AUTHOR GUIDELINES FOR WASPAA 2009 PROCEEDINGS MANUSCRIPTS

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ABSTRACT

In order to help authors prepare their manuscripts for submission to WASPAA 2009 and generate IEEE Xplore-compatible PDFs, we compile a list of guidelines and put together two templates for users of both LaTeX and Microsoft Word, which can be downloaded from the workshop website at [1]. These guidelines and templates are modified from those for ICASSP and past WASPAA workshops, so an experienced author who has published something in these conferences/workshops will find it easy to follow the guidelines and use the templates.

Index Terms— One, two, three, four, five

1. INTRODUCTION

The guidelines given below, including complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts, are critical to produce the WASPAA 2009 proceedings with a more uniform look and IEEE Xplore-compatible PDFs. If you have any questions, please email them to info@waspaa2009.com.

2. FORMATTING YOUR PAPER

All manuscripts must be formatted for white US letter paper (8.5×11 inches). Please do **not** use A4-size papers. All printed material, including text, illustrations, and charts, must be kept within a print area of 6.9 inches (175 mm) wide by 8.9 inches (226 mm) high. Do not write or print anything outside the print area. The top margin must be 1 inch (25 mm), except for the title page, and the left margin must be 0.75 inch (19 mm). All *text* must be in a two-column format. Columns are to be 3.29 inches (83.5 mm) wide, with a 0.31 inch (8 mm) space between them. Text must be fully justified.

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The IEEE has strict requirements for generating PDF files for inclusion in IEEE Xplore® to assure that the archived PDF documents are viewable on a broad range of computers and are text-searchable [2]. Specifically, the IEEE requires authors to substitute Adobe Postscript Type 1 fonts for any bitmap fonts (e.g., Postscript Type 3 bitmapped fonts, PCL fonts, MacOS bitmap fonts). Bitmapped fonts display poorly on screen in PDF files and

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sometimes cause printing problems. Since equations in PDFs generated from LaTeX files are usually Type 3 fonts, we found that this requirement caused a quite common problem for LaTeX users.

While one can take the right steps and use open source tools to generate an IEEE-Xplore® compatible PDF [3], the workshop authors will find that IEEE PDF eXpress™ (a free online service that has been registered by WASPAA 2009) is much easier to exploit. IEEE PDF eXpress™ can convert a paper to an IEEE Xplore-compatible PDF from a wide range of application formats including

- LaTeX (a DVI and supported EPS figure files must be included in a compressed archive, e.g., a WinZip file), and
- Microsoft Word,

which are of particular interest to WASPAA authors.

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   - For first-time users:
     i. Click "New Users – Click Here"
     ii. Enter **waspaa2009x** for the "Conference ID," your email address, and choose a new password. Continue to enter information as prompted.
     iii. Check that the contact information is still valid, and click "Submit."
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     iii. You will receive online and email confirmation of successful account setup.
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email address, and password.

2. For each conference paper, click "Create New Title."

3. Enter identifying text for the paper (title is recommended but not required).

4. Click "Submit Source Files for Conversion."

5. Indicate platform, source file type (if applicable), click Browse and navigate to file, and click "Upload File." You will receive online and email confirmation of successful upload.

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4. PAGE TITLE SECTION

The paper title (on the first page) should begin 0.98 inches (25 mm) from the top edge of the page, centered, completely capitalized, and in Times 14-point, boldface type. The authors' name(s) and affiliation(s) appear below the title in capital and lower case letters. Papers with multiple authors and affiliations may require two or more lines for this information.

5. TYPE-STYLE AND FONTS

To achieve the best rendering both in the proceedings and from the CD-ROM, we strongly encourage you to use Times-Roman font. In addition, this will give the proceedings a more uniform look. Use a font that is no smaller than nine point type throughout the paper, including figure captions.

In nine point type font, capital letters are 2 mm high. **If you use the smallest point size, there should be no more than 3.2 lines/cm (8 lines/inch) vertically.** This is a minimum spacing; 2.75 lines/cm (7 lines/inch) will make the paper much more readable. Larger type sizes require correspondingly larger vertical spacing. Please do not double-space your paper. True-Type 1 fonts are preferred.

The first paragraph in each section should not be indented, but all the following paragraphs within the section should be indented as these paragraphs demonstrate.

6. MAJOR HEADINGS

Major headings, for example, "1. Introduction", should appear in all capital letters, bold face if possible, centered in the column, with one blank line before, and one blank line after. Use a period (".") after the heading number, not a colon.

6.1. Subheadings

Subheadings should appear in lower case (initial word capitalized) in boldface. They should start at the left margin on a separate line.

6.1.1. Sub-subheadings

Sub-subheadings, as in this paragraph, are discouraged. However, if you must use them, they should appear in lower case (initial word capitalized) and start at the left margin on a separate line, with paragraph text beginning on the following line. They should be in italics.
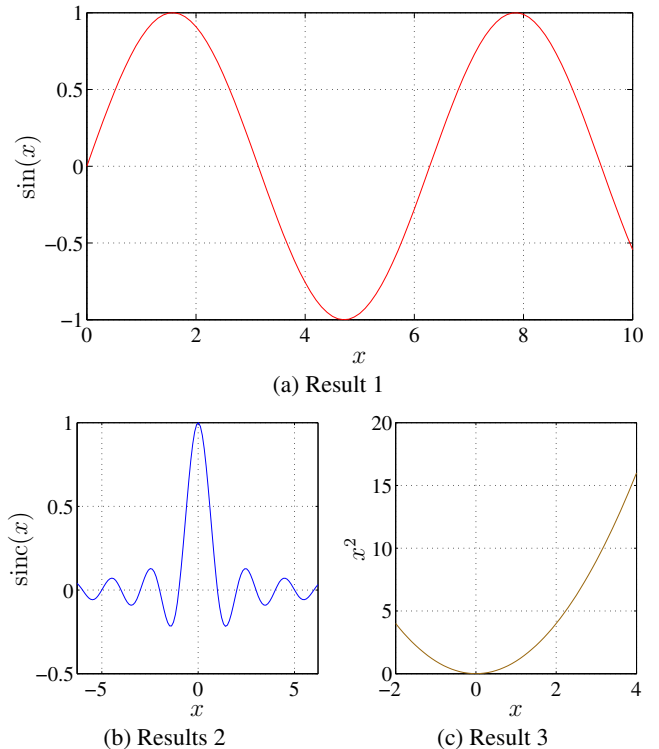

(a) Result 1

(b) Results 2

(c) Result 3

Figure 1: Example of placing a figure with experimental results.

7. PAGE NUMBERING, HEADER, AND FOOTER

Please do **not** paginate your paper. Page numbers, session numbers, and conference identification will be inserted when the paper is included in the proceedings. In addition, please do **not** change and remove the header and footer.

8. ILLUSTRATIONS, GRAPHS, AND PHOTOGRAPHS

Illustrations must appear within the designated margins. They may span the two columns. If possible, position illustrations at the top of columns, rather than in the middle or at the bottom. Caption and number every illustration. All halftone illustrations must be clear black and white prints. Colors may be used, but they should be selected so as to be readable when printed on a black-only printer.

Since there are many ways, often incompatible, of including images (e.g., with experimental results) in a LaTeX document, an example of how to do this is presented in Fig. 1.

9. EQUATIONS

Equations should be placed on separate lines and consecutively numbered with equation numbers in parentheses flush with the right margin, as illustrated in (1) that gives the homogeneous acoustic wave equation in Cartesian coordinates [4],

$$\Delta^2 p(x,y,z,t) - \frac{1}{c^2}\frac{\partial^2 p(x,y,z,t)}{\partial t^2} = 0, \qquad (1)$$

where $p(x, y, z, t)$ is an infinitesimal variation of acoustic pressure from its equilibrium value at position (x, y, z) and time t, and where c denotes the speed of sound.

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

10. FOOTNOTES

Use footnotes sparingly (or not at all!) and place them at the bottom of the column on the page on which they are referenced. Use Times 9-point type, single-spaced. To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

11. COPYRIGHT FORMS

You must submit a fully completed, signed IEEE copyright release form after your manuscript is selected for presentation on the workshop. We **must** have this form before your paper can be published in the proceedings. The copyright form is available as a Word file, a PDF file, and an HTML file at [5]. They will be sent to the Publications Chair via fax or postal mail. Details will be announced after the paper acceptance notification.

12. REFERENCES

List and number all bibliographical references at the end of the paper. The references should be numbered in order of appearance in the document. When referring to them in the text, type the corresponding reference number in square brackets as shown at the end of this sentence [6], [7]. For LaTeX users, the use of the BibTeX style file IEEEtran.bst is recommended, which is included in the LaTeX paper kit available from the workshop website [1].

13. ACKNOWLEDGMENT

The preferred spelling of the word acknowledgment in America is without an "e" after the "g." Try to 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.

14. REFERENCES

[1] http://www.waspaa2009.com.

[2] PDF specification for IEEE Xplore$^{\circledR}$, http://www. ieee.org/portal/cms_docs/pubs/confstandards/pdfs/ IEEE-PDF-SpecV401.pdf.

[3] Creating high resolution PDF files for book production with open source tools, http://www.grassbook.org/neteler/highres_ pdf.html.

[4] E. Williams, *Fourier Acoustics: Sound Radiation and Nearfield Acoustic Holography*. London, UK: Academic Press, 1999.

[5] http://www.ieee.org/web/publications/rights/copyrightmain. html.

[6] C. Jones, A. Smith, and E. Roberts, "A sample paper in conference proceedings," in *Proc. IEEE ICASSP*, vol. II, 2003, pp. 803–806.

[7] A. Smith, C. Jones, and E. Roberts, "A sample paper in journals," *IEEE Trans. Signal Process.*, vol. 62, pp. 291–294, Jan. 2000.