Paper Title\* (use style: paper title)

\*Note: Sub-titles are not captured in Xplore and should not be used

line 1: 1st Given Name Surname   
line 2: *dept. name of organization   
(of Affiliation)*  
line 3: *name of organization   
(of Affiliation)*line 4: City, Country  
line 5: email address or ORCIDline 1: 2nd Given Name Surname  
line 2: *dept. name of organization   
(of Affiliation)*  
line 3: *name of organization   
(of Affiliation)*line 4: City, Country  
line 5: email address or ORCID

line 1: 4th Given Name Surname  
line 2: *dept. name of organization*  
*(of Affiliation)*  
line 3: *name of organization   
(of Affiliation)*line 4: City, Country  
line 5: email address or ORCID line 1: 3rd Given Name Surname  
line 2: *dept. name of organization   
(of Affiliation)*  
line 3: *name of organization   
(of Affiliation)*line 4: City, Country  
line 5: email address or ORCID

*Abstract*—This electronic document is a “live” template and already defines the components of your paper [title, text, heads, etc.] in its style sheet. *\*CRITICAL: Do Not Use Symbols, Special Characters, Footnotes, or Math in Paper Title or Abstract*. (*Abstract*)

Keywords—component, formatting, style, styling, insert (keywords)

# Introduction (*Heading 1*)

This template, modified in MS Word 2007 and saved as a “Word 97-2003 Document” for the PC, provides authors with the formatting specifications needed for preparing electronic versions of their papers. All standard paper components have been specified for three reasons: (1) ease of use when formatting individual papers, (2) automatic compliance to electronic requirements that facilitate the concurrent or later production of electronic products, and (3) conformity of style throughout conference proceedings. Margins, column widths, line spacing, and type styles are built-in; examples of the type styles are provided throughout this document and are identified in italic type, within parentheses, following the example. Some components, such as multilevel equations, graphics, and tables, are not prescribed, although the various table text styles are provided. The formatter must create these components, incorporating the following applicable criteria.

# Ease of Use

## Selecting a Template (Heading 2)

First, confirm that you have the correct template for your paper size. This template has been tailored for output on the A4 paper size. If you use US letter-sized paper, please close this file and download the Microsoft Word Letter file.

## Maintaining the Integrity of the Specifications

The template is used to format your paper and style the text. All margins, column widths, line spaces, and text fonts are prescribed; please do not alter them. You may note peculiarities. For example, the head margin in this template measures proportionately more than is customary. This measurement and others are deliberate, using specifications that anticipate your paper as one part of the entire proceedings and not as an independent document. Please do not revise any of the current designations.

# Prepare Your Paper Before Styling

Before formatting your paper, write and save the content as a separate text file. Complete all content and organizational editing before formatting. Please note section A-D below for more proofreading, spelling, and grammar information.

Keep your text and graphic files separate until the text has been formatted and styled. Do not use hard tabs; limit complex returns to only one at the end of a paragraph. Do not add any pagination anywhere in the paper. Do not number text heads- the template will do that for you.

## Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Abbreviations such as IEEE, SI, MKS, CGS, sc, dc, and rms do not have to be defined. Do not use abbreviations in the title or heads unless they are unavoidable.

## Units

* Use either SI (MKS) or CGS as primary units. (SI units are encouraged.) English units may be used as secondary units (in parentheses). An exception would be using English units as identifiers in trade, such as “3.5-inch disk drive”.
* Avoid combining SI and CGS units, such as current in amperes and magnetic field in oersteds. This often leads to confusion because equations do not balance dimensionally. If you must use mixed units, clearly state the units for each quantity you use in an equation.
* Do not mix complete spellings and abbreviations of units: “Wb/m2” or “webers per square meter”, not “webers/m2”. Spell out units when they appear in text: “. . . a few Henries”, not “. . . a few H”.

Identify the applicable funding agency here. If none, delete this text box.

* Use a zero before decimal points: “0.25”, not “.25”. Use “cm3”, not “cc”. (*bullet list*)

## Equations

The equations are an exception to the prescribed specifications of this template. You will need to determine whether or not your equation should be typed using either Times New Roman or the Symbol font (please, no other font). Treating the equation as a graphic may be necessary to create multilevel equations and insert them into the text after styling your paper.

Number equations consecutively. Equation numbers within parentheses will be positioned flush right, as in (1), using a right tab stop. To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents—Italicize Roman symbols for quantities and variables, but not Greek symbols. Use a long dash rather than a hyphen for a minus sign. Punctuate equations with commas or periods when they are part of a sentence, as in:

*a* + *b* = g (1)

Note that the equation is centered using a center tab stop. Be sure that the symbols in your equation have been defined before or immediately following the equation. Use “(1)”, not “Eq. (1)” or “equation (1)”, except at the beginning of a sentence: “Equation (1) is . . .”

## Some Common Mistakes

* The word “data” is plural, not singular.
* The subscript for the permeability of vacuum *m*0, and other common scientific constants, is zero with subscript formatting, not a lowercase letter “o”.
* In American English, commas, semicolons, periods, questions, and exclamation marks are located within quotation marks only when a complete thought or name is cited, such as a title or full quotation. When quotation marks are used, instead of a bold or italic typeface, punctuation should appear outside the quotation marks to highlight a word or phrase. A parenthetical phrase or statement at the end of a sentence is punctuated outside the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.)
* A graph within a graph is an “inset”, not an “insert”. The word alternatively is preferred to “alternately” (unless you mean something that alternates).
* Do not use the word “essentially” to mean “approximately” or “effectively”.
* In your paper title, if the words “that uses” can accurately replace the word “using”, capitalize the “u”; if not, keep using lowercase.
* Be aware of the different meanings of the homophones “affect” and “effect”, “complement” and “compliment”, “discreet” and “discrete”, “principal” and “principle”.
* Do not confuse “imply” and “infer”.
* The prefix “non” is not a word; it should be joined to the word it modifies, usually without a hyphen.
* There is no period after the “et” in the Latin abbreviation “et al.”.
* The abbreviation “i.e.” means “that is”, and the abbreviation, “e.g.” means “for example”.

An excellent style manual for science writers is [7].

# Using the Template

After completing the text edit, the paper is ready for the template. Duplicate the template file using the Save As command, and use the naming convention prescribed by your conference for the name of your paper. In this newly created file, highlight the contents and import your prepared text file. You are ready to style your paper; use the scroll-down window on the left of the MS Word Formatting toolbar.

## Authors and Affiliations

**The template is designed for, but not limited to, six authors.** A minimum of one author is required for all conference articles. Author names should be listed from left to right and then to the following line. This author sequence will be used in future citations and by indexing services. Names should not be listed in columns or grouped by affiliation. Please keep your affiliations as succinct as possible (for example, do not differentiate among departments of the same organization).

### For papers with more than six authors: Add author names horizontally, moving to a third row for more than eight authors if needed.

### For papers with less than six authors: To change the default, adjust the template as follows.

#### Selection: Highlight all author and affiliation lines.

#### Change the 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.

#### Deletion: Delete the author and affiliation lines for the extra authors.

## Identify the Headings

Headings, or heads, are organizational devices that guide the reader through your paper. There are two types: component heads and text heads.

Component heads identify the different components of your paper and are not topically subordinate to each other. Examples include Acknowledgments and References; the correct style is “Heading 5”. Use “figure caption” for your Figure captions and “table head” for your table title. Run-in heads, such as “Abstract”, will require you to apply a style (in this case, italic) in addition to the style provided by the drop-down menu to differentiate the head from the text.

Text heads organize the topics on a relational, hierarchical basis. For example, the paper title is the primary text head because all subsequent material relates to and elaborates on this one topic. If there are two or more sub-topics, the next level head (uppercase Roman numerals) should be used, and conversely, if there are not at least two sub-topics, then no subheads should be introduced. Styles named “Heading 1”, “Heading 2”, “Heading 3”, and “Heading 4” are prescribed.

## Figures and Tables

#### Positioning Figures and Tables: Place figures and tables at the top and bottom of columns. Avoid placing them in the middle of columns. Large figures and tables may span across both columns. Figure captions should be below the figures; table heads should appear above the tables. Insert figures and tables after they are cited in the text. Use the abbreviation “Fig. 1”, even at the beginning of a sentence.

1. Table Type Styles

| Table Head | Table Column Head | | |
| --- | --- | --- | --- |
| Table column subhead | Subhead | Subhead |
| copy | More table copya |  |  |

1. Sample of a Table footnote. (*Table footnote*)
2. Example of a figure caption. (*figure caption*)

Figure Labels: Use 8-point Times New Roman for Figure labels. Use words rather than symbols or abbreviations when writing Figure axis labels to avoid confusing readers. As an example, write the quantity “Magnetization”, or “Magnetization, M”, not just “M”. If including units in the label, present them within parentheses. Do not label axes only with units. In the example, write “Magnetization (A/m)” or “Magnetization {A[m(1)]}”, not just “A/m”. Do not label axes with a ratio of quantities and units. For example, write “Temperature (K)”, not “Temperature/K”.

##### Acknowledgment *(Heading 5)*

The preferred spelling of the word “acknowledgment” in America is without an “e” after the “g”. Avoid the stilted expression “one of us (R. B. G.) thanks ...”. Instead, try “R. B. G. thanks...”. Put sponsor acknowledgments in the unnumbered footnote on the first page.

##### References

The template will number citations consecutively within brackets [1]. The sentence punctuation follows the bracket [2]. Refer simply to the reference number, as in [3]—do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] was the first ...”

Number footnotes separately in superscripts. Place the actual footnote at the bottom of the column in which it was cited. Do not put footnotes in the abstract or reference list. Use letters for table footnotes.

Unless there are six authors or more, give all authors’ names; do not use “et al.”. Even if submitted for publication, papers that have not been published should be cited as “unpublished” [4]. Papers accepted for publication should be cited as “in press” [5]. Capitalize only the first word in a paper title, except for proper nouns and element symbols.

For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [6].

1. G. Eason, B. Noble, and I. N. Sneddon, “On certain integrals of Lipschitz-Hankel type involving products of Bessel functions,” Phil. Trans. Roy. Soc. London, vol. A247, pp. 529–551, April 1955. *(references)*
2. J. Clerk Maxwell, A Treatise on Electricity and Magnetism, 3rd ed., vol. 2. Oxford: Clarendon, 1892, pp.68–73.
3. I. S. Jacobs and C. P. Bean, “Fine particles, thin films and exchange anisotropy,” in Magnetism, vol. III, G. T. Rado and H. Suhl, Eds. New York: Academic, 1963, pp. 271–350.
4. K. Elissa, “Title of paper if known,” unpublished.
5. R. Nicole, “Title of paper with only first word capitalized,” J. Name Stand. Abbrev., in press.
6. Y. Yorozu, M. Hirano, K. Oka, and Y. Tagawa, “Electron spectroscopy studies on magneto-optical media and plastic substrate interface,” IEEE Trans. J. Magn. Japan, vol. 2, pp. 740–741, August 1987 [Digests 9th Annual Conf. Magnetics Japan, p. 301, 1982].
7. M. Young, The Technical Writer’s Handbook. Mill Valley, CA: University Science, 1989.

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