

# Desk Top Publishing Instructions for 2000 IRPS Proceedings Manuscripts — 8 ½" × 11" or A4

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## PURPOSE

These instructions are intended to provide rules to the authors in preparing their IRPS paper for the 2000 IRPS proceedings using Desk Top Publishing (DTP) and laserjets. If the author chooses the traditional oversized mats, then the mats and instructions can be requested. Also, because of the variety of DTP, standardization of the style for the proceedings is important.

## TRADITIONAL FORMAT & STYLE

The traditional IEEE two column format will be used based on the IEEE instructions, "Preparation of Papers in a Two Column Format for IEEE Photo-Offset Publications" (rev 2-1-93). This style was set up for use with oversize mats and standard office typewriters. With today's availability of laser printers and desk top publishing the oversized mats are not necessary. (Since the 1996 proceedings, no papers have been submitted on oversized mats). Prints made on printers using less than 300 dots per inch or standard office typewriters, should be done on oversized mats and at least letter-quality type should be used when using these mats. Most of the manuscripts will be submitted on 8½" × 11" sheets (use one side only) and A4 sheets (210 mm × 297 mm). There are different margins requirements for A4 than for 8½" × 11" to keep the column widths and heights equal.

### Photos

If necessary, for optimum results by photo reduction and stripping-in by the printer, oversize continuous-tone photos can be kept separate in a sheet protector with the page on which it goes. You can do this provided a box is left for the location as shown below and a sample of the desired result is provided.



FIGURE 1. INSERT PHOTO #1 HERE

Use wax, spray mount, or equivalent for paste ups. **Do not use transparent tape** for mortising corrections or paste ups.

### Margins

*A1 (8½" x 11"):* On 8½" x 11", the top & bottom margins should be 0.67" (4 pica) and left & right margins should be 0.69" with .19" between columns.

*A4:* On 210 mm x 297 mm (8.27" x 11.69"), A4, size paper, the top & bottom margins shall be 2.59 cm (1.02" or 6 pica) and left & right margins shall be 1.42 cm (0.56" or 3 pica) with .48 cm (.19") between columns.

**Misc.:** No gutter margins since your paper may begin on the right or the left. Page numbers and any headers, if any, will be added by the publication consultant.

### Character and Paragraph Formats

The text font should be proportional space 9 pt Times Roman (or equivalent) at 10.5 pt leading (line spacing) with 0.167 (1 pica) first line indent, justification, and hyphenation. Paper titles should be 16 pt. Times Roman (or equivalent). Name(s), affiliation(s), and address(es) should appear centered below the title in 9 pt Times Roman (or equivalent).

**Avoid using underlining, use italics or bold instead.**

### Headings

*Main Headings:* Main headings (such as PURPOSE and FORMAT & STYLE of this instruction) should be in all capitals (use small capitals if available), 12 pt, and centered with 10 pt before and 10 pt after.

*Subheadings:* Any sub-headings in upper-lower case will be 10 pt italics aligned left with 10 pt before and after.

*Sub-subheading:* Any sub-subheadings will be indented, 9 pt italics, and run in at the beginning of the paragraph.

## REFERENCES

List and number all bibliographical references at the end of the paper using REFERENCES as a main heading. When referring to a particular reference in the text, type the corresponding reference number in square brackets in the form as shown at the end of this sentence. [1]

- [1] A. B. Author, *Title of Book*. New York: IEEE Press, 1983, ch. 6, pp. 23-35.
- [2] G. H. Author, "Title of Paper," in *Proceedings of the Conference...*, 1983, pp. 10-20.

## APPENDIX

### *Units of Measure*

*Points:* Points refer to 72 points per inch so that 12 pt is one sixth of an inch.

*Pica:* Pica is one sixth of an inch or six pica equals one inch.

### *Page limit*

There is no page limit. The average IRPS paper is six to seven pages long.

**column guides**