Do not use the word “issue” as a euphemism for “problem.” When compositions are not specified, separate chemical symbols by en-dashes; for example, “NiMn” indicates the intermetallic compound $\text{Ni}_{0.5}\text{Mn}_{0.5}$ whereas “Ni–Mn” indicates an alloy of some composition $\text{Ni}_x\text{Mn}_{1-x}$.

Be aware of the different meanings of the homophones “affect” (usually a verb) and “effect” (usually a noun), “complement” and “compliment,” “discreet” and “discrete,” “principal” (e.g., “principal investigator”) and “principle” (e.g., “principle of measurement”). Do not confuse “imply” and “infer.”

Prefixes such as “non,” “sub,” “micro,” “multi,” and “ultra” are not independent words; they should be joined to the words they modify, usually without a hyphen. There is no period after the “et” in the Latin abbreviation “*et al.*” (it is also italicized). The abbreviation “i.e.,” means “that is,” and the abbreviation “e.g.,” means “for example” (these abbreviations are not italicized).

An excellent style manual and source of information for science writers is [9]. A general IEEE style guide and an *Information for Authors* are both available at <http://www.ieee.org/web/publications/authors/transjnl/index.html>

VII. EDITORIAL POLICY

Do not submit a reworked version of a paper you have submitted or published elsewhere. Do not publish “preliminary” data or results. The submitting author is responsible for obtaining agreement of all coauthors and any consent required from sponsors before submitting a paper. IEEE TRANSACTIONS and JOURNALS strongly discourage courtesy authorship. It is the obligation of the authors to cite relevant prior work.

The Transactions and Journals Department does not publish conference records or proceedings. The TRANSACTIONS does publish papers related to conferences that have been recommended for publication on the basis of peer review. As a matter of convenience and service to the technical community, these topical papers are collected and published in one issue of the TRANSACTIONS.

At least two reviews are required for every paper submitted. For conference-related papers, the decision to accept or reject a paper is made by the conference editors and publications committee; the recommendations of the referees are advisory only. Undecipherable English is a valid reason for rejection. Authors of rejected papers may revise and resubmit as new papers, whereupon they will be reviewed by two new referees.

VIII. PUBLICATION PRINCIPLES

The contents of IEEE TRANSACTIONS and JOURNALS are peer-reviewed and archival. The TRANSACTIONS publishes scholarly articles of archival value as well as tutorial expositions and critical reviews of classical subjects and topics of current interest.

Authors should consider the following points:

- 1) Technical papers submitted for publication must advance the state of knowledge and must cite relevant prior work.
- 2) The length of a submitted paper should be commensurate with the importance, or appropriate to the complexity, of the work. For example, an obvious extension of previously published work might not be appropriate for publication or might be adequately treated in just a few pages.
- 3) Authors must convince both peer reviewers and the editors of the scientific and technical merit of a paper; the standards of proof are higher when extraordinary or unexpected results are reported.
- 4) Because replication is required for scientific progress, papers submitted for publication must provide sufficient information to allow readers to perform similar experiments or calculations and use the reported results. Although not everything need be disclosed, a paper must contain new, useable, and fully described information. For example, a specimen’s chemical composition need not be reported if the main purpose of a paper is to introduce a new measurement technique. Authors should expect to be challenged by reviewers if the results are not supported by adequate data and critical details.
- 5) Papers that describe ongoing work or announce the latest technical achievement, which are suitable for presentation at a professional conference, may not be appropriate for publication in a TRANSACTIONS or JOURNAL.

IX. CONCLUSION

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

APPENDIX

Appendices, 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” **Sponsor and financial support acknowledgments are placed in the unnumbered footnote on the first page, not here.**

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