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_USItr_format.doc
• Standard Font – Times New Roman
• Title – 24 point
• Author(s)
  – Affiliation(s)
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

Headings

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

I. Ease of Use

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 authors 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 click on “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 each section. Refer to these numbered citations in the text with superscript numbers.
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
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 . . .”


IEEE
http://www.ieee.org/

Template
http://www.ieee.org/conferences_events/conferences/publishing/templates.html

Taxonomy (Keywords)

Undergraduate Research Resources
http://nia.ecsu.edu/studentresources/studentresources.html