

INSTRUCTIONS FOR PREPARING YOUR MANUSCRIPT FOR THE 2003 IEEE ULTRASONICS SYMPOSIUM PROCEEDINGS

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Abstract – Instructions are given to authors for preparing their manuscripts for the 2003 IEEE Ultrasonics Symposium Proceedings as camera ready copy on 8½" X 11" paper. To insure that all papers will be reproduced clearly and in proper size and form, authors should observe the following instructions. The guidelines given for the camera-ready copy are also to be followed for the electronic copy of the manuscript.

I. MANUSCRIPTS

Manuscripts should be typed or produced with a word processor in two columns to a page and printed on one side only. Manuscripts must be prepared single-spaced. It is preferred that the Times Roman typeface 11 point on 13 be used. (This example paper has been typed with Times New Roman 11 point.) ***Do not change the font sizes, line spacing, or margins to squeeze more text into a limited number of pages.***

A laser printer or a typewriter with a black plastic typewriter ribbon should be used to produce your paper. Do not use a dot matrix printer. Take care not to smear the copy. Clean corrections made by any method are acceptable, but corrections made by mortising are preferred. New lines or paragraphs may be carefully pasted over old lines or paragraphs, if the length is the same. (Use paper cement or glue.)

Hand Lettering

Use black ink whenever it is necessary to letter mathematical symbols or other copy by hand.

II. MARGINS

The following margins are to be used on all pages of the manuscript when prepared using 8½" X 11" paper: the left and right margins are 13/16" (2.06 cm.) and the

bottom margin for the page is 1½" (2.86 cm.). The top margin for the first page should be 1¾"(3.5 cm.). On the first page, the total length of text should not exceed 8½" (21.6 cm.) as measured from the top of the title to the bottom of either column.

For all following pages the top margin should be 1" (2.54 cm.). The spacing between columns is 0.25" (0.635 cm.). The paper size, margin and spacing information given previously implies that each page (after the first page) will be composed of two parallel columns separated by 0.25" (0.635 cm.). Each column is 3 5/16" wide (8.41 cm) and 8 7/8" long (22.5 cm.).

Text must not extend outside these margins.

III. TITLE

Center the title on the first page so the title extends across the upper portions of both columns. The title of the paper is typed in upper and lower case letters and can be in a slightly larger font size. (The title for this example paper has been typed with Times New Roman 13.2 point.)

The name(s) of the author(s) and affiliation(s) should be centered on separate lines in upper and lower case letters in the manuscript typeface.

IV. MAJOR HEADINGS

Major headings are centered in the column and should be enumerated by Roman numerals. Use capitals and/or small capitals if available. Leave a blank line between the major heading and the preceding and subsequent text.

Subheadings

Subheadings are set in italic or underlined and placed flush on the left-hand margin of the column on a

separate line. Leave a blank line between the subheading and the preceding text.

Subsubheading: Subsubheadings are italicized or underlined, indented, and run in at the beginning of the paragraph.

Abstract: A brief abstract (one column wide) should be included as the first paragraph of the paper.

V. EQUATIONS

When numbering equations, enclose the equation numbers in parentheses and place the equation number flush with the right-hand margin of the column, as shown below [1],

$$\begin{aligned} \mathbf{r} \frac{\mathcal{I}^2 u}{\mathcal{I} t^2} = c_{11} \frac{\mathcal{I}^2 u}{\mathcal{I} x^2} + c_{44} \left(\frac{\mathcal{I}^2 u}{\mathcal{I} y^2} + \frac{\mathcal{I}^2 u}{\mathcal{I} z^2} \right) \\ + (c_{12} + c_{44}) \left(\frac{\mathcal{I}^2 v}{\mathcal{I} x \mathcal{I} y} + \frac{\mathcal{I}^2 w}{\mathcal{I} x \mathcal{I} y} \right) \end{aligned} \quad (1)$$

Equation (1) shows a long equation that has been broken at an operation and placed on two lines. Equations which are very long may extend across both columns. For equations which are typed within a line, you should allow an extra half space above a line containing superscripts and below a line containing subscripts.

VI. PAGE NUMBERS

All manuscript pages must be numbered. Do not type the page numbers on the page as your manuscript will be repaginated for the proceedings. Instead, number your manuscript pages lightly using blue pencil on the bottom of each page as page 1 of 4, 2 of 4, ..., where the second number is the total number of pages for your manuscript. (The preferred blue pencil is Eagle Sky Blue No. 740½.) You may put the page numbers on the reverse side of your manuscript.

VII. SYMBOLS AND ACRONYMS

Use only IEEE standard symbols and unit abbreviations. The use of the International System of Units (SI units) is advocated. Be sure to define any acronyms the first time they appear.

VIII. ILLUSTRATIONS

Drawings and Photographs

Line drawings and black and white photographs must be placed as close to their mention as possible. Lettering

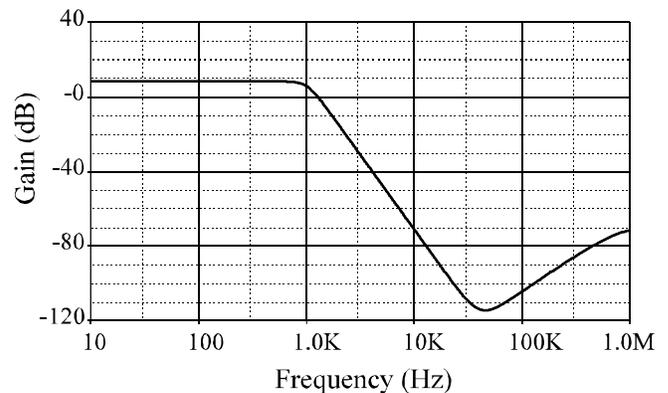


Figure 1: Example illustration

on the drawings should not be smaller than typewritten material. All lines should be black on white paper and heavy enough to remain legible after reproduction. On graphs, show only the coordinate axes, or at most the major grid lines, to preclude a dense, hard-to-read effect. All lettering should be large enough to remain legible after reproduction, i.e., at least as large as a capital letter. In figure 1, the original drawing (8 ½" X 11") was produced with 0.02" major gridlines and 0.03" data line. The axis labels were 32 pt Times New Roman and the scale (division) labels were 28 pt. When this figure was reduced for inclusion in the manuscript, all information is clearly visible.

Prescreened prints of photographs may be used where a 80 or 100 line screen has been used. Colored photos or figures do not reproduce well and their use should be avoided. Never place clear or 'magic' tape over any text or illustration.

Figure Captions

All figures should be numbered and figure captions must be placed immediately below the figure being described.

Tables

A table 6 ½ to 9 ½ inches wide should not be reduced to one column - it becomes illegible. Place it across two columns at the top or bottom of the page. Center table captions above the tables.

IX. COPYRIGHT

An IEEE copyright form must be signed and sent with your manuscript. Your paper will not be published without it. Retain a copy of the completed form for your records.

X. ELECTRONIC VERSION GUIDELINES

For the electronic version of your manuscript, see “Instructions for Preparation and Submission of Electronic Copy” for additional information on recommended fonts, graphics files, etc.

XI. STYLE GUIDE

The IEEE style guide titled ‘IEEE Transactions and Journal Information for Authors’ is available on the IEEE Web site[2]. The same IEEE style applies to conference papers as well as journal papers. The style guide contains guidelines for citing references, both from print and electronic sources and appendices which show accepted SI units, common acronyms and abbreviations, and the reference abbreviation styles for most IEEE publications.

XII. PROOFREADING YOUR PAPER

Be sure to review your paper before submitting the final version. Check to make sure that all sections of the paper are present and that the major heading section numbers are consecutive and continuous with no breaks.

All equations, references and figures should also be labeled in consecutive order with no gaps in numerical order. Be sure that all figures and tables are cited in the text in ascending numerical order.

XIII. AUTHORS OF MULTIPLE PAPERS

To minimize errors in the author index for the proceedings, those individuals who are the author or co-author of more than one paper should use the same form of their name and affiliation for ALL papers.

XIV. REFERENCES

List and number all bibliographical references at the end of the paper. When referring to them in the text, type the corresponding reference number in square brackets [1].

- [1] Charles Kittel, Introduction to Solid State Physics, 2nd. ed., John Wiley & Sons, New York, 1956, ch. 4, pp 85-102.
- [2] IEEE Periodicals, Transactions/Journals Department , (2003, April). “ Information for Authors”, IEEE, NJ. [Online]. Available: <http://www.ieee.org/organizations/pubs/transactions/auinfo03.pdf>.
- [3] A. B. Author, Title of Book, New York: IEEE Press, 1997, ch. 8, pp.23-35.
- [4] J. Q. Author, "Title of the paper," Journal, vol.10, pp. 1-20, June 1996.
- [5] C. D. Smith and E. F. Jones, "Title of paper," presented at the WEE Conference on Stuff, City, State, June 6-7,1998.
- [6] C. H. Author, "Title of paper," in Proceedings of the Conference on Stuff, 2001, pp. 10-13.

Footnote materials:

* Author’s may include their e-mail addresses at the end of the manuscript if they so choose.

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(This is a fictitious e-mail address, do NOT use!)