

THEME ARTICLE, FEATURE ARTICLE, or DEPARTMENT/COLUMN goes here: The theme or department/column name (in all capital letters) goes after the colon.

Using the IEEE Computer Society Magazine Template

A Handy Guide

Author 1 Name
Author 1 Affiliation

Author 2 Name
Author 2 Affiliation

Editors (for departments/columns):
Editor 1 Name, Affiliation;
Email

Editor 2 Name, Affiliation;
Email

This section is the article abstract and should be no more than 50 words. Abstracts must not include mathematical expressions or bibliographic references. Please apply the “Abstract” style for this paragraph.

This is the first paragraph of the Introduction—please apply the “INTRODUCTION” style using Microsoft Word’s “Styles” submenu (found in the “Home” menu). The intro-

duction section of the article should be no more than five short paragraphs that quickly get to the article’s main point (without outlining the article).

After the first paragraph, apply the “PARAGRAPH” style. do not use an “Introduction” section heading.

NOTE: When using the template, please select “Print Layout” from the “View” menu in the menu bar. Don’t change the paper size. The article should have only one column.

TEXT STYLES (HEADING 1 STYLE)

All content (including tables, figures, figure captions, reference numbers, and algorithms) must have a style applied. Please access the styles by clicking on Microsoft Word’s “Home” menu, and selecting from the “Styles” submenu. In the list of Styles, paragraph style names are in all capital letters (for example, “PARAGRAPH”). Character style names are lowercase (for example, “reference number”).

Highlight a section of text to which you want to apply a style, and then select the style from the list shown. The style will adjust your fonts and line spacing.

Don't use bold or underlining for emphasis; minimize the use of italics for emphasis. Don't change font sizes or line spacing to squeeze more text into a limited number of pages.

THE ARTICLE TITLE

The entire article title (including the subtitle, if there is one) should be no more than four lines. The subtitle should be no more than two lines. Note the separate style for the subtitle.

RUNNING PAGE HEADERS

As shown in the running header at the top of page 1, type either THEME ARTICLE, FEATURE ARTICLE, or DEPARTMENT/COLUMN (for departments and columns, choose one of these according to the naming convention of your magazine). THEME ARTICLE and DEPARTMENT/COLUMN should be followed by a colon with the theme name or department/column name.

To modify the running page headers that start on page 2, double-click on them. The headers alternate between the magazine name and the content type (THEME ARTICLE, FEATURE ARTICLE, or DEPARTMENT/COLUMN) followed by a colon and the theme name or the department/column name. The header text is in all capital letters.

CITING REFERENCES IN TEXT

Number references in the order in which they first appear in the article (label the first article cited in the text as 1. Reference number callouts should be placed after punctuation,¹ and use the "reference number" style. Don't put reference numbers in brackets.² If you're citing a range of references, list the first and last reference with an en dash (Alt + 150) separating them.³⁻⁴ When referring to the work more specifically in the text, use "in the report by Bob Smith and colleagues."¹ instead of "in reference 1."

Please see section below on "HANDLING REFERENCES" for information on how to enter References and metadata into the Editorial Management System (EMS).

SECTION HEADINGS

IEEE Computer Society magazines don't use numbers in section headings. For example, use "Results" not "4. Results" or "Section 4: Results."

We allow three levels of headings. A level 2 or 3 subheading should not immediately follow a level 1 or 2 heading; paragraph text should come before the subheading. Apply the correct "HEADING" style for each heading.

Second-Level Heading (Heading 2 style)

This heading is an example of the "HEADING 2 TITLE" style.

Third-Level Heading (Heading 3 style)

This heading is an example of the "HEADING 3 TITLE" style.

FIGURES

Figures should be called out in the main body of the text, for example (see Figure 1). Please apply the “figure reference” style for this callout in the text. Immediately following the figure itself, please provide a caption that explains what is shown in the figure (apply “FIGURE CAPTION” style to that text; see example below). The article should mention the figures in the order in which they appear. For example, Figure 2 should be mentioned after Figure 1, not after Figure 3.

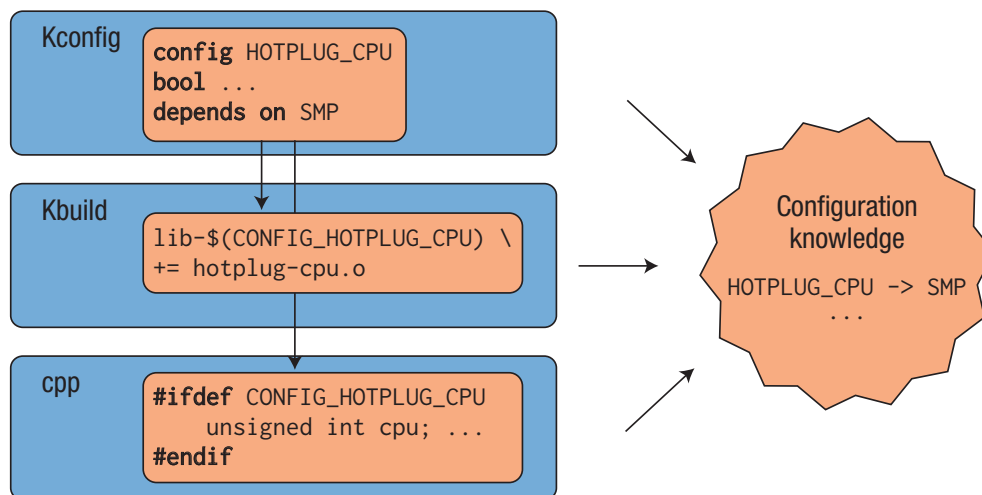


Figure 1. A sample figure. The caption should contain a brief description of the figure and a sentence or two explaining the figure’s significance in the context of the article. Please apply the FIGURE CAPTION style.

Insert a figure after or near the paragraph that first mentions it. Figures must be a graphic. Figures should be at least 300 dpi, in the size they will appear in the article. After inserting the figure, apply the “FIGURE” style to the figure graphic. Figures must be no wider than the page width. If a figure is narrower than the page width, do not flow the text alongside the figure; insert the figure in a break in the text, and the text should continue to flow above and below the figure (not on the figure’s side).

Place the figure caption below the figure. The caption should contain a brief description of the figure and a sentence or two explaining the figure’s significance in the context of the article. If needed, an image credit goes in parentheses at the end of the caption—for example, “(Source: NASA; used with permission.)”.

When labeling a graph axis, use both a descriptor and then the unit of measurement in parentheses, if applicable—for example, “Time (s)”.

In addition to inserting figures in your Word file, once your paper is accepted, submit the figures separately through the Editorial Management System (EMS).

TABLES

Tables must be no wider than the page width. If a table is narrower than the page width, the article text should flow above and below it, not on the table’s side. Tables can be either in text format or a graphic.

To create your table in text format, you can either cut and paste or use Word’s “Insert/Table” function. Individual tables must be no wider than the page width, and no longer than 1-1/2 letter-sized pages (or 20 inches) to allow for image capture when generating XML. Any table longer than 20 inches must be broken up into two tables.

Table font size should be at least 10 and table borders must be 1 point to improve visibility in e-books.

Table 1. This is a table title. Use sentence-case capitalization.*

Table column header 1	Table column header 2			Table column header 3	Table column header 4	Table column header 5	Table column header 6	
	Header	Header	Header					
Table data	Table data	Table data	Table data table data	Table data	Table data	Table data	Table data	Table data
Table data	Table data	Table data	Table data	Table data	Table data	Table data	Table data	Table data
Table data	Table data	Table data	Table data	Table data	Table data	Table data	Table data	Table data
Table data	Table data	Table data	Table data	Table data	Table data	Table data	Table data	Table data
* Any table footnotes go here.								

The table title goes above the table and uses the “TABLE TITLE” style. Table footnotes go in the cell at the bottom of the table and should be referenced by an asterisk in the table title or main table (use the “TABLE FOOTNOTE” style). Tables must be referenced in the main text in the order in which they appear (see Table 1). Apply the “table reference” style for the callout in the main text. Headers within the table use the “TABLE COLUMN HEADER” style and the cells within the table that aren’t headers use the “TABLE DATA” style.

For tables that are a graphic, insert them in the Word file and, once your paper is accepted, upload them separately in the EMS. Graphics should be at least 300 dpi at the size the image will be in the magazine.

LISTS

Apply the appropriate style—either “LIST – BULLETED” or “LIST – NUMBERED”—for a bulleted or numbered list. IEEE Computer Society magazines use only one level of bullets or numbers; don’t use sub-bullets or second-level items in a list.

Here’s a bulleted list:

- Item 1,
- Item 2, and
- Item 3.

Here's a numbered list:

1. Item 1 goes here.
2. Item 2 goes here.
3. Item 3 goes here.

EQUATIONS

There are two types of equations: display equations and in-line equations. Display equations appear on a separate line from the text body. In-line equations appear within the text body.

Display equations

To insert display equations into the article, you must use the MathType add-on (www.math-type.com) for Microsoft Word. Do not use Word's "Insert/Equation" tool. Number only those display equations that are mentioned by number in the article (for example, Equation 1). Number equations consecutively, using a tab after the equation and then the equation number in parentheses:

Mathtype Equation . (1)

MathType will automatically apply the MTDisplay Equation style to display equations. If punctuation is required, insert it after the equation but before the equation number.

Be sure to define the symbols in an equation either before or immediately after it appears.

Inline equations

For inline equations, you can use regular text (for example, $H = X(X^T X)^{-1} X^T$). However, use MathType if the equation is too complex for regular text.

PROGRAM CODE AND ALGORITHMS

Apply the "PROGRAM CODE" style to all code in text. The program code font is monospace, so use spaces to indent lines.

IEEE Computer Society magazines prefer to present large examples of program code as figures. However, you may present such examples as algorithms (see Algorithm 1 below [use the "algorithm reference" character style for call-outs in the text]). Note the use of the "ALGORITHM" and "ALGORITHM CAPTION" styles below. An algorithm can be either in text form or a graphic.

Algorithm 1 text

Algorithm 1. This is an algorithm caption.

.....

FOOTNOTES

IEEE Computer Society magazines use footnotes only in tables. If you must have a note in the main text, insert it in parentheses at an appropriate place in the article, preferably after a complete sentence.

URLS

Apply the “URL” style to all URLs (such as www.computer.org). Note that the `http://` and `https://` prefixes are not required.

THEOREMS AND PROOFS

IEEE Computer Society magazines try to avoid theorems and proofs. If possible, convert such material into standard paragraph form.

BLOCK QUOTES

Use the “QUOTATION” style for block quotes, which are typically three or more lines of quoted text. Don’t use quotation marks with a block quote.

This is a block quote.

PULL QUOTES

If a page contains only text, you can insert a pull quote of up to two short sentences. An example pull quote appears to the right of this section.

This is a pull quote.

CONCLUSION

The conclusion shouldn’t recap information from the article. It can look at the research from a new angle or discuss possible future research on the topic. Apply the “HEADING 1 TITLE” tag for the conclusion’s heading, which should just be “CONCLUSION”.

SIDEBAR: INFORMATION ABOUT SIDEBARS

Format sidebars (sections that present information tangential to the main article) as a regular section that comes at the end of the article but before the acknowledgments. For the heading, use a Level 1 Heading that says “Sidebar: //TITLE OR TOPIC OF SIDEBAR//”. Then apply the PARAGRAPH style for the text that follows. References in sidebars are part of the main article references and should be numbered consecutively after the last reference in the main text; they aren’t numbered separately.

SIDEBAR: DISCLAIMER

For authors who are legally required to include a disclaimer, please use the sidebar style.

SUPPLEMENTAL MATERIALS

Upload any supplemental materials into the EMS along with the other article files. If possible, use the Computer Society's Word template for text-based supplemental materials. However, the supplemental materials will receive no editing.

ACKNOWLEDGMENTS

Acknowledgments go after the Conclusion and before the References; include a heading with the "ACKNOWLEDGMENTS HEADING" style. Apply the "ACKNOWLEDGMENTS" style to the body of the text.

HANDLING REFERENCES

Articles should have no more than 20 references.

If you are preparing your article for submission to ScholarOne, type the word "References" and apply the "REFERENCES HEADING" style, then list the references in the order they're cited in the text, and number them, applying the "REFERENCES" style to the list of numbered references.

Once your article has been reviewed and accepted for publication, the handling of its reference list will change. Authors will now upload their files and provide required information for accepted articles into the Computer Society's Editorial Management System (EMS). As part of this, authors will supply specific information for each reference into the EMS directly. The reference list and metadata for citation indexing will then be generated from what is provided in EMS.

Because the EMS will help generate a finalized reference list for your article from the data authors provide in EMS, authors do not need to have a full reference list in the final Word file.

REFERENCES

1. J.S. Bridle, "Probabilistic Interpretation of Feedforward Classification Network Outputs, with Relationships to Statistical Pattern Recognition," *Neurocomputing—Algorithms, Architectures and Applications*, F. Fogelman-Soulie and J. Herault, eds., Springer, 1989, pp. 227–236.
2. W.-K. Chen, *Linear Networks and Systems*, Wadsworth, 1993, pp. 123–135.
3. H. Poor, "A Hypertext History of Multiuser Dimensions," *MUD History*, 1986; www.ccs.neu.edu/home/pb/mud-history.html.
4. D.S. Coming and O.G. Staadt, "Velocity-Aligned Discrete Oriented Polytopes for Dynamic Collision Detection," *IEEE Trans. Visualization and Computer Graphics*, vol. 14, no. 1, 2008, pp. 1–12.
5. S.P. Bingulac, "On the Compatibility of Adaptive Controllers," *Proc. 4th Ann. Allerton Conf. Circuits and Systems Theory*, 1994, pp. 8–16.
6. J. Williams, "Narrow-Band Analyzer," PhD dissertation, Dept. of Electrical Eng., Harvard Univ., 1993.
7. "The Report on Internet Traffic," white paper, ABC Company, 2002.

ABOUT THE AUTHORS

Author biographies go after the references. Apply the “AUTHOR BIO HEADING” style but use the words “About the Author(s)”. Individual author biographies should be limited to one paragraph containing the author’s name (apply the “bold” style to the name), position, affiliation, research interests, highest relevant degree received from what institution, pertinent memberships, and email address.

Jane Smith is a staff editor at IEEE Computer Society. Her research interests include grammar, punctuation, and spelling. Smith received a PhD in comparative literature from Cambridge University. She is a member of IEEE. Contact her at jsmith@computer.org.