

# Author Guidelines for Proceedings Materials

Author1 Name  
Author1 Affiliation

Author2 Name  
Author2 Affiliation

Author3 Name  
Author3 Affiliation

## Abstract

The abstract should appear at the top of the left-hand column of text, about 12 mm (0.5 inch) below the title area and no more than 80 mm (3.125 inches) in length. Leave a 12 mm (0.5 inch) space between the end of the abstract and the beginning of the main text. The abstract should contain about 100 to 150 words, and should be identical to the abstract text submitted electronically along with the paper cover sheet. All manuscripts must be in English, printed in black ink.

**Keywords:** keyword, keyword, keyword, keyword

## 1. Introduction

These guidelines include complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts. Please follow them.

## 2. Formatting Your Paper

All printed material, including text, illustrations, and charts, must be kept within a print area of 175 mm (6.9 inches) wide by 226 mm (8.9 inches) high. Do not write or print anything outside the print area. The top margin must be 25 mm (1.0 inches), except for the title page (please see below), and the left margin must be 19 mm (0.75 inch). All text must be in a two-column format. Columns are to be 83 mm (3.27 inches) wide, with an 8 mm (0.37 inch) space between them. Text must be fully justified.

## 3. Page Title Section

The paper title (on the first page) should begin 35 mm (1.375 inch) from the top edge of the page, centered, and in Times 14-point, boldface type. The title should be capitalized according to APA style. Please check your title at the following site:

<https://capitalizemytitle.com/style/APA/>.

The authors' name(s) and affiliation(s) appear below the title in capital and lower case letters. Papers with multiple authors / affiliations may require more lines. If you use word template, to change the default, adjust the template as follows.

1. Selection: Highlight all author and affiliation lines.
2. Change number of columns: Select the Columns icon from the MS Word Standard toolbar and then select the correct number of columns from the selection palette.
3. Deletion: Delete the author and affiliation lines for the extra authors.

## 4. Type-Style and Fonts

To achieve the best rendering, we strongly encourage you to use Times-Roman font. In addition, this will give the proceedings a more uniform look. Use a font that is no smaller than nine point type throughout the paper, including figure captions.

In nine-point type font, capital letters are 2 mm high. If you use the smallest point size, there should be no more than 3.2 lines/cm (8 lines/inch) vertically. This is a minimum spacing; 2.75 lines/cm (7 lines/inch) will make the paper much more readable. Larger type sizes require correspondingly larger vertical spacing. Please do not double-space your paper. True-Type 1 fonts are preferred.

The first paragraph in each section should not be indented, but all following paragraphs within the section should be indented as these paragraphs demonstrate.

## 5. Major Headings Format

Major headings, for example, "1. Introduction", should be capitalized according to APA style as well as the title, bold face if possible, centered in the column, with one blank line before, and one blank line after. Use a period (".") after the heading number.

### 5.1. Subheadings format

Subheadings should appear in lower case (initial word capitalized) in boldface. They should start at the left margin on a separate line.

#### 5.1.1. Sub-subheadings format

Sub-subheadings, as in this paragraph, are discouraged. However, if you must use them, they should appear in lower case (initial word capitalized) in boldface and start at the left

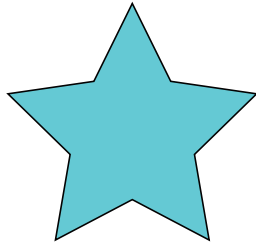


Figure 1: Figure sample

margin on a separate line, with paragraph text beginning on the following line.

## 6. Printing Your Paper

Print your properly formatted text on high-quality, A4-size white printer paper. If the last page of your paper is only partially filled, arrange the columns so that they are evenly balanced if possible.

## 7. Page Numbering

Please do **not** paginate your paper. Page numbers, session numbers, and conference identification will be inserted when the paper is included in the proceedings.

## 8. Figures and Tables

Figures and tables must appear within the designated margins. They may span the two columns. If possible, position them at the top of the columns rather than in the middle or at the bottom. Caption and number every illustration. Figure captions should be placed below the figure, and table captions above the table. The example of the figure is shown in Fig. 1, and the table is shown in Table 1.

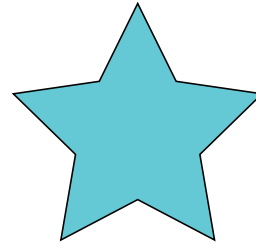
Table 1: Table sample

item1	item2	item3
value1	value2	value3
value4	value5	value6

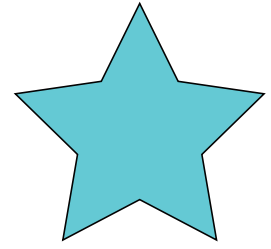
When placing two figures side by side in the same figure environment, please add a sub-caption as shown Fig. 2.

## 9. 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 9-point type, single-spaced. To help your



(a) Sample image1



(b) Sample image2

Figure 2: Figure sample2

readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

## 10. Copyright Forms

You must include your fully completed, signed IEEEJ copyright release form when you submit the final version of your paper. We **must** have this form before your paper can be published in the proceedings.

## 11. References

List and number all bibliographical references at the end of the paper. The references can be numbered in alphabetic order or in order of appearance in the document. When referring to them in the text, type the corresponding reference number in square brackets as shown at the end of this sentence [1][2][3][4].

- [1] A. Gazou, B. Denshi, C. D. Gakkai: "Article Title," Journal title, Vol.xx, No.xx, pp. 1–10 (201x).
- [2] A. Gazou, B. Denshi, Book Title, Publisher, Location (201x).
- [3] A. Gazou, B. Denshi, C. D. Gakkai: "Paper Title in Proceedings," Proc. Proceedings Name, pp. 1–10 (202x).
- [4] XXX, <http://www.xxxxxx> (201x).