ITC PAPER PUBLICATION GUIDE

INTRODUCTION
This guide is to be used in the preparation of technical papers to be published in the *International Telemetering Conference Proceedings*. It has been developed to foster consistency and readability.

PAPER SUBMISSION PROCESS
Submission of a paper starts when an author submits an abstract to the Paper's site (CMT Portal). The author will receive an email acknowledging acceptance of the abstract from the Technical Chair. Upon notification of acceptance, the Author will submit the paper according to the ITC Paper Publication Guide (this document). Authors must submit their paper in PDF format. **Please make sure that all PDF document files are unlocked**. Lastly, the author is to submit the copyright agreement form in PDF by uploading the document to the Paper's site or by using the DocuSign link on the ITC website. **This is required in order to get your paper published.**

FINAL PAPER SUBMISSION
To submit your final paper you will need the following:

- Your paper in proper format uploaded to the Paper's site. **Note**: If your paper has been generated with the assistance of a large-scale language model (such as ChatGPT), you must include a reference specifying the tool used and the extent of its contribution.
- A signed copyright agreement form uploaded to the Paper's site or submitted via the DocuSign Link.
- A very brief biographical sketch including 1) how to pronounce your name 2) current job title, location, 3) education 4) work experience. This information will be used by the Session Chair to introduce you prior to your presentation.

STUDENT PAPERS
Student papers use the same submission process and require the same items as regular papers. Additional student guidelines are listed below:

- Student papers can be based upon a Thesis, Capstone project, or other Major Project or Investigation
- Student Papers must be original work by a Student or team of Students in Communications Engineering, Telecommunications, Computer Science, Electrical Engineering, Software Applications Engineering and related fields of study at an accredited College or University.
- Student Papers are to be sponsored by a faculty member or members at the accredited University or College where the student is pursuing a degree. Faculty sponsors are to be advisors and are to be credited as such in all Technical Paper submittals. Faculty advisors must be named in the title area of all final Student Paper submittals being clearly identified as advisors.
- Student Papers can be submitted in two categories, Graduate or Undergraduate; they must be clearly identified as to category at the time of submittal. **Student papers require to list the educational institution as affiliation.**

PAPER FORMATTING GUIDELINES

Your completed manuscript is expected to be at least two (2) pages but not over fifteen (15) pages in length including appendices. Final paper submittals must be submitted in PDF format. **Please make sure that all PDF document files are unlocked**.

Page Layout

- Single-spaced, one column per page
- Page size: 8.5" x 11"
- Margins: 1 inch (2.5 cm) on all sides (left, right, top, and bottom)
- Orientation: Portrait (vertical)

Font & Text Formatting

All text should be in Times Roman (or a similar font), including headers.

- Title: 16 pt, Bold, All Caps, Centered
- Authors: 14 pt, Bold, Initial Caps, Centered
- Student Paper Advisor(s) (Student Papers Only): 14 pt, Bold, Initial Caps, Centered
- Author Affiliation: 12 pt, Bold, Centered
- Section Headers: 12 pt, Bold, All Caps, Centered
- Body Text: 12 pt, Full Justification

Line Spacing

- Title to Author: 2 blank lines
- Author to Affiliation: 0 blank lines
- Affiliation to First Section Header: 4 blank lines
- Section Header to Paragraph: 1 blank line
- Between Paragraphs: 1 blank line
- Between Last Item in Section & Next Section: 2 blank lines

Lists

- Spacing: 1 blank line before and after the list
- Indentation: 6-space indent

Additional Formatting

- Use block style – no first-line indents.
- Leave blank lines after headings and paragraphs for clarity.
- Page Numbers: Centered at the bottom of each page, starting from the first page.
- File Extensions: All files (main document, images, graphics, and additional files) must have a 3-letter file extension appropriate to the file type. *Mac users must ensure file extensions are included*.

Footnotes:
Avoid footnotes whenever possible. If essential information cannot be seamlessly integrated into the text or appendix, a brief footnote may be used and should be placed at the bottom of the corresponding page.

Equations:
An equation starts flush left, as with most copy, followed by the equation number in parentheses. Always follow each equation immediately with an explanation of it symbols. Example: where e = energy

t = time

T = Temperature

Exceptions:
- Very simple or universally known equations may be run in with the text and left unnumbered.
- If a great number of equations and formulas are used, include them in an appendix.
- If a great number of symbols are used, list them in a nomenclature section.
- Where there are long equations that take two or more lines, separate them at a sign of operation:
  - Leave "dot" product, multiplication, and division signs at the end of the first line.
  - Place addition, subtraction, and equal signs at the beginning of the next line.

Figures (Line Drawings and Photographs):
Use consistent units of measure within each illustration and throughout all illustrations if at all possible. Make sure that identifying words, call outs, units of measure, etc. are consistent with those discussed in the text of the manuscript.

Graphics, drawings, diagrams, photographs, etc., are not to be "anchored" to the page in the electronic copy. Doing so creates severe problems with formatting when it is printed. Text wraparound graphics, etc., must also be avoided. **Embedded video or animated graphics in papers is not allowed.**

All graphics must be legible in black and white. Please avoid using color shadings, color backgrounds, etc., in the production of graphics since they often appear "muddy" when printed – papers are usually printed in black and white for review and evaluation. All illustrations incorporated in a paper MUST be referenced in the text. References to illustrations in the manuscript must be by Figure Number (Figure 1., 2., etc.). All graphics must adhere to the same paper size and margin specifications as text.

Tables:
Use graphs and charts to illustrate trends and relationships. Tables should only be used to illustrate exact quantities. Keep tables as simple as possible.

Other considerations:
- Standard measurements or units should be used within a column and throughout the table.

- Unit labels should appear only in the column heading.
- Tables having large or very small measurements, such as thousands or millions or micro throughout should have column headings reflect those orders of magnitude.
- Note the accuracy of measurements by showing significant digits and always use a cipher before a decimal point less than one (0.45).

TECHNICAL CONTENT

Your technical paper should present original, high-quality content—either through new research or by demonstrating a novel application of existing work. Conducting a thorough review of related technical literature before writing is strongly recommended. Properly credit previous work and cite relevant references to support further study. Previously published papers are not eligible for inclusion in the Conference Proceedings; however, expanded or updated findings based on prior work are acceptable if properly referenced.

Commercialism and use of Trade Names

While papers on commercial applications of technology are welcomed, they must contain substantial technical content that advances knowledge in telemetering or a related field. Avoid making your paper a sales pitch, overzealous use of commercial trade names or simply restating product specifications or data sheets.

Papers submitted for publication in the Proceedings are subject to approval by the International Foundation for Telemetering (IFT). The IFT delegates this responsibility to the Conference's Technical Chairman, who oversees the review process. Failure to comply with submission guidelines may result in disqualification from both the Proceedings and the Conference. The IFT Board of Directors reserves the sole right to reject any submitted paper at its discretion, and all submitters acknowledge this authority.

MANUSCRIPT DIVISIONS

Title
Readers, libraries, indexing services, and data retrieval services often use titles for identification of documents: therefore, keep the title descriptive and brief. Please avoid clichés, slang, or little known acronyms. Title length is to be limited to fifteen words with ten words being the preferred maximum.

Abstract
Always include a concise abstract to assist readers and abstracting services. The abstract should summarize the purpose, scope, methods, results, and conclusions of your paper in **200 hundred words or approximately 1000 characters.**

Abstracts for manuscripts of a non–experimental nature should describe data sources and how the data was analyzed. If listing all findings is impractical, highlight those that are new, significant, contradict previous theories, or have long-term practical value.

Use minimal technical language to ensure accessibility for a broad audience. A well-written abstract should be self-contained, providing enough background to make the results understandable without unnecessary detail.

Write the abstract first; then, after you have written the rough draft of the manuscript compare and revise both to insure that they emphasize the same point(s) and draw the same conclusion(s). Be especially careful that the information in the introduction and conclusion coincide with the abstract.

Key Words
Data retrieval services use key words to identify contents of articles and papers. Limit key words to five.

Introduction
The introduction begins the manuscript by providing the background or history of a particular problem that led to the research, experiment, or application described in the manuscript. Other material such as a description of the research facilities available for the study and limitations in the scope of the manuscript due to a lack of time, equipment, or relevancy may also be included. The introduction may be a preview of how the material will be presented in the paper and it may state the relationship of the subject matter to larger areas of study. Keep the background information as brief as possible, stating only the aspects relevant to the manuscript.

Body
Everything that we have been talking about so far has been getting ready for the real meat of the paper. This is where the real message of the paper is conveyed. As you are writing and reviewing your paper, ask yourself these questions:
1. Does the body of the paper provide enough information to convey the intended message?
2. Is the necessary material present to make the paper "stand on its own"?
3. Has the material been divided into main headings and subheadings, and do divisions emphasize the important points of the manuscript? Do the subheadings support the main headings?
4. Is the subject matter developed logically, being free from gaps and discontinuities?
5. Have graphs, charts, and line drawings/illustrations been used in the context of the paper and do they fit with the text where they are introduced?
6. Are the illustrations, graphics, and graphs well prepared for reproduction?
7. Do the facts presented in the paper adequately support the conclusion(s)?

Conclusion
The conclusion states the final results, emphasizes the most important points, and directs the reader to relevant other areas. This is where you must compare the results with the original theory, especially if the results do not match the expectations. You need to recommend further areas of investigation and speculate on possible applications. The conclusion is your last chance to reach your audience; make it clear and concise.

Acknowledgments

This division is optional but highly desirable. Keep the list of persons and institutions as brief as possible. Cite (with permission) only those who provided substantial contributions to the work.

References

References are highly encouraged, as they establish the credibility of research and provide readers with sources for further study. Please comply with the following format in the use of references:

Books

Author's Last Name, First Name, "Chapter Title," Book title (underlined), Edition number, Volume Number, Publisher, City, State, Date of Publication, Page Numbers (NOTE: Use chapter title, edition number, and volume number only if applicable.)

Journal/Magazine Article

Author's Last Name, First Name, "Title of Article," Journal name (underlined), Place of Publication (if outside the USA), Volume, Number, Issue Number, Month, Year, Page Number.

Reports

Author's Last Name, First Name, "Report Title," Report Number, Publisher or Research Sponsor, City, State, Month, Year.

Papers

Author's Last Name, First Name, "Paper Title," Paper Number, Meeting Name, City, State, Date of Meeting- Month, Year. (Note: Cite meeting papers as Proceedings or Transactions of [Full Society Name] and include the meeting date and location. If the proceedings have been published, treat them as a book.)

Nomenclature (Optional)

If your paper makes extensive use of symbols or specialized terminology, a nomenclature section can improve readability by eliminating frequent or lengthy explanations within the text. Use a nomenclature table or glossary of terms to maintain clarity and logical flow.

Appendix (Optional)

An appendix can be used to include supplementary material that is not essential to the main text, such as: descriptions of apparatus, complex equations and derivations, or data that is nonessential to the understanding of the paper. Label multiple appendices as Appendix A, Appendix B, etc., with a brief descriptive title. If there is only one appendix, label it simply as Appendix (without a letter).

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Additionally, if an author incorporates previously copyrighted material into their paper, IFT assumes that all **necessary permissions have been secured** and that any required credit lines, copyright notices, or attributions are properly included.