

INSTRUCTIONS FOR THE PREPARATION OF A 'CAMERA-READY COPY' TYPESCRIPT FOR AN IEE CONFERENCE PUBLICATION

The papers will all be in a 2-column format and the final publication will be A4 size.

To ensure conformity and uniformity of appearance it is essential that these instructions are followed. Sample pages are enclosed with these notes to show you how the finished paper should look.

PREFERRED TYPEFACES- Arial
Courier
TimesNewRoman

FONT - 10

PAGE LAYOUT

Margins - top 2.4cm
bottom 2.4cm
left 2cm
right 2cm

TEXT

First Page: Paper Title - should be typed at 2.4 cm from the top of the page in CAPITALS and BOLD and must not be underlined.

At 4cm from top of the page type in the **name of the author(s)**, initials and surname only, in capitals and small letters. For example J A Smith. Decorations, degrees, and professional qualifications should not be included.

At 5cm from top of the page type in the **company(ies)/ organisation(s) and Country** of the authors. **Do not include** addresses, company/university departments, towns etc.

In each case, begin typing at the left hand margin.

Main text. At 6.5cm from top of page for the first page only and at 2.4 cm from the top of the page on each subsequent page. Text should be typed in two columns - each column 8cm wide with a gap of 1 cm between the two.

HEADINGS

FIRST ORDER HEADING

First order or main headings should commence at the left hand margin of each column, and should be in capitals and can be in bold. Except at the top of a new column the first order heading should be preceded by two lines of space and followed by two lines of space.

Second Order Headings

Second order headings or subsidiary headings should be in capitals and small letters, and can be in bold. They should begin at the left-hand/margin of each column and are preceded by two lines of space and followed by two lines of space.

Third order headings. Third order headings or minor headings should be typed in capitals and small letters at the left hand margin of each column, in bold and followed with a full stop. As with other headings they should be preceded with two lines of spacing but the text should continue on the same line.

Indentation of text - Do not indent, the text should always start at the left hand margin.

Symbols - If your word processor does not incorporate symbols, (for example Greek symbols) please write these in by hand and do not try to modify typed characters. Use dense black (Indian) ink for writing by hand.

Equations - If it is necessary to write equations by hand (eg subscript or superscript) use dense black (Indian) ink.

Number equations consecutively with arabic numbers in parentheses placed at the right hand margin of each column.

References - These should be referred to in the text as Smith (1), Smith and Jones (2) and, for more than two authors, Smith et al (3). If one work is cited more than once in the text it should at every subsequent mention be referred to only by the number given at the first mention.

A numerical **list of the references** should be given at the end of the paper typed in close spacing with a line space between each reference cited. The format is: Name of author(s), the year, the abbreviated name of the journal (underlined), the volume number (underlined), followed by the page numbers.

For example:

1. Smith J. 1962.Int.J. Control,27, 117-119
2. Jones,W.,1969,Meas C Control,5,101-105
3. Smith, J., Jones, W.,. and Doe, J.,
1969, JMES, 209, 218-223

In the cases of books and reports of other sources titles should be given immediately after the date. Full details of the source should be given.

4. Smith, J., and Bloggs, B.,1965,
"Discrete systems", Popular Press, London, UK

Units - Use units in accordance with British Standard BS 3763:1976, "The international system of units(SI)". All the units in BS 3763: 1976 including the additional units in appendix A, are acceptable together with the decibel and neper. The units quoted in ISO 1000: 1973 are equally acceptable.

Attention is drawn to Part 1, General, and Part 6, Electrical Science and Engineering of BS 1991, which deals with recommendations for letter symbols, signs and abbreviations.

Abbreviations - Abbreviations of other words should be avoided, bearing in mind the linguistic difficulties of readers whose mother tongue is not English. For the same reason, words which although in common use but are not normally found in a dictionary should be avoided.

Proprietary articles - Should not be mentioned by name, unless this is unavoidable. When comparing the products call them "product A and product B".

Copyright - Any acknowledgement regarding copyright, must be made at the conclusion of the text.

Tables - Should be self-contained and numbered consecutively. It improves the layout if they appear at the top or bottom of a page.

Tables should be headed by the word TABLE in capitals followed by the number and then a hyphen followed by the title of the table. If the title extends to more than one line, please start the second line indented to start immediately under the first characters of the first line.

Each column should be clearly headed and incorporate the appropriate symbols and units in which the quantities are measured.

Figures - Each figure must be accompanied by a caption (legend), which should be typed and must not be wider than the figure to which it refers. Figures drawn in pencil will not be accepted.

Photographs - Glossy prints of line diagrams or black and white photographs are acceptable, but must be of high contrast quality.

Graphs - The ordinates and the abscissae should be labelled with the following information: Symbol, dash, description of symbol, and in parentheses, the units (if applicable).

Size of figures, graphs and photographs

Try to conserve space, and more than one illustration should fit on to a page. For example, 4 quarter page size illustrations to one page. If there is one small illustration left for the final page, please place this in the top left hand area.

Standard of written english

The assessors will review the papers based upon the technical content. However, papers suffering from excessive spelling mistakes and poor English may be returned to the author because of the difficulty in assessing them. Authors whose mother tongue is not English may find it useful to have their paper proof checked by a native English speaking colleague.

Please read through your paper and check for spelling mistakes. It is recommended that you use the spellcheck facility on your word processor.

Page numbers, headers and footers

These should not be added to papers. The author's name and page number should be lightly pencilled on to the reverse side of each page.