

# L<sup>A</sup>T<sub>E</sub>X Author Guidelines for 8.5 × 11-Inch Proceedings Manuscripts

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## Abstract

*The ABSTRACT is to be in fully-justified italicized text, at the top of the left-hand column, below the author and affiliation information. Use the word “Abstract” as the title, in 12-point Times, boldface type, centered relative to the column, initially capitalized. The abstract is to be in 10-point, single-spaced type. The abstract may be up to 3 inches (7.62 cm) long. Leave two blank lines after the Abstract, then begin the main text.*

## 1. Introduction

Please follow the steps outlined below. Note there have been some changes to the measurements from previous instructions.

## 2. Instructions

Please read the following carefully.

### 2.1. Language

All manuscripts must be in English.

### 2.2. Printing your paper

Print your properly formatted text on high-quality, 8.5 × 11-inch white printer paper. A4 paper is also acceptable, but please leave the extra 0.5 inch (1.27 cm) at the BOTTOM of the page.

### 2.3. Margins and page numbering

All printed material, including text, illustrations, and charts, must be kept within a print area 6-7/8 inches (17.5 cm) wide by 8-7/8 inches (22.54 cm) high. Do not write

or print anything outside the print area. If the last page of your paper is only partially filled, arrange the columns so that they are evenly balanced if possible, rather than having one long column.

## 2.4. Formatting your paper

All text must be in a two-column format. The total allowable width of the text area is 6-7/8 inches (17.5 cm) wide by 8-7/8 inches (22.54 cm) high. Columns are to be 3-1/4 inches (8.25 cm) wide, with a 5/16 inch (0.8 cm) space between them. The main title (on the first page) should begin 1.0 inch (2.54 cm) from the top edge of the page. The second and following pages should begin 1.0 inch (2.54 cm) from the top edge. On all pages, the bottom margin should be 1-1/8 inches (2.86 cm) from the bottom edge of the page for 8.5 × 11-inch paper; for A4 paper, approximately 1-5/8 inches (4.13 cm) from the bottom edge of the page.

## 2.5. Type-style and fonts

Wherever Times is specified, Times Roman may also be used. If neither is available on your word processor, please use the font closest in appearance to Times that you have access to.

**MAIN TITLE.** Center the title 1-3/8 inches (3.49 cm) from the top edge of the first page. The title should be in Times 14-point, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Leave two blank lines after the title.

**AUTHOR NAME(s)** and **AFFILIATION(s)** are to be **OMITTED** at the review stage. Leave space to include them with ease when your paper is accepted. Essentially, these are centered beneath the title and printed in Times 12-point, non-boldface type, followed by two blank lines.

The **ABSTRACT** and **MAIN TEXT** are to be in a two-column format.

MAIN TEXT. Type main text in 10-point Times, single-spaced. Do NOT use double-spacing. All paragraphs should be indented 1 pica (approx. 1/6 inch or 0.422 cm). Make sure your text is fully justified—that is, flush left and flush right. Please do not place any additional blank lines between paragraphs. Figure and table captions should be 10-point Helvetica boldface type as in

### Figure 1. Example of caption.

Long captions should be set as in

**Figure 2. Example of long caption requiring more than one line. It is not typed centered but aligned on both sides and indented with an additional margin on both sides of 1 pica.**

Callouts should be 9-point Helvetica, non-boldface type. Initially capitalize only the first word of section titles and first-, second-, and third-order headings.

FIRST-ORDER HEADINGS. (For example, **1. Introduction**) should be Times 12-point boldface, initially capitalized, flush left, with one blank line before, and one blank line after.

SECOND-ORDER HEADINGS. (For example, **1.1. Database elements**) should be Times 11-point boldface, initially capitalized, flush left, with one blank line before, and one after. If you require a third-order heading (we discourage it), use 10-point Times, boldface, initially capitalized, flush left, preceded by one blank line, followed by a period and your text on the same line.

## 2.6. Footnotes

Use footnotes sparingly (or not at all!) and place them at the bottom of the column on the page on which they are referenced. Use Times 8-point type, single-spaced. To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

## 2.7. References

List and number all bibliographical references in 9-point Times, single-spaced, at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [1]. Where appropriate, include the name(s) of editors of referenced books.

## 2.8. Illustrations, graphs, and photographs

All graphics should be centered. Your artwork must be in place in the article.

## 2.9. Color

The use of color on printed interior pages (that is, pages other than the cover) is prohibitively expensive. IEEE CS Press will only print color if we instruct them to do so. Color will be fine on the Proceedings CD.

## 2.10. PDF Settings

To ease potential difficulty at the review stage, and for later compatibility with IEEE CS Press, the PDF settings at minimum should be:

- optimised;
- set to Acrobat 4.0 compatibility;
- with all fonts embedded;
- 300 dpi resolution;
- page size 612X792 points (8.5X11"); and
- with postscript settings not overriding Distiller settings.

## References

- [1] I. M. Author. Some related article I wrote. *Some Fine Journal*, 99(7):1–100, January 1999.
- [2] A. N. Expert. *A Book He Wrote*. His Publisher, Erewhon, NC, 1999.