



# Preparation of Papers in Single-Column Format for Publications of IEI (18 pts Times Roman & upper-lower case)

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(College / University / Organisation Name) } (11 pts Times Roman & upper-lower case)  
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## PREPARATION OF THE PAPER

### 1. Abstract (9 pts Times Roman face & upper-lower bold case)

These instructions give you the basic guidelines for preparing papers for IEI Convention Proceedings. Abstract should be between 150 and 200 words. (9 pts Times Roman face & normal case)

### 2. Keywords (9 pts Times Roman & upper-lower bold case)

No more than 6 and separated with ; (semi-colon). (9 pts Times Roman & upper-lower case)

### 3. Paper Size, Page Margins & Page Format

Prepare the paper in **A4 size** in **MS Word** format with **Normal** margin & **Justify** alignment.

### 4. Type Face and Type Sizes of Text

**Times New Roman** is the preferred font face and **10 pts** type size.

The font type sizes are given in points:

- **TITLE** : **ALL CAPITAL CASE & BOLD**
- **Sub-Title** : **Upper-Lower Case & Bold**
- **Body of text** : Normal sentence case

Check spelling and grammar.

### 5. Figures and Tables

Try to position **Figures** (use high resolution (**300 dpi** or above) figures, plots, drawings and photos for best printing result) and **Tables** at the tops and bottoms of the page and avoid placing them in the middle of page. **Figure captions** should be centered below the figures; **Table captions** should be centered above the table.

Avoid placing figures and tables before their first mention in the text.

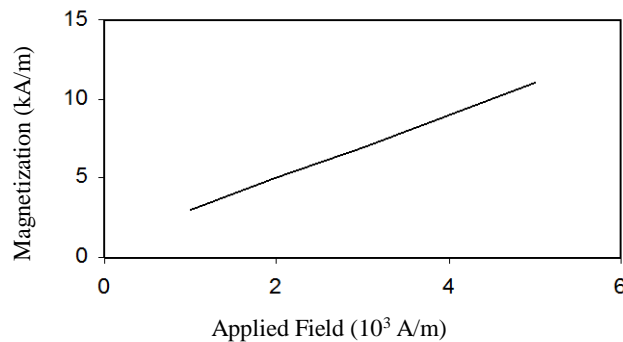


**Table 1** Title of the table .....

<b>Colume Title</b>	<b>Colume Title</b>	<b>Colume Title</b>

In figure plot axes **use words** rather than symbols. For example, as shown in **Figure 1**, write “Magnetization,” or “Magnetization (M)” not just “M”. Put units in parentheses.

Multipliers can be very confusing. Write “Magnetization (kA/m)” or “Magnetization (10<sup>3</sup> A/m).” Figure labels should be legible, at 9-point type and Times Roman face.



**Figure 1** Magnetization as a function of applied field. Note how the caption is centered in the figure

## 6. References

Ref number citations to be given consecutively in square brackets [1] in site the text. Punctuation follows the bracket [2]. Use “Ref. [3]” or “Reference [3]” at the beginning of a sentence.

Give all authors’ names; use “et al.” if there are six authors or more [4]. 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 “accepted for publication” [5]. In a paper title, capitalize the first word and all other words except for conjunctions, prepositions.

## 7. Abbreviations and Acronyms

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

## 8. Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1).

$$\frac{e^{ix}}{2} = \frac{\cos x + i \sin x}{2} \Rightarrow \exp(ix)/2 = (\cos x + i \sin x)/2 \quad (1)$$



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

## **9. Other Recommendations**

Do not use first person or active voice. The Roman numerals used to number the section headings are optional. Do not number ACKNOWLEDGEMENT and REFERENCES and begin Subheadings with letters.

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.”

## **UNITS**

Use SI as primary units. 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. If you must use mixed units, clearly state the units for each quantity that you use in an equation.

## **ACKNOWLEDGMENT**

Do not use the name of any persons in the Acknowledgment.

## **REFERENCES**

1. M. King, B. Zhu, and S. Tang, “Optimal path planning,” *Mobile Robots*, vol. 8, no. 2, pp. 520-531, March 2001.
2. H. Simpson, *Dumb Robots*, 3<sup>rd</sup> ed., Springfield: UOS Press, 2004, pp.6-9.
3. M. King and B. Zhu, “Gaming strategies,” in *Path Planning to the West*, vol. II, S. Tang and M. King, Eds. Xian: Jiaoda Press, 1998, pp. 158-176.
4. B. Simpson, et al, “Title of paper goes here if known,” unpublished.
5. J.-G. Lu, “Title of paper with only the 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 Translated J. Magn. Japan*, vol. 2, pp. 740-741, August 1987 [Digest 9<sup>th</sup> Annual Conf. Magnetics Japan, p. 301, 1982].
7. M. Young, *The Technical Writer’s Handbook*, Mill Valley, CA: University Science, 1989.