[[1]](#footnote-2)

Preparation of Papers for Proceedings of GITA-2K15

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

*Abstract*— These instructions give you guidelines for preparing papers for the conference*.* Paper titles should be written in uppercase and lowercase letters, not all uppercase. Avoid writing long formulas with subscripts in the title; Full names of authors are preferred in the author field, but are not required. Put a space between authors’ initials. Do not cite references in the abstract.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.

*Index Terms*—Enter key words or phrases in alphabetical order, separated by commas.

# INTRODUCTION

T

HIS document is a template for latest Microsoft *Word* versions. In Introduction literature survey, problem definition, definitions relevant to the content of the paper with proper citations may be included.

# Guidelines For Manuscript Preparation

Do not change the font sizes or line spacing to squeeze more text into a limited number of pages. Use italics for emphasis; do not underline.

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).

## 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. Do not use abbreviations in the title unless they are unavoidable

## Other Recommendations

Use one space after periods and colons. Use a zero before decimal points: “0.25,” not “.25.” When expressing a range of values, write “7 to 9” or “7-9,” not “7~9.”

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.

# 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.

# Guidelines for Graphics Preparationand Submission

## File Formats For Graphics (image/table)

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 your final paper, your 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.

## Accepted Fonts Within Figures

When preparing your graphics we suggest that you use of Times New Roman.

## File Naming

 Figures (line artwork or photographs) should be named starting with the first 5 letters of the 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 “First’s” paper, the first three figures would be named first1.tif, first2.tif, and first3.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.

Fig. 1.N. Note that “Fig.” is abbreviated. There is a period after the figure number, followed by two spaces. It is good practice to explain the significance of the figure in the caption. Remove border after inserting the figure.

TABLE I

Table Name

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Vertical lines are optional in tables. Statements that serve as captions for the entire table do not need footnote letters.

## 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.

# 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

Appendixes, if needed, appear before the acknowledgment.

Acknowledgment

References and Footnotes

## References

References need not be cited in text. When they are, number citations on the line, in square brackets 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 ... .”

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

*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.

*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.

*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., LosAngeles, CA, Tech. Rep. TR-0200 (4230-46)-3, Nov. 1988.

*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 passively 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 side band detection for inter ferometric 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.

 *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. These paragraphs of the first footnote contain support information, including sponsor and financial support acknowledgment. For example, “This work was supported in part by the U.S. Depart­ment of Com­merce under Grant BS123456”.

The next few paragraphs should contain the authors’ current affiliations, including current address and e-mail. [↑](#footnote-ref-2)