

INSTRUCTIONS FOR THE PREPARATION OF A CONTRIBUTION FOR AN IEE CONFERENCE PUBLICATION

1. Preparation of a Contribution

The texts of all accepted papers will be printed by the photolithographic process, whereby reproduction is direct from the typescripts submitted by authors. The papers should be prepared on A4 paper, and should not exceed * pages, including both text and illustrations.

Guidenotes and sample pages have also been provided, to indicate the way in which the text and illustrations should be laid out. You are requested to follow these carefully, so that the papers will be uniform in appearance.

Please take particular care in the preparation of illustrations (see the guidenotes). Original material must be provided in all cases, since photocopies will not give satisfactory reproduction.

If forwarding your typescript from abroad it is recommended that you indicate on the shipping documentation that the contents are Conference Papers with no commercial value. An indication of value may result in liability for import duty and value-added-Tax

* The number of pages for a paper varies depending upon the conference. Please check this and any important deadline dates for submission with the Call For Papers or the Secretariat for the particular conference.

2. Copyright

Authors of accepted papers will be required to complete and return a Publication Agreement and Assignment of Copyright form. Authors will be asked to assign the copyright of the paper of your lecture/presentation to the Institution, so that:-

- (a) the IEE, as Publisher, can effectively publish, market and sell the Conference Proceedings worldwide;*
- (b) the IEE can control and prevent further, often unlawful, copying of the work without permission and proper acknowledgement;*
- (c) the conditions and requirements of Bye-law 95 in the IEE's Royal Charter and Bye-laws are fulfilled: namely 'Every paper presented to the Institution, and accepted for reading, or for*

publication in full, or in abstract, and every paper presented at a Conference of the Institution or any part thereof and the copyright therein, shall be the property of the Institution’.

*In assigning the copyright of the conference presentation/paper/overhead transparencies and any other material used by the author/presenter to the IEE, the author and/or the author’s employers **retain** all other proprietary rights and can reproduce figures, pictures, extracts, and reuse all or portions of the paper/presentation/lecture in any other situation **without** the permission of the IEE, but with an acknowledgement of copyright to the IEE in Conference Publication No.xxx (200x). The assignment of copyright to the IEE only applies to the original form of expression used, and does not apply to any amended, new or expanded work based on the material in the Publication.*

Please note that we are unable to publish the paper unless a copyright has been completed and returned.

If your contribution has not previously been published either in whole or in part, you are asked to agree, as a condition of publication, to assign the copyright of the material to the Institution of Electrical Engineers. Although this assignment is a requirement for publication its purpose is to control reproduction, so that inaccurate conclusions are not drawn from selective quotations from the publication.

If your contribution has been published recently, either in whole or in part, you are reminded that it is your responsibility to obtain formal approval in writing from the copyright holder for publication of the material, and to make appropriate and full acknowledgement to the copyright holder for publication. The publication agreement and copyright assignment form must be signed by the Copyright holder and returned to the IEE.

Where the copyright is held by the Crown it will be necessary for an acknowledgement to be made to the Controller of HM Stationary Office for permission to publish. Other acknowledgements may also be required and you should therefore contact HMSO for guidance.

If the copyright is owned by your company/university/organisation the copyright form should be signed by an appropriate person on their behalf.

In the United States some work done for or by, the Government is in the ‘public domain’. Such work can be freely copied in the USA and copyright in it cannot be claimed by a publisher. It is suggested that you indicate ‘This work is in the Public Domain’ at the end of your paper.

Inclusion in the Conference Publication will not preclude your offering the material, possibly in an expanded form, for consideration for publication by other journals after the Conference. Please contact the IEE Publishing Department at the appropriate time to complete the formalities.

3. Fees and Expenses

You should note that the Institution does not meet any travelling or subsistence expenses for authors, either prior to or during the conference.