

# IEEE Report Formatting

Walking  
Through  
the Format



# Introduction



- Reasons for IEEE Formatting
  - Submission to Conferences and Symposiums
  - Template for Future Research
- [http://www.ieee.org/documents/MSW\\_USltr\\_format.doc](http://www.ieee.org/documents/MSW_USltr_format.doc)



# Title



- Standard Font – Times New Roman
- Title – 24 point

Paper·Title·(use·style:·*paper·title*)¶¶

Subtitle·as·needed·(*paper·subtitle*)¶¶

¶.....Section Break (Continuous).....¶

# Author(s)



- Author(s)
  - Affiliation(s)

.....Section Break (Continuous).....

Authors·Name/s·per·1st·Affiliation·(Author)¶  
line·1·(of·Affiliation)·:· dept. name of organization¶  
line·2·:·name of organization, · acronyms· acceptable¶  
line·3·:·City, Country¶  
line·4·:·e-mail· address if desired¶

Authors·Name/s·per·2nd·Affiliation·(Author)¶  
line·1·(of·Affiliation)·:· dept. name of organization¶  
line·2·:·name of organization, · acronyms· acceptable¶  
line·3·:·City, Country¶  
line·4·:·e-mail· address if desired¶

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Authors·Name/s·for·Affiliation·(Author)¶  
line·1·(of·Affiliation)·:· dept. name of organization¶  
line·2·:·name of organization, · acronyms· acceptable¶  
line·3·:·City, Country¶  
line·4·:·e-mail· address if desired¶

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# Abstract



- Abstract
  - Bold
  - 9 Point
  - “Abstract” title in italics

***Abstract***—This electronic document is a “live” template. The various components of your paper [title, text, heads, etc.] are already defined on the style sheet, as illustrated by the portions given in this document. (Abstract)¶



# Key Words



- Key Words

- [http://www.ieee.org/documents/2009Taxonomy\\_v101.pdf](http://www.ieee.org/documents/2009Taxonomy_v101.pdf)

*Keywords-component; formatting; style; styling; insert (key words)*

.....Cobalt  
.....Cobalt alloys  
.....Copper

.....Gallium  
.....Gallium alloys  
.....Germanium  
.....Germanium alloys  
.....Gold  
.....Gold alloys  
.....Hafnium  
.....Hafnium compounds  
.....Indium  
.....Iron  
.....Cast iron  
.....Iron alloys  
.....Lanthanum  
.....Lanthanum compounds  
.....Lead  
.....Lead isotopes  
.....Lithium  
.....Lithium compounds  
.....Magnesium  
.....Magnesium compounds  
.....Manganese  
.....Manganese alloys

## Mathematics

....Accuracy  
....Algebra  
.....Abstract algebra  
.....Galois fields  
.....Modules (abstract algebra)  
.....Boolean algebra  
.....Boolean functions  
.....Linear algebra  
.....Linear programming  
.....Matrices  
.....Vectors  
.....Set theory  
.....Fuzzy set theory  
.....Fuzzy sets  
.....Rough sets  
....Algorithms  
.....Adaptive algorithm  
.....Adaptation model  
.....Algorithm design and analysis  
.....Approximation algorithms  
.....Backpropagation algorithms  
.....Basis algorithms  
.....Change detection algorithms  
.....Classification algorithms  
.....Clustering algorithms  
.....Compression algorithms  
.....Density estimation robust algorithm

# Headings



- Headings

- Heading 1
- Heading 2
- Heading 3
- Heading 4
- Heading 5

- II. → EASE-OF-USE ¶ **< HEADING 1**

- A. → *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 US-letter paper size. If you are using A4-sized paper, please close this file and download the file for “MSW\_A4\_format”.

1) → *For author/s of only one affiliation (Heading 3)*: To change the default, adjust the template as follows.

a) → *Selection (Heading 4)*: Highlight all author and affiliation lines.

b) → *Change number of columns*: Select the Columns icon from the MS Word Standard toolbar and set to “Column” from the selection palette.

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

# Figures and Tables



- Top and bottom of columns
  - Avoid middle of columns
- 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

TABLE I. → TABLE-TYPE-STYLE¶

Table-Head□	Table-Column-Head□		
	Table-column-subhead□	Subhead□	Subhead□
copy-	More table copy*□	□	□

a. Sample of a Table footnote. (Table footnote)¶

We suggest that you use a text box to insert a graphic (which is ideally a 300-dpi TIFF or EPS file, with all fonts embedded) because, in an MSW document, this method is somewhat more stable than directly inserting a picture.¶

To have non-visible rules on your frame, use the MSWord "Format" pull-down menu, select Text Box > Colors and Lines to choose No-Fill and No-Line.¶

Figure 1. → Example of a figure caption. (figure-caption)¶



# 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 . . .”

- [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 Transl. 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.

# Resources



## **IEEE**

<http://www.ieee.org/>

## **Template**

[http://www.ieee.org/conferences\\_events/conferences/publishing/templates.html](http://www.ieee.org/conferences_events/conferences/publishing/templates.html)

## **Taxonomy (Keywords)**

[http://www.ieee.org/documents/2009Taxonomy\\_v101.pdf](http://www.ieee.org/documents/2009Taxonomy_v101.pdf)

## **Undergraduate Research Resources**

<http://nia.ecsu.edu/reuomps2013/resources.html>