

Dear IVEC Author,

Thank you for participating in the IVEC 2018 Conference. This web page will instruct you on the formatting and submission instructions for your abstract (2 page paper).

***Please read the whole page.*** Submissions that do not conform to the IVEC & IEEE standards, specifications, guidelines, and formats will be returned to the author for corrections and/or alterations.

**The deadline for abstract submission is December 22, 2017.**

Prospective authors are invited to submit a 2-page abstract of the work to be reported including as many details as possible. The inclusion of figures, tables and especially numerical data is strongly recommended. In addition to the standard 2-page abstract, authors will be requested to submit a 300-word (or less) summary of their abstract which will be printed in the Advance Program booklet which will be distributed at the conference.

Final Abstract Submission guidelines will be provided in your paper acceptance notification and will also provide details to aid authors in making their abstracts IEEE Xplore compliant.

**Author notifications will be made on January 26, 2018.**

Abstracts of work accepted for presentation will be published on electronic media and distributed at the conference. Accepted papers presented at the conference by one of the abstract authors will also be published by IEEE via IEEE Xplore. The only hardcopy distribution at the conference will be the Advance Program booklet which will contain 300-word summaries of each accepted abstract.

**Authors of accepted papers WILL BE REQUIRED to resubmit their material, in IEEE compliant format by February 23, 2018. The instructions for resubmittal will be included in author notification letters.**

## 1. PAGE LIMIT

**Abstract Papers = 2 Page Limit**

---

## 2. MANDATORY FIELDS TO BE COMPLETED ON THE SUBMISSION PAGE & INFORMATION TO BE INCLUDED WITHIN YOUR SUBMISSION

**Title & Subtitle Fields** Must be in Initial Caps Meaning First Letter of the Main Words  
Should be in Capital Letters on the First Page of your Abstract  
**Formatting Arial 14 pt. Bold Initial Caps**

**Authors' Complete Names** Make sure that every author's name is entered correctly for spelling, accents, and the fields filled in properly for each authors' first, middle, and last (*surname/family*) names. IVEC, PCM, and IEEE request that you enter and use the authors' full

names on the abstract, not initials only.

*Formatting Arial 12 pt. Bold-Italic*

**Authors' Affiliation Information** Make sure that every author's affiliation is entered properly (spelling and correct affiliation name), including department or lab (if any in its appropriate field), main institution or corporate affiliation, as well as the specific location (city, state/providence, and country).

*Formatting Arial 10 pt. not bold, not italic*

**Abstract** **This text is being collected electronically on the submission page and will be printed in the hardcopy Advance Program booklet which will be distributed at the conference.** The maximum allowable length is 300 words. Cut and paste the abstract text from your document into this field on the submission page. The abstract on the submission page is the one that will appear in databases – please make sure that it includes the key points that you want searchers to be able to find and MATCHES the abstract on your submission word for word.

*Formatting Times/Times New Roman 10 pt. italic, not bold*

**Keywords** This section is your (author) choice of terms you would like to be indexed by. Providing keywords is mandatory.

**Acknowledgements** It is the contact or submitting author's responsibility to be sure that any necessary acknowledgements are included in the paper prior to submitting the final version (either as a title note or using the Acknowledgement section before the listing of the References).

**Please refer to Sample PDF.**

---

### 3. Preparation Requirements for your Submission: Page Size, Bad Breaks, Figures/Images, Page Numbering

**Page Size** Submissions that do not conform to the IVEC standards, templates, and formats will be returned to the author for corrections and/or alterations prior to being included in the proceedings (if they are accepted). The page size for this publication is **US Letter (8-1/2x11 inches)**.

**Bad Breaks** Be sure that there are no bad page or column breaks  
*Meaning no widows* (last line of a paragraph at the top of a column). If this happens either tighten the previous column or force an additional line to move to the next column.  
*Section and Sub-section heads* should remain with at least 2 lines of body text when near the end of a page or column.

**Images & Figures** **(a) Colors and Black & White (Gray Scale) Print Testing.** If you have any images in color, it is always good practice to print your paper out in black and white to ensure that the tones and screens used in your images or figures reproduce well in black and white. Note that images will appear in full color in the electronic

proceedings (CD) and in the IEEE digital library (Xplore).

**(b) Resolution & CMYK:** We recommend images to be at least 300 or 600 dpi for quality reproduction and saved as .tif images. When creating or revising your images for inclusion in the paper, please be sure you choose CMYK and not RGB (as the color profile choice).

**(c) TIF (EPS) vs JPG (JPEG) images:** TIF or EPS images saved using a lossless (e.g. LZW) compression scheme are the preferred image formats for pre-press publications. JPEG should be used only if there is no alternative, and preferably at a high quality level and high resolution so that the image artifacts from the glossy JPEG compression are not noticeable.

**(d) Rules/Lines:** We recommend for quality reproduction of rules in your graphs, tables or charts, that the rules are at least a 0.5 pt. and black. Lines and points finer than this will not reproduce well, even if you can see them on your laser printed hardcopy when checked -- bear in mind that your laser printers have a far lower resolution than the image setters that will be used.

**(e) Fonts:** If your document uses custom or non-standard fonts, the characters may appear differently when printed in the proceedings. Remember to check that all fonts are correctly embedded or included in your document and/or any figures.

**(f) Transparencies:** If a figure or image is assembled from multiple images, the images must be embedded, layers flattened or grouped together properly in the file, not lined. Transparencies should also be flattened.

**Page Numbering, Headers, & Footers** Your final submission SHOULD NOT contain any footer or header string information at the top or bottom of each page. The submissions will be paginated in a determined order by the chairs and page numbers added to the PDF during the compiling, indexing, and pagination process.

---

## 4. AFTER YOU SUBMIT

- (a) You will receive a confirmation email to the contact author's email address entered on the submission page
- (b) Then with the acceptance notice on or about January 22nd, the contact author will receive two links: (1) to an IEEE copyright form to complete and (2) to resubmit their material, in IEEE compliant format by February 23, 2018.