Preparation of Papers for the Proceedings of FIT 2005

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Abstract – This document provides the basic guidelines for preparing camera-ready papers for FIT 2005. Please note that the conference proceedings will be printed on U.S. Letter format paper. All submissions will be handled electronically as either Microsoft Word (.doc), PostScript (.ps) or Adobe Acrobat (.pdf) format.

Index Terms – paper formatting guidelines, template, FIT 2005 proceedings.

I. INTRODUCTION

In an effort to produce high-quality proceedings with common formatting for all papers, we are providing this document as a template for paper submissions to FIT 2005. Please follow these guidelines as closely as possible.

This document is based on the template provided for the Proceedings of IEEE GlobeCom 2001 [1]. For items not addressed in these instructions, please refer to those proceedings or to a recent issue of a journal of the IEEE Communications Society.

A. General Formatting Guidelines

Please prepare your paper in full-size U.S. Letter format, 21.59 cm by 27.94 cm (8.5 inches by 11 inches). Your paper must be submitted electronically as either Microsoft Word (.doc), PostScript (.ps) or Adobe Acrobat (.pdf) format with tables and figures in their proper positions.

1. Fonts and Type Sizes

Use Times New Roman in 10-point font size with full (left and right) justification, unless specified otherwise in Table I. If Times New Roman is not available for your word processor, use a similar proportional serif typeface.

2. Margins and Other Formatting

Set the top and bottom margins to 2.54 cm (1 inch) and left and right margins to 1.90 cm (0.75 inch). With the exception of the paper title and author information, use two-column format with equal column widths of 8.51 cm (3.35 inches) with 0.76 cm (0.3 inch) spacing between. Use automatic hyphenation and be sure to check for proper grammar and spelling (preferably using US English).

Body text paragraphs are indented 0.33 cm (0.125 inch), use single line spacing, and are followed with 3-point spacing below each paragraph. Level 1 headings should have 6-point spacing above and below, while level 2 and 3 headings are indented 0.66 cm (0.25 inch) and should have 6-point spacing below only. The paper title and author affiliation should have 12-point spacing below.

3. Authors and Affiliations, Abstracts, and Index Terms

Provide full names of all authors. Also give each author’s affiliated company and/or institution, full mailing address, and e-mail address.

Keep the abstract to a maximum of 200 words. In addition, provide up to 5 keywords or index terms.

II. HELPFUL HINTS

A. Figures and Tables

Figures and tables should be positioned at the tops and bottoms of columns (see Table I and Figure 1). Please avoid placing them in the middle of columns. Large figures and tables can span across both columns if necessary. The primary format for the FIT 2005 proceedings will be a CD-ROM, so you can make use of colour as needed. However, hardcopy proceedings will be printed in black and white only, and most readers who print copies from the CD-ROM

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will do so in black and white. Use colour to enhance your figures if you wish, but do not rely on colour as the only means to distinguish between chart lines, etc.

Figure captions should be below the figures while table captions should be above the tables. Avoid placing a figure or table before their first mention in the text.

Use centre justification for all figures, tables and captions, and follow all with 12-point spacing below. Figure captions should end with a period, while table captions should not. Also note that table captions use small caps.

When labelling chart axes, write out the quantity unless the symbols are widely known (e.g. use “Dual Failure Restorability” or “Dual Failure Restorability, R₂” instead of simply “R₂”). Where applicable, also indicate units in parentheses as in “Run Time (hrs)”. To prevent confusion, avoid the use of multipliers as in “Run Time (s) x 1000”; it is preferable to use “Run Time (10³ s).”

B. Abbreviations and Acronyms

Define abbreviations and acronyms in full the first time they are used in the text, even after they have already been defined and used in the abstract. Widely known abbreviations and acronyms such as IEEE, SONET, and ILEC do not have to be defined. If possible, avoid the use of abbreviations in the paper title; element symbols are acceptable.

C. Equations

Number equations consecutively with equation numbers in parentheses justified to the right column margin and the equation itself centre justified, as in (1). Italicize Roman symbols for quantities and variables, but not Greek symbols. Use a long dash for the minus sign, not a hyphen. Use parentheses for potentially ambiguous operations. Punctuate equations with commas or periods when they are part of a sentence, as in

\[ \Psi = mx + b_1 - c. \] (1)

Be sure to define symbols in the text before they appear in an equation or immediately afterwards. When referring to equations in the text, use “(1),” rather than “equation (1),” except at the beginning of a sentence.

D. Units

Try to use SI (MKS) as primary units. CGS is acceptable but not preferred. Do not use English units except as secondary units (in parentheses) and when referring to trade identifiers and standards, such as “3.5-inch disk drive.” Avoid combining SI and CGS units, as this often leads to confusion when equations do not balance dimensionally. If you must use mixed units, clearly state the units for each quantity that you use in an equation.

Spell out units when they appear within the text (“a few milliwatts per kilometre”, not “a few mW/km”), and avoid mixing complete spellings of units with abbreviations (such as in “mW/kilometre”). Use “cm³”, not “cc.”

III. REFERENCES AND FOOTNOTES

A. Footnotes

Footnotes in the text should be numbered consecutively as superscripts in the order they appear in the text. Where possible, place them at the bottom of the column in which they were cited, do not place them in the reference list. Use letters for footnotes in tables and figures, and place the footnotes immediately beneath the table or figure (and before the caption in the case of a figure).

B. References

Number your citations consecutively in square brackets [1], and in the order in which they are first referenced in the text. Refer simply to the reference number such as “… shown in [2],” rather than “… shown in reference [2],” except at the beginning of a sentence. When citing multiple sources use “[2]-[10]” or “[1], [5], [6],” as appropriate.

Use full journal and conference titles unless constrained by space limits, in which case use generally accepted abbreviations only (be consistent). Provide location, volume and issue numbers, page numbers, and dates where possible. Journal and conference titles should be italicized, and paper titles should be in quotations, as in [2], [3]. Capitalize only the first word (and proper nouns or abbreviations) in the paper title. To reference a page range use “pp.” as in [2], but to indicate a single page use “p.” as in [4].

Provide all authors’ names unless there are six or more, in which case, use “et al.” (no comma before “et”) after the first author, as in [5]. Papers that have been accepted for publication but are yet to appear should be listed as “in press” and an expected date (if known) should be provided, as in [5]. Papers that are in review or are otherwise unpublished should be cited as “unpublished” as in [6]. Papers published in translation journals should be cited with the English citation first, followed by the original foreign-language citation [7].

1 Format your footnotes like this.
When citing books or chapters, book titles should be italicized and edition number, publisher, and page numbers should be given where applicable, using the formatting shown in [8]-[10]. When citing an online reference, provide the web site owner, publication date (if not known, use “n.d.” instead), title of the page, full URL, and the date last accessed, and indicate that it is an online reference as shown by [11]. Examples of other miscellaneous citations are shown by [12]-[18].

IV. MISCELLANEOUS RECOMMENDATIONS

Do not number the ACKNOWLEDGEMENTS and REFERENCES section headings. Use a zero before decimal points: “0.25”, not “.25.” Do not use page numbers or any other headers or footers in the final camera-ready paper. A parenthetical statement is punctuated outside the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.) The abbreviation “i.e.” means “that is,” and “e.g.” means “for example.” Place periods and commas within parentheses and quotation marks, as was done in the previous sentence.

ACKNOWLEDGEMENTS

This section is optional. If used, try to keep acknowledgements as brief as possible. Put sponsor acknowledgements in an unnumbered footnote on the first page.

REFERENCES