

# Preparation of Papers for the Journal Transactions on Electrical Engineering

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**Abstract**—These instructions give you basic guidelines for preparing camera-ready paper to be published in the journal Transactions on Electrical Engineering. You should follow them also when preparing your manuscript for reviewing purposes. The abstract should not exceed 10 lines.

**Keywords**—Guidelines, manuscript, template, publication, paper, journal, 10 words maximum.

## I. INTRODUCTION

Your goal is to simulate the usual appearance of papers in IEEE Transactions.

### A. Full-Size Camera-Ready (CR) Copy

Prepare your CR paper in full-size format, on A4 paper (210 × 297 mm, 8.27 × 11.69 inches), limited to minimum of 4 and maximum of 8 pages and send it as a DOC file.

**Type sizes and typefaces:** Follow the type sizes specified in Table I. As an aid in gauging type size, 1 point is about 0.35 mm. The size of the lowercase letter “j” will give the point size. Times New Roman is the preferred font.

**Margins:** top and bottom = 25 mm, left and right = 20 mm.

The column width is 82 mm (3.23 in). The space between the two columns is 6 mm (0.24 in). Paragraph indentation is 3.5 mm (0.14 in).<sup>1</sup>

TABLE I.  
TYPE SIZES FOR CAMERA-READY PAPERS

Type size (pts.)	Appearance		
	Regular	Bold	Italic
6	Table captions, <sup>a</sup> table superscripts		
8	References, tables, table names, <sup>a</sup> first letters in table captions, <sup>a</sup> figure captions, footnotes, text subscripts, and superscripts		
9		Abstract	Keywords
10	Authors' affiliations, main text, equations, first letters in section titles <sup>a</sup>		Subheading
11	Authors' names		
24	Paper title		

<sup>a</sup> Uppercase

<sup>1</sup> It is recommended that footnotes are avoided. Instead, try to integrate the footnote information into the text.

Left- and right- justify your columns. Use tables and figures to adjust column length. On the last page of your paper, adjust the lengths of the columns so that they are equal. Use automatic hyphenation and check spelling. Digitize or paste down figures.

## II. HELPFUL HINTS

### A. Figures and Tables – Subsection Example

Place figures and tables at the tops and bottoms of columns. Avoid placing them in the middle of columns. Large figures and tables may span across both columns. Figure captions should be centered below the figures; table captions should be centered above. Avoid placing figures and tables before their first mention in the text. Use the abbreviation “Fig. 1,” even at the beginning of a sentence.

*1) Sub-subsection example:* figure axis labels are often a source of confusion. Use words rather than symbols. For example, write “Magnetization,” or “Magnetization, M,” not just “M.” Put units in parentheses. Do not label axes only with units. In the example, write “Magnetization (A/m)” or “Magnetization (A·m<sup>-1</sup>).” Do not label axes with a ratio of quantities and units. For example, write “Temperature (K),” not “Temperature/K.”

Multipliers can be especially confusing. Write “Magnetization (kA/m)” or “Magnetization (10<sup>3</sup> A/m).” Figure labels should be legible, about 10-point type.

### B. References

Number citations consecutively in square brackets [1]. Punctuation follows the bracket [2]. Refer simply to the reference number, as in [3]. Use “Ref. [3]” or “Reference [3]” 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 reference list. Use letters for table footnotes (see Table I).

Give all authors' names; use “et al.” if there are six authors or more. Papers that have not been published, even if they have been submitted for publication, should be cited as “unpublished” [4]. Papers that have been accepted for publication should be cited as “in press” [5]. In a paper title, capitalize the first word and all other words except for conjunctions, prepositions less than seven letters, and prepositional phrases.

For papers published in translated journals, first give the English citation, then the original foreign-language citation [6].

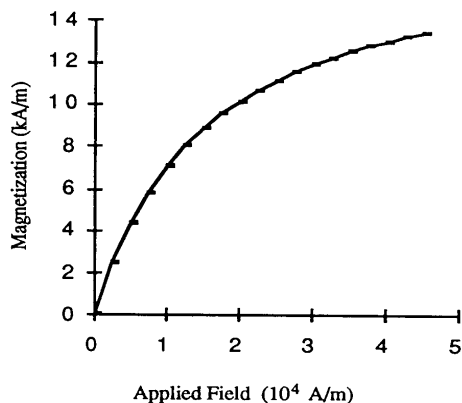


Fig. 1. Magnetization as a function of applied field.  
**Note that the short caption is centred in the column.**

### C. 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 unless they are unavoidable.

### D. Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). 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 an en dash (–) rather than a hyphen for a minus sign. Use parentheses to avoid ambiguities in denominators. Punctuate equations with commas or periods when they are part of a sentence, as in

$$y = f(x). \quad (1)$$

Symbols in your equation should be defined before the equation appears or immediately following. Use “(1),” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is ...”

### E. Other Recommendations

The Roman numerals used to number the section headings are optional. If you do use them, do not number ACKNOWLEDGMENTS and REFERENCES, and begin Subheadings with letters. Hyphenate complex modifiers: “zero-field-cooled magnetization.” Avoid dangling participles, such as, “Using (1), the potential was calculated.” Write instead, “The potential was calculated using (1),” or “Using (1), we calculated the potential.”

Use a zero before decimal points: “0.25,” not “.25.” Use “cm<sup>3</sup>,” not “cc.” Do not mix complete spellings and abbreviations of units: “Wb/m<sup>2</sup>” or “webers per square meter.” not “webers/m<sup>2</sup>.” Spell units when they appear in text: “...a few henries,” not “...a few H.” If your native language is not English, try to get a native English-speaking colleague to proofread your paper. Do not add page numbers.

### III. 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 the use of 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.

Put the space between the magnitude and the unit of a quantity, e.g. 50 A instead of 50A.

### IV. SOME COMMON MISTAKES

The word “data” is plural, not singular. The subscript for the permeability of vacuum is zero, not a lowercase letter “o.” In American English, periods and commas are within quotation marks, like “this period.” A parenthetical statement at the end of a sentence is punctuated outside of 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 alternately is preferred to the word “alternately” (unless you mean something that alternates). Do not use the word “essentially” to mean “approximately” or “effectively.” 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].

### ACKNOWLEDGMENT

The preferred spelling of the word “acknowledgment” in America is without an “e” after the “g.” Try to 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

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