

## Instructions for Abstracts

A standard format will make production of the Book of Abstracts easier and the result more attractive. The abstract book will be printed in black and white. Please follow these guidelines for preparation of an abstract:

- Page size: North American Letter Size (8.5 by 11 inches = 216 by 279 millimeters)  
Margins: 1 inch (25 millimeters) on all around, left, right, top and bottom  
Font: Times New Roman  
Font Size: 14 point bolded for the title (centered)  
                  12 point for authors and their institutions (centered)  
                  12 point for the text and references (left and right justified)  
Line Spacing: Single spaced in text and references.  
                  Double spaced between paragraphs within the text.  
Software: Microsoft WORD  
Length: One page total per abstract. Longer abstracts will be edited to one page.

The practice of the IEEE will be followed, giving presenters the option of including a photo of their face and brief biography at the bottom of their abstract, or their biography without a photograph. The photograph will help with recognition of presenters, which should be useful to people at the conference, who are new to the field.

A sample of parts of the abstract follows:

### This is the Title of an Abstract

These are the Authors  
These are their Institutions

The abstract text goes here (left and right justified). It should make clear what was done and give a synopsis of the major findings, if they are already available. References numbers for citations after the abstract should be put in square brackets [X].

Graphs or photographs can be included in the text, if they are put in a Text Box, possibly with captions. Printing on axes or otherwise within the figures should be readable.

[X] Initial(s). Last Name, "Title of Paper", Journal, Vol. \_\_, pages \_\_-\_\_, (year)

Photograph of the presenting author, in a Text Box, not to exceed 1.5 in. (38mm) in height and 1.25 in. (32mm) in width
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Name and biography of the presenter (left and right justified) giving educational and employment synopsis, current institution and position, plus other information relevant to the conference.

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The biography can extend to the margin at the bottom of the page.