

Preparing and Submitting Electronic Files for the IWQoS 2002 Proceedings

This document was prepared by the IEEE Conference and Custom Publishing Department to facilitate the generation of electronic manuscripts for use in both print and electronic products.

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OUTLINE

The instructions in this document will guide authors through the process of final manuscript submission:

- 1) Author creates final manuscript; author downloads, fills out and signs IEEE copyright form
- 2) Author submits manuscript source file(s) in a compressed archive to FTP site
- 3) Author mails a camera-ready printout of their manuscript, along with their signed copyright form, to IEEE
- 4) Source file(s) are converted to PDF by IEEE
- 5) PDF is compared to camera-ready copy by IEEE; if conversion errors have occurred, or if author did not follow formatting directions, author will be contacted and asked to resubmit.

MANUSCRIPT FORMATTING

Conference manuscripts should adhere to the standard IEEE two-column format for conferences. The [Conference Manuscript Format Definition Table](#) that follows describes the general format.

Definitions of terms used appear after the table; the first instance of each term is hyperlinked to its definition. A sample manuscript is available for visual reference, and has examples of most of the format definitions listed.

Templates are available for Word 2000 (US letter and A4) and [LaTeX \(US letter and A4\)](#). All templates either contain or have associated documentation containing grammar, spelling and/or special layout instructions, all of which we strongly encourage you to read. For other file formats, use the following layout specifications to format your manuscript.

The font used for all text should be *Times* or *Times New Roman*. Do not use custom or hacked fonts. See section on [fonts](#) for details. Minimum point size for all text (including text in graphics and tables) is 4 points.

Other considerations:

- Margin requirements should be strictly followed. Papers will not be accepted until proper margins are used.
- A signed [IEEE copyright form](#) MUST be provided in order to publish your manuscript.
- Manuscript should NOT have page numbers ANYWHERE.

CONFERENCE MANUSCRIPT FORMAT DEFINITION TABLE

Margins – US Letter: side = 0.625 inch, top = 0.75 inch, bottom = 1 inch

Margins – A4: side = 13mm, top = 19mm, bottom = 43mm

Text Type <i>See sample_man.pdf for example of element listed below</i>	Font Size/Type	Line Spacing	Justification	Numbering	Style	Width of Column(s)/ Number of Columns Across	Special Formatting
Title	24 point/ regular	28 points	centered	n/a	conference title style	7.25 inches/one column	
Author Name	11 points/ regular	12 points	centered	n/a	standard	<i>up to three affiliations:</i> one per column (max. 2.25 inches/three columns); <i>over three affiliations:</i> 7.25 inches/one column, author names listed across, with symbol footnotes	Author name should start approx. 0.25 inch below title.
Author Affiliation	10 points/ regular	11 points	centered	n/a	standard	<i>up to three:</i> one per column (see above); <i>over three:</i> across one column on single line, each separated by ½ pica	
Abstract	9 points/bold, “Abstract —”: bold+italic	10 points	left - and right-justified	n/a	standard	3.5 inches/two columns	Abstract should start approx. 0.5 inch below last line of author affiliation.
Text	10 points/ regular	12 points	left - and right-justified	n/a	standard	3.5 inches/two columns	
Section Heads (1)	10 points/ regular	14 points	left-justified	Optional—Capital Roman numerals (I., II., etc.)	Capitals/small caps	3.5 inches/two columns	<i>Acknowledgment and References sections should NOT have numbering.</i>
Heading 2	10 points/ italic	12 points	left -justified	Capital alpha numerals (A., B., etc.)	standard	3.5 inches/two columns	
Heading 3	10 points/ italic	12 points	left -justified	Arabic numerals + right parens + <i>text</i> + colon, run-in, indent 1em	standard	3.5 inches/two columns	
Heading 4	10 points/ italic	12 points	left -justified	Lower case alpha numerals + right parens + colon, run-in, indent 2em	standard	3.5 inches/two columns	
Footnotes	8 points/regular	9 points	left -justified	superscript Arabic numerals preceding	footnote style	3.5 inches/two columns	
References	8 points/regular	9 points	left -justified	Arabic numerals in brackets ([1], [2], etc.)	reference style	3.5 inches/two columns	
Figure Captions	8 points/regular	9 points	centered below figure	Arabic numerals: “Figure ” + numeral (+ period + text) (optional)	standard	7.25 inches/one column or 3.5 inches/two columns	
Table Captions	8 points/regular	9 points	centered above table	Capital Roman numerals: “TABLE” + numeral (+ colon + text) (optional)	Capitals/small caps	7.25 inches/one column or 3.5 inches/two columns	
Table Text	8 points	9 points	optional	n/a	standard	7.25 inches/one column or 3.5 inches/two columns	
Single-line Equations	10 points	12 points	centered	Optional—Arabic numerals in parens, right-justified (1), (2), etc.)	standard	3.5 inches/two columns	Equation should have 1 pica before and after.
Double-line Equations	10 points	1 pica before and after	1 st line left -justified, 2 nd line right-justified, indented 1em	optional- see above	standard	3.5 inches/two columns	See above
Multi-line Equations	10 points	1 pica before and after	Equal signs (=) aligned, or lines after 1 st line aligned right of equal sign	optional- see above	standard	3.5 inches/two columns	See above

n/a = not applicable

Glossary of Terms Used in the Conference Manuscript Format Definition Table

1 em: Length equal to the width of uppercase M in a particular font + font size. Example: 1 em in 10 point Times New Roman is approximately 0.125 inch.

conference title style: first word always capitalized, and all other words capitalized except for conjunctions (and, but, or, etc.), prepositions/prepositional phrases having six characters or less per word (after, into, based on, etc.), and articles (a, an, the, etc.).

footnote style: refers to standard footnote style defined in **The Chicago Manual of Style**.

justification: alignment of a text line with regard to margins.

left-justified: aligned along the left side of the column or margin.

left- and right-justified: aligned along both sides of a column, as in a typical conference manuscript column.

parens: parenthesis or parentheses. Left parens → (Right parens →)

pica: unit of length equal to $\frac{1}{6}$ of one inch, typically used to define spacing between lines.

point: unit of length equal to $\frac{1}{72}$ of one inch, typically used to define font size and paragraph spacing.

reference style: refers to standard reference style defined in **The Chicago Manual of Style**.

regular (type): not bold or italic (type).

right-justified: aligned along the right side of the column or margin.

run-in: paragraph text follows immediately after heading label + colon. Heading 3 & 4 styles are run-in, section heads (1) and heading 2 styles are not (paragraph text starts on next line). See examples in sample manuscript.

standard (style): refers to typical American English capitalization, spelling, and grammar rules.

symbol footnotes: non-numeric symbols commonly used for footnotes. Some examples are † ‡ § # ¶ * a b c.

ACCEPTABLE FILE TYPES

Acceptable file types for submission are as follows:

- ASCII
- Rich Text Format
- Freelance
- (La)TeX w/ DVI
- PageMaker
- FrameMaker
- QuarkXpress
- Word Pro
- Microsoft Word
- WordPerfect

You **MUST** include all graphics files with your submission if they are not embedded in the source file. Programs like Pagemaker and Word allow the embedding of graphics files, while QuarkXpress and LaTeX, for example, do not allow graphics embedding.

FONTS

The **preferred font** is *Times* or *Times New Roman* and the minimum point size is 4 points. You may also use:

AdobeSanMM
AdobeSerMM
Arial MT
Arial MT, Italic
Arial MT, Bold

Arial MT, Bold Italic
Courier
Courier, Italic
Courier, Bold
Courier, Bold Italic
Symbol

Times New Roman PS MT
Times New Roman PS MT, Italic
Times New Roman PS MT, Bold
Times New Roman PS MT, Bold Italic
ZapfDingbats

Using only the specified fonts provides a consistent look to all the papers in the proceedings. If you decide to use fonts other than those listed, they must be either **Postscript** or **TrueType**. Use of custom-made or hacked fonts is PROHIBITED, for the reason that the encoding may not be standard, and thus the conversion to PDF may result in unwanted characters. Such an error can be very difficult to spot.

GRAPHICS/IMAGES

IMPORTANT All images must be embedded in your document, or included separately *with* your submission.

The type of graphics you include will affect the quality and file size of your manuscript. In general, vector graphics, such as those produced by most presentation and drawing packages, are electronically efficient and will not conflict with conversions to PDF.

When Preparing Graphics/Images

- Make sure that any text in the graphic has a *minimum point size of 4 points*. Text below the minimum point size will not be readable in print.
- Do not use custom halftones (photographs) and pattern fills. (In Lotus Freelance, Fill Patterns do not convert to PDF and a white solid fill is substituted.) Instead, use solid-color or grayscale fills to produce a more readable document on-screen that will also load and print significantly faster. This is especially important for charts and graphs.
- Do not select “Smooth Graphics”. This option often produces extremely large files that will take a long time to display and print. The Smooth Graphics option is usually found in the Page Setup Dialog box in Macintosh applications and some Windows applications.

The Use of Bitmapped Images

Bitmapped images, such as those produced when a photograph is scanned, require significant storage space and must be used with care. Bitmap graphics store an image as a series of numbers that represent the color of each dot in the image. Increasing the size, resolution (dots per inch), or number of colors in an image will dramatically increase the size of the image. To improve the quality of bitmap graphics:

- Bitmapped images should be as small as possible: no more than 256 (8 bit) color/grayscale, 300 dots per inch.
- Reduce the number of display colors before making screen shots. The majority of computer applications use fewer than 16 colors for their menus, dialogs etc.
- Select higher resolutions only for images that a reader will magnify. Image resolution of bitmapped images does not increase when readers zoom in on an image.

If your paper contains images with resolution that exceeds the maximum of 300 dpi, they will be downsampled during the conversion process. *However this automated process used will not always produce the best image—you are encouraged to perform this yourself (downsampling) on an image-by-image basis.*

COPYRIGHT POLICY

All authors who submit articles for publication by IEEE must also fill out, sign, and submit an IEEE copyright form. It is not necessary that each author of an article sign the copyright form: one author (or other authorized person) can act as representative for all. The copyright form must be received by IEEE well before the date of publication (in most cases, several weeks).

The IEEE copyright form can be found at <http://www.ieee.org/about/documentation/copyright/cfrmlink.htm>

DELIVERING YOUR SUBMISSION

Compressing Your Submission

Submitting your material is quicker and easier (and **required** if you submit several files at once) if all of the files are collected into a single archive using one of the following formats:

- Pkzip (.zip)
- GNU Zip (.gz)
- Compress Tar (.taz)
- Tar (.tar)
- GNU Zip Tar (.tgz)
- LHA (.lhz)
- StuffIt (.sit)
- Compress (.z)
- ARJ (.arj)

Naming Convention

The name of your file should be your **paper ID** followed by the appropriate extension. For example, if your paper is a Microsoft Word document whose ID is 123, you would name your file **123.doc**. If you choose to compress your submission, name the compressed file the same name, i.e. **123.zip**, etc.

Revisions of your electronic manuscript cannot have the same name. To submit a revision, add a letter to the end of the paper ID. For example, the first revision of **123.doc** should be **123a.doc**.

Submitting Your Camera-Ready Copy and Copyright Form

Send a printout of your manuscript along with your signed copyright form via mail by **29 March 2002**:

Laura Hyslop – IWQoS 2002

IEEE

445 Hoes Lane

Piscataway, NJ 08854-4150 USA

+1 732 562 1746 fax (for copyright forms only—no camera-ready copy!!!)

Submitting Your Electronic Paper

Send your manuscript to the IWQoS 2002 FTP site (see below for detailed instructions) by **29 March 2002**. If you are unable to send your files via FTP, you may send a 3½-inch or Zip disk formatted for Macintosh or PC with your signed copyright form.

You MUST submit your paper and copyright form by 29 March 2002.

Step-By-Step FTP Instructions

When transferring files to the FTP site, if you have a choice between ASCII and binary modes, use binary. Although ASCII mode works well most of the time, binary mode incurs fewer problems.

What you will need to upload your file:

- A computer with Internet access and an Internet browser. Netscape is available free at www.netscape.com. Internet Explorer is available free at www.microsoft.com. (This program requires an ftp plug-in that also can be found on the Microsoft website.)
- FTP software (Optional). There are many free FTP software programs available for the PC and Mac at www.shareware.com

Uploading your file(s) is a simple process. You may either

- Upload to your conference's FTP directory via your Internet browser:
 - a) Launch your browser
 - b) In the Address/Location field, type **ftp://ftp.ieee.org/uploads/pubconf/iwqos**
 - c) Drag and drop your file(s) onto the browser window

or

- Upload to your conference's FTP directory via your FTP software:
 - a) Launch your FTP software application
 - b) In the Address field (this is sometimes called Location or Site), type **ftp.ieee.org**
 - c) In the User Name or User ID field, type **anonymous**
 - d) In the Password field, you may type anything
 - e) Click through the folders to the following directory: **/uploads/pubconf/iwqos**
 - f) Transfer your file(s) into that directory

After a successful upload, you should see your file in the FTP directory, and the file size should be the same as your original file. **Please do not request a confirmation of receipt.**

Note: If uploading a new version of your manuscript, you must add a letter to the end of the paper ID. The site will not accept files with the same name.

We will contact you in the event of any problems.

FREQUENTLY ASKED QUESTIONS

Q. How will I know if my electronic manuscript was received?

A. You can check the file size displayed on the webpage after your submission is complete. If it matches the file size of your original file, then you have successfully uploaded your file.

Q. What if I need to send a new version?

A. Use the same FTP instructions, and add a letter to the original filename. A revision to an original submission named 123.qxd would be **123a.qxd**.

Q. I have uploaded two different versions of my paper. How do you know which one to use?

A. The filename will indicate a new version (123a, 123b, etc.). In addition, the FTP server tracks the time of upload, so that the version last uploaded will be considered the current version.

Q. My system keeps timing out when I try to upload my file. What should I do?

A. You can try two things:

- If your file is large, you may want to compress it before uploading it. (*.zip, *.sit, *.tar, etc.)
- Sometimes your specific Internet route may experience heavy Internet traffic, slowing down your connection and resulting in time-outs and/or painfully slow transmissions. Try to upload your file during periods of low Internet usage.