[[1]](#footnote-1)

Preparation of Papers for Software Engineering Course (2016-17)

First A. Author, Second B. Author, and Third C. Author..

*Abstract*—These instructions give you guidelines for preparing papers for SE course. Use this document as a template if you are using Microsoft Word 2010 or later. Otherwise, use this document as an instruction set.. Paper titles should be written in uppercase and lowercase letters, not all uppercase. Avoid writing formulas in the title; short formulas that identify the elements are fine (e.g., "Nd–Fe–B"). Keep the title short and do not write “(Invited)” in the title. Full names of authors are preferred in the author field, but are not required. Put a space between authors’ initials. Only authors may appear in the author line of a manuscript. Authors are defined as individuals who have made an identifiable intellectual contribution to a manuscript to the extent that the individual can defend its contents. Define all symbols used in the abstract. Do not cite references in the abstract. Do not delete the blank line immediately above the abstract; it sets the footnote at the bottom of this column. Keep the abstract to 250 words or less.

*Index Terms*—Enter key about five words or phrases in alphabetical order, separated by commas. For a list of suggested keywords see:

Required Sections:

The paper must contain the following sections:

1. Introduction
2. Existing Work
3. Proposed Methodology
4. Experimental Results and analysis
5. Conclusion and Future work
6. References

# INTRODUCTION

T

HIS document is a template for Microsoft *Word 2010* versions or later..

# Guidelines For Manuscript Preparation

Do not change the template font sizes or line spacing to squeeze more text into a limited number of pages.The 10-pt Times New Roman font is preferred. Use italics for emphasis; do not underline words.

To insert images in *Word,* position the cursor at the insertion point and either use Insert | Picture | From File or copy the image to the Windows clipboard and then Edit | Paste Special | Picture (with “float over text” unchecked).

Place your figures in the text as you expect them to appear in print. Add a caption in 8-pt font as shown below.

## Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations such as IEEE, SI, ac, and dc do not have to be defined. Abbreviations that incorporate periods should not have spaces: write “C.N.R.S.,” not “C. N. R. S.” Do not use abbreviations in the title unless they are unavoidable (for example, “IEEE” in the title of this article).

## Other Recommendations

Use one space after periods and colons. Hyphenate complex modifiers: “zero-field-cooled magnetization.” Avoid dangling participles, such as, “Using (1), the potential was calculated.” [It is not clear who or what used (1).] Write instead, “The potential was calculated by using (1),” or “Using (1), we calculated the potential.”

Use a zero before decimal points: “0.25,” not “.25.” Use “cm3,” not “cc.” Indicate sample dimensions as “0.1 cm × 0.2 cm,” not “0.1 × 0.2 cm2.” The abbreviation for “seconds” is “s,” not “sec.” Use “Wb/m2” or “webers per square meter,” not “webers/m2.” When expressing a range of values, write “7 to 9” or “7-9,” not “7~9.”

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.) In American English, periods and commas are within quotation marks, like “this period.” Other punctuation is “outside”! Avoid contractions; for example, write “do not” instead of “don’t.” The serial comma is preferred: “A, B, and C” instead of “A, B and C.”

If you wish, you may write in the first person singular or plural and use the active voice (“I observed that...” or “We observed that...” instead of “It was observed that...”). Remember to check spelling. If your native language is not English, please get a native English-speaking colleague to carefully proofread your paper or use a professional editing service.

# MATH

If you are using *Word,* use either the Microsoft Equation Editor or the *MathType* add-on (<http://www.mathtype.com>) for equations in your paper (Insert | Object | Create New | Microsoft Equation *or* MathType Equation). “Float over text” should *not* be selected.

## Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). First use the equation editor to create the equation. Then select the “Equation” markup style. Press the tab key and write the equation number in parentheses. To make your equations more compact, you may use the solidus ( / ), the exp function, or appropriate exponents. Use parentheses to avoid ambiguities in denominators. Punctuate equations when they are part of a sentence, as in

 (1)

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Italicize symbols (*T* might refer to temperature, but T is the unit tesla). Refer to “(1),” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is ... .”

# Units

Use either SI (MKS) or CGS as primary units. (SI units are strongly encouraged.) English units may be used as secondary units (in parentheses). For example, write “15 Gb/cm2 (100 Gb/in2).” An exception is when English units are used as identifiers in trade, such as “3½-in 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 in an equation.

The SI unit for magnetic field strength *H* is A/m. However, if you wish to use units of T, either refer to magnetic flux density *B* or magnetic field strength symbolized as µ0*H*. Use the center dot to separate compound units, e.g., “A·m2.”

# Some Common Mistakes

The word “data” is plural, not singular. The subscript for the permeability of vacuum µ0 is zero, not a lowercase letter “o.” The term for residual magnetization is “remanence”; the adjective is “remanent”; do not write “remnance” or “remnant.” Use the word “micrometer” instead of “micron.” A graph within a graph is an “inset,” not an “insert.” The word “alternatively” is preferred to the word “alternately” (unless you really mean something that alternates). Use the word “whereas” instead of “while” (unless you are referring to simultaneous events). Do not use the word “essentially” to mean “approximately” or “effectively.” Do not use the word “issue” as a euphemism for “problem.” When compositions are not specified, separate chemical symbols by en-dashes; for example, “NiMn” indicates the intermetallic compound Ni0.5Mn0.5 whereas “Ni–Mn” indicates an alloy of some composition NixMn1-x.

Be aware of the different meanings of the homophones “affect” (usually a verb) and “effect” (usually a noun), “complement” and “compliment,” “discreet” and “discrete,” “principal” (e.g., “principal investigator”) and “principle” (e.g., “principle of measurement”). Do not confuse “imply” and “infer.”

Prefixes such as “non,” “sub,” “micro,” “multi,” and “ultra” are not independent words; they should be joined to the words they modify, usually without a hyphen. There is no period after the “et” in the Latin abbreviation “*et al.*” (it is also italicized). The abbreviation “i.e.,” means “that is,” and the abbreviation “e.g.,” means “for example” (these abbreviations are not italicized).

# Guidelines for Graphics Preparation and Submission

## Types of Graphics

The following list outlines the different types of graphics. They are categorized based on their construction, and use of color / shades of gray:

### *Color/Grayscale figures*

### Figures that are meant to appear in color, or shades of black/gray. Such figures may include photographs, illustrations, multicolor graphs, and flowcharts.

### *Lineart figures*

### Figures that are composed of only black lines and shapes. These figures should have no shades or half-tones of gray. Only black and white.

### *Author photos*

### Head and shoulders shots of authors which appear at the end of papers. Not allowed for papers in TMI.

### *Tables* Data charts which are typically black and white, but sometimes include color.

## Multipart figures

Figures compiled of more than one sub-figure presented side-by-side, or stacked. If a multipart figure is made up of multiple figure types (one part is lineart, and another is grayscale or color) the figure should meet the stricter guidelines.

## File Formats For Graphics

Format and save your graphics using a suitable graphics processing program that will allow you to create the images as PostScript (PS), Encapsulated PostScript (.EPS), Tagged Image File Format (.TIFF), Portable Document Format (.PDF), or Portable Network Graphics (.PNG) sizes them, and adjusts the resolution settings. If you created your source files in one of the following programs you will be able to submit the graphics without converting to a PS, EPS, TIFF, PDF, or PNG file: Microsoft Word, Microsoft PowerPoint, or Microsoft Excel. Though it is not required, it is recommended that these files be saved in PDF format rather than DOC, XLS, or PPT. Doing so will protect your figures from common font and arrow stroke issues that occur when working on the files across multiple platforms. When submitting the final files for your paper once it is accepted, the graphics should all be submitted individually in one of these formats along with the manuscript.

## Sizing of Graphics

Most charts, graphs, and tables are one column wide (3.5 inches / 88 millimeters / 21 picas) or page wide (7.16 inches / 181 millimeters / 43 picas). The maximum depth a graphic can be is 8.5 inches (216 millimeters / 54 picas). When choosing the depth of a graphic, please allow space for a caption. Figures can be sized between column and page widths if the author chooses, however it is recommended that figures are not sized less than column width unless when necessary.

## Resolution

The proper resolution of your figures will depend on the type of figure it is as defined in the “Types of Figures” section. Color and grayscale figures should be at least 300 dpi. Lineart, including tables should be a minimum of 600 dpi.

## Accepted Fonts Within Figures

When preparing your graphics we suggest that you use of one of the following Open Type fonts: Times New Roman, Helvetica, Arial, Cambria, and Symbol. If you are supplying EPS, PS, or PDF files all fonts must be embedded. Some fonts may only be native to your operating system; without the fonts embedded, parts of the graphic may be distorted or missing.

A safe option when finalizing figures is to strip out the fonts before you save the files, creating “outline” type. This converts fonts to artwork that appear uniformly on any screen.

## Using Labels Within Figures

### Figure Axis labels

Figure axis labels are often a source of confusion. Use words rather than symbols. As an example, write the quantity “Magnetization,” or “Magnetization *M*,” not just “*M*.” Put units in parentheses. Do not label axes only with units. As in Fig. 1, for example, write “Magnetization (A/m)” or “Magnetization (Am−1),” not just “A/m.” 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 (103 A/m).” Do not write “Magnetization (A/m) × 1000” because the reader would not know whether the top axis label in Fig. 1 meant 16000 A/m or 0.016 A/m. Figure labels should be legible, approximately 8 to 10 point type.

### Subfigure Labels in Multipart Figures and Tables

Multipart figures should be combined and labeled before final submission. Labels should appear centered below each subfigure in 8 point Times New Roman font in the format of (a) (b) (c).

## File Naming

Figures (lineart or photograph) should be named starting with the first 5 letters of the corresponding author’s last name. The next characters in the filename should be the number that represents the sequential location of this image in your article. For example, in author “Anderson’s” paper, the first three figures would be named ander1.tif, ander2.tif, and ander3.ps.

Tables should contain only the body of the table (not the caption) and should be named similarly to figures, except that ‘.t’ is inserted in-between the author’s name and the table number. For example, author Anderson’s first three tables would be named ander.t1.tif, ander.t2.ps, ander.t3.eps.

## Referencing a Figure or Table Within Your Paper

When referencing your figures and tables within your paper, use the abbreviation “Fig.” even at the beginning of a sentence. Do not abbreviate “Table.” Tables should be numbered with Roman Numerals.

## Submitting Your Graphics

Format your paper with the graphics included within the body of the text just as you might expect to see the paper in print. Please do this at each stage of the review, from first submission to final files. For final files only, after the paper has been accepted for publication, figures should also be submitted individually, separate from the manuscript in one of the file formats listed above in section VI-J. Place a figure caption below each figure; place table titles above the tables. Please do not include captions as part of the figures, or put them in “text boxes” linked to the figures. Also, do not place borders around the outside of your figures.

# Conclusion

## A conclusion section is not required. Although a conclusion may review the main points of the paper, do not replicate the abstract as the conclusion. A conclusion might elaborate on the importance of the work or suggest applications and extensions.

Appendix and the use of Supplemental files

Appendices, if needed, appear before the acknowledgment. If an appendix is not critical to the main message of the manuscript and is included only for thoroughness or for reader reference, then consider submitting appendices as supplementary materials.

Acknowledgment

The preferred spelling of the word “acknowledgment” in American English is without an “e” after the “g.” Use the singular heading even if you have many acknowledgments. Avoid expressions such as “One of us (S.B.A.) would like to thank ... .” Instead, write “F. A. Author thanks ... .” In most cases, sponsor and financial support acknowledgments are placed in the unnumbered footnote on the first page, not here.

References and Footnotes

## References

All listed references must be cited in text at least once. Use number citations that are placed in square brackets and inside the punctuation. Multiple references are each numbered with separate brackets. When citing a section in a book, please give the relevant page numbers. In text, refer simply to the reference number. Do not use “Ref.” or “reference” except at the beginning of a sentence: “Reference [3] shows ... .” Please do not use automatic endnotes in *Word*, rather, type the reference list at the end of the paper using the “References” style.

Reference numbers are set flush left and form a column of their own, hanging out beyond the body of the reference. The reference numbers are on the line, enclosed in square brackets. In all references, the given name of the author or editor is abbreviated to the initial only and precedes the last name. Use them all; use *et al*. only if names are not given. Use commas around Jr., Sr., and III in names. Abbreviate conference titles. . When referencing a patent, provide the day and the month of issue, or application. References may not include all information; please obtain and include relevant information. Do not combine references. There must be only one reference with each number. If there is a URL included with the print reference, it can be included at the end of the reference.

Other than books, 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 See the end of this document for formats and examples of common references.

## Footnotes

Number footnotes separately in superscripts (Insert | Footnote).[[2]](#footnote-2) Place the actual footnote at the bottom of the column in which it is cited; do not put footnotes in the reference list (endnotes). Use letters for table footnotes (see Table I).

References

*Basic format for books:*

1. J. K. Author, “Title of chapter in the book,” in *Title of His Published Book, x*th ed. City of Publisher, Country if not
2. USA: Abbrev. of Publisher, year, ch. *x*, sec. *x*, pp. *xxx–xxx.*

*Examples:*

1. G. O. Young, “Synthetic structure of industrial plastics,” in *Plastics,* 2nd ed., vol. 3, J. Peters, Ed. New York: McGraw-Hill, 1964, pp. 15–64.
2. W.-K. Chen, *Linear Networks and Systems.* Belmont, CA: Wadsworth, 1993, pp. 123–135.

*Basic format for periodicals:*

1. J. K. Author, “Name of paper,” *Abbrev. Title of Periodical*, vol. *x,* no. *x,* pp*. xxx-xxx,* Abbrev. Month, year.

*Examples:*

1. J. U. Duncombe, “Infrared navigation—Part I: An assessment   
   of feasibility,” *IEEE Trans. Electron Devices*, vol. ED-11, no. 1, pp. 34–39, Jan. 1959.
2. E. P. Wigner, “Theory of traveling-wave optical laser,” *Phys. Rev*.,   
   vol. 134, pp. A635–A646, Dec. 1965.
3. E. H. Miller, “A note on reflector arrays,” *IEEE Trans. Antennas Propagat*., to be published.

*Basic format for reports:*

1. J. K. Author, “Title of report,” Abbrev. Name of Co., City of Co., Abbrev. State, Rep. *xxx*, year.

*Examples:*

1. E. E. Reber, R. L. Michell, and C. J. Carter, “Oxygen absorption in the earth’s atmosphere,” Aerospace Corp., Los Angeles, CA, Tech. Rep. TR-0200 (4230-46)-3, Nov. 1988.
2. J. H. Davis and J. R. Cogdell, “Calibration program for the 16-foot antenna,” Elect. Eng. Res. Lab., Univ. Texas, Austin, Tech. Memo. NGL-006-69-3, Nov. 15, 1987.

*Basic format for handbooks:*

1. *Name of Manual/Handbook*, *x* ed., Abbrev. Name of Co., City of Co., Abbrev. State, year, pp. *xxx-xxx.*

*Examples:*

1. *Transmission Systems for Communications*, 3rd ed., Western Electric Co., Winston-Salem, NC, 1985, pp. 44–60.
2. *Motorola Semiconductor Data Manual*, Motorola Semiconductor Products Inc., Phoenix, AZ, 1989.

*Basic format for books (when available online):*

1. Author. (year, month day). *Title.* (edition) [Type of medium]. *volume (issue).* Available: site/path/file

*Example:*

1. J. Jones. (1991, May 10). *Networks.* (2nd ed.) [Online]. Available: [http://www.atm.com](http://www.atm.com/)

*Basic format for journals (when available online):*

1. Author. (year, month). Title. *Journal.* [Type of medium]. *volume (issue),* pages. Available: site/path/file

*Example:*

1. R. J. Vidmar. (1992, Aug.). On the use of atmospheric plasmas as electromagnetic reflectors. *IEEE Trans. Plasma Sci.* [Online]. *21(3),* pp. 876–880. Available:<http://www.halcyon.com/pub/journals/21ps03-vidmar>

*Basic format for papers presented at conferences (when available online):*

1. Author. (year, month). Title. Presented at Conference title. [Type of Medium]. Available: site/path/file

*Example:*

1. PROCESS Corp., MA. Intranets: Internet technologies deployed behind the firewall for corporate productivity. Presented at   
   INET96 Annual Meeting. [Online]. Available: <http://home.process.com/Intranets/wp2.htp>

*Basic format for reports and handbooks (when available online):*

1. Author. (year, month). Title. Comp an y . C ity, State or Country. [Type of Medium]. Available: site/path/file

*Example:*

1. S. L. Tall een. (1996 , Apr . ). The In t r an et Archi -tecture: M a nagi ng i n f o rm at i on i n t h e ne w paradigm. Amdahl Corp., CA. [Online]. Available:<http://www.amdahl.com/doc/products/bsg/intra/infra/html>

*Basic format for computer programs and electronic documents (when available online):* ISO recommends that capitalization follow the accepted practice for the language or script in which the information is given.

*Example:*

1. A. Harriman. (1993, June). Compendium of genealogical software. *Humanist.* [Online]. Available e-mail: [HUMANIST@NYVM.ORG](mailto:HUMANIST@NYVM.ORG) Message: get GENEALOGY REPORT

*Basic format for patents (when available online):*

1. Name of the invention, by inventor’s name. (year, month day). *Patent Number* [Type of medium]. Available: site/path/file

*Example:*

1. Musical toothbrush with adjustable neck and mirror, by L.M.R. Brooks. (1992, May 19). *Patent D 326 189*

[Online]. Available: NEXIS Library: LEXPAT File: DESIGN

*Basic format for conference proceedings (published):*

1. J. K. Author, “Title of paper,” in *Abbreviated Name of Conf.*, City of Conf., Abbrev. State (if given), year, pp. *xxxxxx.*

*Example:*

1. D. B. Payne and J. R. Stern, “Wavelength-switched pas- sively coupled single-mode optical network,” in *Proc. IOOC-ECOC,* 1985,   
   pp. 585–590.

*Example for papers presented at conferences (unpublished):*

1. D. Ebehard and E. Voges, “Digital single sideband detection for interferometric sensors,” presented at the 2nd Int. Conf. Optical Fiber Sensors, Stuttgart, Germany, Jan. 2-5, 1984.

*Basic format for patents:*

1. J. K. Author, “Title of patent,” U.S. Patent *x xxx xxx*, Abbrev. Month, day, year.

*Example:*

1. G. Brandli and M. Dick, “Alternating current fed power supply,”   
   U.S. Patent 4 084 217, Nov. 4, 1978.

*Basic format**for theses (M.S.) and dissertations (Ph.D.):*

1. J. K. Author, “Title of thesis,” M.S. thesis, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, year.
2. J. K. Author, “Title of dissertation,” Ph.D. dissertation, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, year.

*Examples:*

1. J. O. Williams, “Narrow-band analyzer,” Ph.D. dissertation, Dept. Elect. Eng., Harvard Univ., Cambridge, MA, 1993.
2. N. Kawasaki, “Parametric study of thermal and chemical nonequilibrium nozzle flow,” M.S. thesis, Dept. Electron. Eng., Osaka Univ., Osaka, Japan, 1993.

*Basic format for the most common types of unpublished references:*

1. J. K. Author, private communication, Abbrev. Month, year.
2. J. K. Author, “Title of paper,” unpublished.
3. J. K. Author, “Title of paper,” to be published.

*Examples:*

1. A. Harrison, private communication, May 1995.
2. B. Smith, “An approach to graphs of linear forms,” unpublished.
3. A. Brahms, “Representation error for real numbers in binary computer arithmetic,” IEEE Computer Group Repository, Paper R-67-85.

*Basic format for standards:*

1. *Title of Standard*, Standard number, date.

*Examples:*

1. IEEE Criteria for Class IE Electric Systems, IEEE Standard 308, 1969.
2. Letter Symbols for Quantities, ANSI Standard Y10.5-1968.

1. [↑](#footnote-ref-1)
2. It is recommended that footnotes be avoided (except for the unnumbered footnote with the receipt date on the first page). Instead, try to integrate the footnote information into the text. [↑](#footnote-ref-2)